Guidelines for Applicants

01 IMPULSE/Travel Expense Allowances

Notes for applicants:

Applications from professors, graduated research fellows and doctoral candidates from the University of Bremen may be, in accordance with the call, submitted at any time (up to two weeks prior to the commencement of the conference). Preference will be given to: applications submitted by young researchers (Docs & Post-docs); applications with no connection to projects with third- party funding that are already running and dispose of sufficient funds to finance the proposed travel.

The active participation, e.g. a speech or a poster presenting the own scientific results achieved at the University of Bremen, is grant-worthy. The University of Bremen must be represented. In case several persons are responsible for a contribution or present it together, only one person may submit an application.

For travels abroad it is required that it has been tried in good time to obtain DAAD funding. Please find the DAAD’s latest provisions for congress travels under

www.daad.de/kongressreisen (German)

The amount of funding is not directly connected to the actually incurred costs but rather constitutes a subsidy. In this funding line, the Central Research Development Fund (CRDF) works with lump-sums that are adjusted in cooperation with a travel agency on a yearly basis (see the document Pauschalen Reisen 2016).

Please fill in the online form Impulse/Travel Expense Allowances for the participation in congresses and specialist conferences and in addition hand in the following documents (either as an attachment, per mail or per post):

- Excerpt of the conference program (three pages maximum, including the announcement or the name of the speaker, i.e. the applicant)*
- Confirmation of the acceptance of the speech/the poster (unless evident from the conference program)*
- Copy of the DAAD’s letter of rejection for this congress travel or
- Copy of the DAAD’s notice of granting for another congress travel within the past twelve months or
- Copy of the DAAD’s notice of granting for another congress travel plus a copy of your doctoral certificate, in case you are currently not entitled to apply with the DAAD because your doctorate dates back more than five years and you have received funding within the past 24 months.
- The signed Declaration (in the original per post)
- Doctoral candidates: a copy of the acceptance by the PhD board

* These documents can be handed in later, if they are not available while applying.

The procedure for the approval of business trips remains unaffected.
Please send the Declaration as well as possible additional application documents to:

Universität Bremen  
Referat 12 – Forschung und wissenschaftlicher Nachwuchs  
Postfach 33 04 40  
28334 Bremen

**Any questions?** Feel free to contact the following persons should you need any assistance in completing your application:

- For questions concerning the funding lines of the Central Research Development Fund (CRDF) of the University of Bremen, please contact Ms. Corinna Volkmann (Phone: 218-60321).
- In the event of technical problems (completing the online form, uploading the application text), please contact Mr. Stefan Lüttgens (Phone: 218-60323).