

Guideline for Applications

02 CONFERENCE PARTICIPATION

Instructions for applicants

1. Please read the Declaration before completing your application. In order for your application to be processed, you must send a copy of the Declaration with your original signature by postal mail to:

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

The "Declaration" is not bound to the application deadline and can arrive at *Referat 12* after the respective application deadline. However, the application itself must be submitted in due time using the online form. Please **do not** integrate the declaration form sheet into the application document.

2. The **active** participation, e.g. a speech or a poster presenting the own scientific results achieved at the University of Bremen, is grant-worthy. It must be clearly visible, that the author is from the University of Bremen (e.g. note in program, logo on poster/presentation). 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.
3. University of Bremen supports the [Open Researcher and Contributor ID \(ORCID\)](#) which enables an unambiguous correlation of publications to authors. For this reason ORCID is a pre-requisite for any funding by the Central Development Research Development Fund of the University of Bremen (does not apply for doctoral candidates), and it is required in the online application.
4. For travels abroad it is required that it has been tried in good time to obtain DAAD funding. Please consult the current [DAAD provisions for congress travels](#) (in German).
5. 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 2020](#)).
6. Due to the current situation, subsidies to the conference fees can be applied for active participation in online conferences.

Only applications meeting the formal requirements can be considered.

Please fill in the online form Travel Expense Allowances for the participation in conferences and in addition hand in the following documents (either as an attachment, per email 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)*
- In case of conferences abroad:
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.
Doctoral candidates obtain the status of doctoral candidate upon acceptance by the respective doctoral committee (date of issue of acceptance confirmation). Doctoral candidates must enclose a copy of their acceptance as doctoral candidates with their application. The doctoral status ends with the determination of the overall result of the doctorate by the responsible doctoral committee, which usually corresponds to the date of the defence.

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

Please send the Declaration and any further application documents to the above mentioned address.

The procedure for the approval of business trips remains unaffected. Regardless of this application for travel subsidy you in any case have to hand in an application for business travel. Subsidies will then be settled together with the reimbursement of your business trip.

Any questions? We would be happy to help you with your application:

- Questions concerning applications will be answered by Ms. Corinna Volkmann (Phone: +49 421 218-60321, corinna.volkmann@vw.uni-bremen.de).
- In the event of technical problems (completing the online form, uploading the application text), please contact Mr. Stefan Lüttgens (Phone: +49 421 218-60323; stefan.luettgens@vw.uni-bremen.de).