

Funding Directive

**Funding for early career researchers**

**Mobility Programme**

Aim of the funding

Ulm University allocates funds from the University Allowance acquired through the German Excellence Strategy to provide funding for early career researchers. The procedure is carried out by ProTrainU.

Target group

Doctoral students and postdocs of Ulm University are eligible to apply.

Exemption: **Dr. med./Dr. med. dent.** students are eligible to apply directly after they have passed their oral exam.

Doctoral candidates from doctoral training programmes with their own mobility funding are not eligible to apply.

Each person eligible may claim the funding **once**. If an approved grant is not utilised and the ProTrainU office is not notified by the scheduled start of the journey at the latest, there is no eligibility to apply again.

Scope of funding

ProTrainU supports travel to attend a congress or to visit a co-operating partner. **Active participation** (e.g., oral presentation, poster presentation) is mandatory.

The maximum funding is as follows:

- EUR 1,000 for national travel
- EUR 1,800 for European travel
- EUR 2,800 for overseas travel

Funding is possible as long as funds are available.

**No down payments or other advance payments** will be granted. Subsequent transfers of invoices paid via institute cost centres are not possible.

How to apply

As this is a continuous programme, there is **no application deadline**.

Applications must be received by the ProTrainU office **no later than 4 weeks** before the planned departure date. The details you provide on page 2 of the application form apply.

Applications for the following year are accepted from November of the previous year.

Please complete the application form, explaining how your travel costs will be calculated (air/rail travel, accommodation, conference fees, visa, etc.) and in what form active participation will take place.

An application **does not automatically entitle you to use these funds**. The decision on funding is made by the management of ProTrainU. The decision will be emailed to you.

If your application is approved, you will receive a maximum of the approved amount by bank transfer to an account specified by you **after the end of your journey**.

When planning your travel, please follow the instructions on the [HR website](#) (German only).

**If a business trip is combined with private travel**, the business activity must take centre stage. This is the case if the duration of the business activity is longer than the duration of a possible private break during the trip. Only then is it possible for ProTrainU to reimburse the travel costs - subject to the submission of comparative offers.

Examples: Business activity 5 days, private break 4 days: ProTrainU reimbursement -> yes.  
Business activity 5 days, private break  $\geq 5$  days: ProTrainU reimbursement -> no.

#### Travel expense report and payment of funds

After your journey, please submit the following documents to ProTrainU:

- the **Travel Reimbursement Request**, completed in full, and signed by yourself and the head of your institute
- the original **Travel Request Form** approved by your head of institute before the journey
- the corresponding **original receipts/invoices** for all expenses that you wish to be reimbursed.

The grant is earmarked exclusively for you personally; therefore, please make sure that you keep accurate records. Costs for other fellow travellers, even on a pro-rata basis, will not be reimbursed.

In case of shared costs with colleagues: Submit a copy of the respective total invoice, note your own share and attach a copy of the transfer receipt of your pro-rata payment to the person who paid the total invoice. If you have several split items, do not use collective transfers; **ensure transparency!**

The documents must be submitted to ProTrainU Office by the date specified in the acceptance letter at the latest. If you miss this deadline, your entitlement to reimbursement from ProTrainU funds will be forfeited.

ProTrainU Office will check your documents and enter the Mobility Programme's budget.

ProTrainU Office will then forward them to Ulm University's HR department and arrange for the approved funds to be paid to the account you specified.

Only the actual travel expenses will be reimbursed, regardless of whether a higher amount was approved in advance. **Cancellation fees**, if any, **cannot be reimbursed**.

Special funding regulations apply for members of the Medical Faculty as well as for scholarship holders and external doctoral candidates of UUlM, You will learn about these in our acceptance letter.

#### Miscellaneous

You can download the **application form** from the ProTrainU website.

Please send your application as a **hardcopy** including the enclosures (e.g., abstract, abstract acceptance notice) by internal mail to ProTrainU Office.

#### **Your mobility expert at ProTrainU Office:**

Ms Martina Riegg, phone 50-36296, [martina.riegg@uni-ulm.de](mailto:martina.riegg@uni-ulm.de)



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