

Support for Young Scientists Mobility Programme

Aim of the funding

Ulm University allocates funds from the University Allowance acquired through the Excellence Strategy of the German federal and state governments to support junior researchers. The implementation of the procedure is the responsibility of the Graduate and Professional Training Centre ProTrainU.

Target group

Doctoral students and postdocs at Ulm University are eligible to apply. Applicants who are pursuing a doctorate in accordance with the doctoral regulations **Dr. med.** or **Dr. med. dent.** are eligible to apply after the doctoral procedure has been completed. Each eligible applicant can only claim the funds **once**.

Scope of the funding

ProTrainU supports journeys to congresses or to visit cooperation partners. **Active participation** (e.g. lecture, poster) is a prerequisite for funding.

The maximum funding is as follows:

- EUR 1,000 national travel
- EUR 1,500 European travel
- EUR 2,500 overseas travel

Funding is possible as long as funds are available.

No down payments or other advance payments will be granted.

Submission of application

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

Please submit your application **at least 4 weeks** before the planned trip, but no earlier than November of the previous year for the following year.

To do so, please complete the application form and explain how your travel costs will be made up (flight, train journey, 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 sent to you by e-mail.

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 trip**.

Travel expense report and payment of funds

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

- the **Travel Reimbursement Request** together with the original receipts/invoices you wish to be reimbursed
- the original of the **Travel Request Form** approved by your head of institution before the trip

The documents must be submitted no later than 6 months after the end of your trip. If this deadline is missed, any claims for reimbursement will be forfeited.

If possible, please submit your travel reimbursement request in the same year in which you started your trip, as the funds are blocked for you. If you submit it too late, these funds cannot be used elsewhere and the reimbursement will have to be paid from the next year's budget.

ProTrainU Office will check your documents and enter the Mobility Programme's budget item in the travel expense report.

The office then forwards the travel expense report to the administration of the Ulm University and arranges 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.

Miscellaneous

You can find all the information you need on the ProTrainU homepage, where you can download the application form.

Please send your application in printed form including the attachments (e.g. abstract) by internal post to ProTrainU.

Programme coordination:

Graduate and Professional Training Centre Ulm (ProTrainU)

Universität Ulm, O25, Raum 424

Albert-Einstein-Allee 11

89081 Ulm, Deutschland

Email: protrainu@uni-ulm.de

Telefon: +49 731 50 36296

Web: www.uni-ulm.de/protrainu