



# FUNDING GUIDELINE OF THE FUND FOR YOUNG RESEARCHERS (AS OF JANUARY 2018)

## OVERVIEW OF THE FUNDING MEASURES AND CONDITIONS OF THE FUND FOR YOUNG RESEARCHERS

Measure	Eligible applicants	Special criteria	Cost type	Level of funding
Active participation at conference	<ul style="list-style-type: none"> <li>— Doctoral candidates at Leuphana</li> <li>— Postdocs at Leuphana</li> <li>— Junior professors at Leuphana</li> <li>— Doctoral Track students at the Leuphana Graduate School</li> </ul>	Active contribution such as lecture, scientific poster or official position	<ul style="list-style-type: none"> <li>— Long-distance bus</li> <li>— 2nd class rail travel</li> <li>— Economy flight</li> <li>— Hotel (excl. breakfast)</li> <li>— Participation fees</li> </ul>	in Germany: up to 600 EUR in Europe: up to 800 EUR worldwide: up to 1,300 EUR
General participation at conference	<ul style="list-style-type: none"> <li>— Doctoral candidates at Leuphana</li> <li>— Doctoral Track students at the Leuphana Graduate School</li> </ul>	Single-occasion funding	<ul style="list-style-type: none"> <li>— Long-distance bus</li> <li>— 2nd class rail travel</li> <li>— Economy flight</li> <li>— Hotel (excl. breakfast)</li> <li>— Participation fees</li> </ul>	maximum 400 EUR
Summer School (Autumn, Winter, Spring School)	<ul style="list-style-type: none"> <li>— Doctoral candidates at Leuphana</li> <li>— Postdocs at Leuphana</li> </ul>	<ul style="list-style-type: none"> <li>— Minimum duration: 3 days</li> <li>— Confirmation of acceptance</li> <li>— Confirmation of participation</li> </ul>	<ul style="list-style-type: none"> <li>— Long-distance bus</li> <li>— 2nd class rail travel</li> <li>— Economy flight</li> <li>— Hotel (excl. breakfast)</li> <li>— Participation fees</li> </ul>	50% of the arising costs eligible for funding, but a maximum of 1,000 EUR
National or international research visit	<ul style="list-style-type: none"> <li>— Doctoral candidates at Leuphana</li> <li>— Postdocs at Leuphana</li> </ul>	<ul style="list-style-type: none"> <li>— Minimum duration: one week, max. six weeks</li> <li>— Invitation of the institution, university or research centre</li> <li>— Statement from your supervisor</li> </ul>	<ul style="list-style-type: none"> <li>— Long-distance bus</li> <li>— 2nd class rail travel</li> <li>— Economy flight</li> </ul>	maximum 1,000 EUR
Organisation of a conference at the Leuphana University of Lüneburg	<ul style="list-style-type: none"> <li>— Junior professors at Leuphana</li> <li>— Postdocs at Leuphana</li> </ul>	<ul style="list-style-type: none"> <li>— The applicant is the key responsible person in terms of the organisation of the conference</li> <li>— The conference topic reflects one of the four scientific initiatives</li> <li>— Call for papers within the international scientific community</li> <li>— at least half of the speakers come from other universities</li> <li>— one of the speakers does not come from the German-speaking world</li> <li>— Preferred language: English</li> <li>— Public relations work via website, announcement or flyer</li> </ul>	<ul style="list-style-type: none"> <li>— Travel costs for lecturers (2nd class rail travel, economy flight)</li> <li>— Hotel (excl. breakfast)for speakers</li> <li>— Personnel costs (payment of programme administrators, costs of student assistants)</li> <li>— Costs of materials (conference brochures, flyers...)</li> <li>— Individual decisions about further costs</li> </ul>	maximum 2,000 EUR

In the following, you can find **information** and answers to **frequency asked questions** on the funding conditions of the Fund for Young Researchers. If you have any **further questions**, please send them to [gradschool.nwf@uni.leuphana.de](mailto:gradschool.nwf@uni.leuphana.de)

**a) STATUS GROUPS ELIGIBLE TO APPLY**

- Doctoral candidates at the Leuphana University of Lüneburg
- Postdocs at the Leuphana University of Lüneburg
- Junior professors at the Leuphana University of Lüneburg
- Doctoral Track students

At the start of the measure at the latest, you should be a member of at least one of these status groups. If you do not yet have proof of such membership when you make your application, please make a note of it and if possible, include a note on when you expect to be able to provide the proof. As soon as you obtain the proof, please submit it unprompted.

**b) GENERAL CRITERIA AND CONDITIONS OF FUNDING**

- The contents of the required funding measure is related to the applicant's own project (doctorate / postdoctoral project).
- The application was submitted in complete form.
- The application was submitted on time.
- The application was submitted in the correct form (see section c).

**What does “complete application” mean?**

A complete application exists when the details necessary for the assessment are provided and the appropriate supporting documents are enclosed. These include, in particular:

- the full details of the applicant
- proof of the anticipated costs that are stated on the application form
- details on which proof and supporting documents have been enclosed
- the date and signature

In addition to this, there is further proof and/or documents particular to each funding measure which are detailed on the corresponding application form.

**What does “on time” mean?**

An application is considered to be on time if it has been submitted before the project / the measure (e.g. participating at a conference) started.

Incomplete applications are not eligible for funding! Extensions to deadlines will not be granted! Complete applications that arrive subsequent to the completion of the corresponding round of funding are processed in the next round of funding.

### c) APPLICATION FORM

An application for funding is **generally to be submitted in paper form** using the currently valid application form which is available on the website.

An application submitted **by email** can **only** be considered to be **on time** if it is

- submitted in complete form (see above) and before the project / the measure (e.g. participating at a conference) has started, and
- has arrived in paper form no later than two days following the end of the appropriate round of funding.

### d) MEASURES ELIGIBLE FOR FUNDING

The measures eligible for funding are stated at the start of this document in the “Overview of Funding Measures and Conditions of the Fund for Young Researchers”. Other measures are not eligible for funding.

**Please note:** In the case of the acceptance of a paper compiled on the basis of co-authorship and the common presentation of the paper, applications by several persons for the same conference are not generally eligible for funding. Funding is only possible in the scope of case-by-case decisions – which also includes the level of funding – in justifiable exceptional cases.

### e) COSTS ELIGIBLE FOR FUNDING

The costs eligible for funding are stated in the “Overview of Funding Measures and Conditions of the Fund for Young Researchers” table. Other costs, as well as costs otherwise eligible for funding for which no application was submitted prior to the start of the measure, are not eligible for funding. Please note: The Fund for Young Researchers does not include a daily allowance.

With regards to the travel costs eligible for funding, please consult the standard cost rates applicable to business travel. The rates are available in the “Handbook for the settlement of travel costs” or the “Foreign travel info” which are available under “Information” on the intranet of the Leuphana University of Lüneburg. **The economy principle generally applies!**

### f) FUNDING LEVELS

In general, funding will only be provided up to the amount of the requested level of funding. The maximum levels of funding are stated in the “Overview of Funding Measures and Conditions of the Fund for Young Researchers” table.

**Please note:** In the case of the acceptance of a paper compiled on the basis of co-authorship and the common presentation of the paper, applications by several persons for the same conference are not generally eligible for funding. Funding is only possible in the scope of an individual decision – which also includes the level of funding – in justifiable exceptional cases.

### **g) END OF THE ROUND OF FUNDING**

The round of funding generally ends **at 12 noon on the 15.01., 15.05. and 15.09 of a calendar year**. If the 15th is a Saturday, a Sunday or a public holiday, the round of funding generally ends at 12 noon on the next working day. Applications that arrive after 12 noon will only be taken into account in the next round of funding.

### **h) NUMBER OF FUNDING APPLICATIONS PER PERSON**

A maximum of one application can be made per person and per round of funding. A maximum of two applications are approved per person and calendar year.

### **i) DOCUMENTS TO BE ENCLOSED WHEN THE APPLICATION IS MADE**

When making your application, you must enclose provisional proof of the data that you provide in your application. This proof may include provisional proof of costs, proof that you belong to one of the status groups at the time of the measure, or confirmation of acceptance. **In this respect, please also note the FAQs stated below.** Please refer to the appropriate application form for the individual documents which are to be submitted for each measure.

### **j) FUNDING DECISION**

The Senate Committee for Young Researchers discusses the applications that it receives in accordance with the stated criteria and forwards funding recommendations to the Presidential Committee. The Presidential Committee makes the decision about the funding. There is no basic entitlement to funding.

In general, a decision is made on funding applications **within 6-8 weeks after the deadline for applications**. Please abstain from making enquiries during this time. As soon as the Presidential Committee has reached its decision on the funding, you will receive written notification of its approval or rejection by email.

The Senate Committee is a committee which is appointed by the Senate of the Leuphana and consists of members of the group of professors (at least one of whom is a junior professor), of the group of research assistants and of the group of students. Its advisory members also include one representative from the Office for Equal Opportunities, one from the staff council, and one from the group of doctoral candidates.

### **k) DOCUMENTS TO BE ENCLOSED IN THE EVENT OF FUNDING**

If you are granted funding from the Fund for Young Researchers, after the conclusion of the funded measures, you must submit the following documents in paper form:

#### **— a final report**

The report which is to be submitted following the conclusion of the measure should provide a brief overview of the progression and result of the measure. Examples of questions to be answered in the final report:

- Was it possible to gain new knowledge for the individual project?
- Was it possible to forge new contacts with other researchers and if yes, with what objective?

- the **original receipts of the costs** (as proof of the **actually incurred costs**)

Please submit the **original documents** in the following way:

- Numbered, tabular listing of the arising costs
- Receipts which are numbered and sorted accordingly
- Please stick any receipts that are smaller than DIN A4 onto a separate DIN A4 sheet of paper.
- Foreign currencies are to be converted into Euros. In such cases, **proof of the exchange rate at the time** is also to be enclosed (e.g. bank statement / receipt of bank bill).

Important: the receipts that are submitted must show clearly that you have actually paid the requested costs

- Validated train ticket
  - Flight ticket including boarding card or flight invoice including printout of the appropriate boarding cards
  - Hotel invoice
  - Fees invoice
  - Copy of bank statement / credit card invoice
- Also in the case of funding for a Summer / Autumn / Winter / Spring School:
    - a **copy of the certificate of attendance**
  - In addition in the case of co-financing by a professorship / an institute / a professor
    - the **approval of the business travel**
    - the **travel costs settlement**

Please note:

In the case of co-financing by a chair / an institute / a professor, subsequent to the provision of the funding by the Fund for Young Researchers by the Graduate School, the documents for the settlement of the travel costs are forwarded by the Graduate School to the travel costs department of the university for subsequent processing.

- Also in the case of funding for the organisation of a conference
  - **Copies of the accounting instructions including** (template see next page) the appropriate **copies of invoices**
  - **Copies of the document journal** (template see next page) and the **budget report for annual values** (template see next page) of the fund submitted **from SAP**

Please note: The clearing items that are stated in the “document journal” have to be marked with the current numbers which you provided in the individual accounting instructions.

**LEUPHANA**

current no. 2

**Buchungsanweisung** SAP-Beleg-Nr.:

Kreditor

Erhaltungsart:  per Post  per elektronische Post

Rachung:  Sachrechnung  Gutschrift

Arbeitskonto: \_\_\_\_\_ Gesamt-Rechtsanspruch in €: \_\_\_\_\_

Finanzstelle / Kostanzahl: \_\_\_\_\_ Fonds / Auftrag: \_\_\_\_\_

Belegart:  Lieferang  sonstige Leistung

Rechnungsdatum: \_\_\_\_\_

Belegjournal: \_\_\_\_\_

Finanzstelle: \_\_\_\_\_

Fonds: 12345678

Legit: RECH\_091610

Belegzeit: \_\_\_\_\_

Datumzeit: 31.02.2016

FINANZST.	Fonds	Auftrag	Kurzbezt.	FINANZST.	Restbuchung	Zahl.Stufe	Währn.	Text	Relevanz	Belegdatum	Buch.Dat.	HRA-Bufzel	Name
12345678	12345678	12345678	Wissenschaftskontenz				EUR	Ausleihe Manua					Studentenmerk
12345678	12345678	12345678	Wissenschaftskontenz				EUR	OH Meyer					Stadthotel
12345678	12345678	12345678					EUR						
12345678	12345678	12345678					EUR						

Accounting instruction template (“Buchungsanweisung“)

Document journal template (“Muster Belegjournal“)

Budget report for annual vales template (“Muster Budgetbericht Jahreswert“)

Budgetbericht Jahreswerte R alle								Aktuelle Daten 28.04.2016 08:15:48	
Fondsstatus L					Fonds				
Geschäftsjahr	Jahresbudget Gesamt	Einnahmen	Ausgaben	Ausgabeneiste VJ	Restfallstellung	Mittelbindung	Verfügbar Gesamt		
Darstellung	1 EUR	1 EUR	1 EUR	1 EUR	1 EUR	1 EUR	1 EUR		
2016									
2017									
...									
Summe									

Please note that the settlement of your funding can only be processed if the aforementioned documents are submitted accordingly!

**I) CONTACT FOR FINAL DOCUMENTATION**

Please send the **documents** pertaining to your measure in an envelope in paper form or interoffice mail **without a covering letter and additional plastic/paper sleeves or paper folders** to the following address:

Leuphana Graduate School  
 Ms Susanne Wenzel  
 Universitätsallee 1  
 21335 Lüneburg

**m) DEADLINE FOR FINAL DOCUMENTATION**

The documents must arrive at the Graduate School in paper form **no later than six months after the completion of the funded measure**. Otherwise, the funding is rendered invalid and previously received funds must be reimbursed.

## FREQUENTLY ASKED QUESTIONS

### 1. How do I provide proof of my status?

**Doctoral candidates** provide proof of their status with a **copy of their certificate of enrolment** which is valid at the point in time of the funding measure.

**Postdocs** provide proof of their status with a **copy of their doctoral certificate** and/or confirmation of the completion of their doctorate, **and**

- in the case of employment, a **copy of the employment contract** detailing the period of employment, **or**
- in the case of a scholarship, a **copy of the scholarship award notification** which details the duration of approval.

**Junior professors** provide proof of their status with a **copy of the certificate of employment**.

### 2. How do I provide proof of my anticipated costs with my application?

When making your application, you should provide preliminary proof stating the anticipated level of costs for all of the sums that you want to include in your application. In this respect, you do not yet need to submit any invoices or similar or have carried out any specific applications or bookings. You can, for example, submit printouts (e.g. screen shots) of the appropriate web page as proof of the anticipated cost of rail travel, flights, conference fees or hotel costs.

Upon the approval of the application, anticipated costs which you do not prove with preliminary documents are no longer applicable. A settlement of costs which have not been applied for in advance is not possible either.

### 3. What shall I do if supporting proof (e.g. confirmation of approval for a conference, proof of status, or similar) is not yet available?

If you do not yet have such proof when you make your application, please make a note of it in the appropriate area on the form and state when you expect to receive the proof. As soon as such proof becomes available to you, please submit it **unprompted**.

### 4. Can I combine an application for the Fund for Young Researchers with additional grants?

In this respect, it is necessary to distinguish between a grant from an external source (e.g. DAAD) and co-financing from a different university budget (e.g. funds from a chair, an institute or a professorship).

A **subsidy from an external source** is always possible. Please state the level of the subsidy on the application form.

A **co-financing from possible funds of a chair, an institute or a professorship** can only occur if you are associated with the chair, the institute or the professorship providing the funding on the basis of a contract of service or employment at the point in time of the funding measure. The only possible exception to this rule is if **the co-financing is from the funding of a third party funding project**. Please state the level of the subsidy on the application form.



**5. How does the settlement of a co-financing from possibly available third party funds of a chair, an institute or a professorship take place?**

In the event of a relationship based on a service or employment contract, the settlement of a co-financing takes place **in the scope of a settlement of the travel costs**. Please submit these together with the settlement of the funding measure at the Graduate School. Please state the **funding** that you receive through the **Fund for Young Researchers** in the settlement of the travel costs under **“third party funding”**. Please take note of the information provided on the intranet about business travel and forums (with the keyword of “business travel”).

The settlement of a case of co-financing from funds of a third party funding project occurs on the basis of a reimbursement of expenses. In such cases, please contact the secretariat responsible for overseeing the settlement of the third party funding project.

**6. Is it necessary for me to submit an application for business travel?**

It is necessary for you to submit an application for business travel whenever you receive co-financing from the funds of your chair, institute or your professorship for your planned funding measure.

**7. Can I receive an advance payment from the Fund for Young Researchers?**

It is not possible to obtain an advance payment from the Fund for Young Researchers before the Senate Committee for Young Researchers has approved the application. You will receive the funding as soon as the approval has been given and all of the formal requirements for the funding have been demonstrated (e.g. proof of status, confirmation of acceptance).

**8. Can an application for funding be submitted if the funding measure (e.g. participating at a conference) has already taken place?**

It is not possible to submit an application for funding a measure if it has already taken place.

**9. What should I do if I am unable to partake in the measure for which funding was applied due to illness?**

If you are unable to partake in the measure due to short-term illness you must submit the following documents, so that any possible costs that have already arisen and which cannot be reversed can be covered nonetheless:

- presentation of a doctor’s certificate or an equivalent certification regarding the duration of the illness
- proof of the immediate cancellation of previously completed bookings or registrations
- original copies of invoices or bookings that have not been cancelled

**10. Can I combine my stay which falls under the validity of a funded measure with a private (leisure time) stay?**

In the scope of a measure, the stay is generally only **eligible for funding for the duration of the measure plus one day prior to the start and one day subsequent to the end of the measure**. It is possible, however, to

extend the visit for private purposes before or after the measure. **Any additional costs which arise** (e.g. flight and accommodation) in the scope of the private stay are **not eligible for funding, however**.

In the case of measures which are funded **in combination with business travel**, it is also necessary to **take the regulations for business travel into account** as regards the combination of business and private travel.

In the application form for the Fund for Young Researchers, in addition to the **duration and costs of the measure** which arise in the scope of the measure requiring funding (see no. 3a of the form), you must also state the **duration and costs of your actual stay** (see no. 3b of the form).

**Example for the stating of the costs:**

Duration of the measure: 08.06. - 10.06.

Duration of the actual stay: 02.06. - 25.06.

Duration eligible for funding: 07.06. - 11.06.

➤ Time frame for the calculation of costs under no. 3a in the form. 07.06. - 11.06.

➤ Time frame for the calculation of costs under no. 3b in the form. 02.06. - 25.06.

**11. Can I submit an application for the funding of a combined measure (e.g. participating in a conference with a subsequent research visit)?**

Combined measures are generally eligible for funding but are treated on a case-by-case basis, also regarding the level of funding.

**12. Can the costs of childcare be paid?**

Childcare costs are not eligible for funding from the Fund for Young Researchers. The **Equal Opportunities Fund** of the Leuphana offers funds for supporting the work/qualification/life balance and welcomes applications all-year-around. Funding is available for childcare costs at conferences, meetings and seminars as well as grants for conference fees and travel costs for doctoral students with children which are not paid for by another support fund of the Leuphana.

Please contact the Office for Equal Opportunities for further information. [gleichstellung@leuphana.de](mailto:gleichstellung@leuphana.de) or telephone no. 677-1060.