

FAQ WiN-UBT Research Stay Grant

The FAQs on the Research Stay Grant measure are part of the funding guidelines and must be observed accordingly.

Version: **Call Research Stay Grant 2025**

Version date: 26 September 2024

Changes to FAQ version 2024 are marked in red.

TOPIC: ELEGIBILITY

Which members of the university are eligible to apply?

The prerequisite for funding is membership of the University of Bayreuth at the time of application and realisation of the trip.

Eligible members of the UBT from the target group of the Research Stay Grant are

- Postdocs with an academic employment relationship in a qualification position (temporary) or
- Postdoctoral researchers in the qualification phase who have applied for and received their membership in accordance with § 1 Abs. 7 of the Basic Regulations of the University of Bayreuth.

Habilitation candidates without a position at the University of Bayreuth or without membership status in accordance with § 1 para 7 of the Basic Regulations are not eligible to apply.

Habilitation candidates with a permanent position at the University of Bayreuth are not eligible to apply.

Who is a member of the University?

Membership is regulated in Art. 19 Para. 1 S. 1 to S. 4 of the [Art. 19 Abs. 1 S. 1 bis S. 4 des BayHIG](#). In addition, the Basic Regulations may designate other persons as members (Art. 19 Abs. 1 S. 7 BayHIG). [§ 1 para 7 of the Basic regulations](#) applies to Postdocs.

To become a member in accordance with the Basic Regulations, please contact the junior scholar office WiN-UBT first.

TOPIC: ELIGIBLE PROJECTS

Can a conference visit be funded?

Travelling solely to attend a conference is not eligible for funding.

It is possible to combine a Research Stay Grant with a conference visit if

- the independent research stay lasts at least one week and

- the conference visit takes place as part of the same trip.

The general conditions of Research Grant funding also apply to such trips. **Conference fees, travel expenses from the location of the research stay to the conference venue and accommodation costs during the conference are not part of the Research Stay Grant measure and are therefore not reimbursed by the junior scholar office WiN-UBT.**

Can Research Stay Grant funding be combined with Talent 5/5/5 funding?

Research Stay Grant funding and Talent 5/5/5 funding in the same calendar year are not possible. This also applies if both grants relate to the same "topic".

BLACKLIST: What is NOT funded

- Travelling exclusively to conferences is not funded.
It is possible to combine a Research Stay Grant with a conference visit
- The Research Stay must last at least one week on its own.
- Research Stay Grant funding and Talent 5/5/5 funding in the same calendar year are not possible.
- Trips that have already taken place will not be funded.
- It is not possible to apply for several trips within the funding period in one application.
- **A substantial change of destination after the application has been approved (e.g. different country or different working group at a different location) is not possible.**
- Multiple applications from the same person in one application round are not possible.

TOPIC: TIMELINE AND TIME OF TRAVEL

When can a trip funded by the Research Stay Grant take place?

The trip must take place between 1 January and 31 October of the year specified in the respective call.

Example:

Research Stay Grant 2025: Call for proposals 1 October to 15 November 2024 - Travel period between 1 January and 31 October 2025 - Travel expense report by 15 November 2025 at the latest.

You have completed the application form in the WiN portal - has the funding application been submitted?

Yes.

If you press the "Save" button after completing the form, your application has been submitted and saved in the system. A confirmation of receipt will only be sent once a week during the open call.

The call for proposals is still open - is it still possible to make changes to the funding application?

Yes.

As long as the call is still open, you can make changes to your application at any time.

Your funding application has been approved. What do you need to do?

- Submit your travel application BEFORE you travel. Please note the details below.
- Hand in your travel expense report immediately after your return, at the latest by 15 November of the travel year. Please refer to the section "Travel application and travel expense report".
- After the trip, a short report on the achievement of objectives must be submitted to WiN-UBT within one month. You will receive the template for the report with the funding approval.

NEW 2025: The journey is postponed within the funding period.

What do you need to consider?

It is possible to postpone the travel period within the funding period in the same calendar year (January 1 to October 31). Please inform the junior scholar office WiN-UB about the postponement.

The trip is postponed to the next calendar year. Can the funding commitment be transferred?

No.

The funding commitment by WiN-UBT is only valid for the year for which it was issued.

If the trip is postponed to the next funding period, you must submit a new application in the next funding round.

As soon as you know that the trip will be postponed to the next funding period, inform WiN-UBT immediately and cancel the currently approved funding (by writing an e-mail).

The trip cannot take place. What do you need to do?

As soon as you know that the trip cannot take place, inform WiN-UBT immediately and withdraw from the funding (by writing an e-mail).

TOPIC: TRAVEL REQUEST AND TRAVEL EXPENSE REPORT

In order for the (previously approved) reimbursement of costs for your trip to the chair to be possible, you must follow the instructions below - especially regarding the travel expense report.

How should the travel request be submitted?

The travel request must be submitted BEFORE travelling.

Submit your travel request via the University of Bayreuth's form server, specifying that the trip is to be reimbursed. First use the cost centre of the unit to which you are assigned.

Signatures: The travel request must be signed by you AND by your supervisor/chair and will be sent to Department III/3 of the administration. Applications on which one of the signatures is missing must be returned to the applicant by the travel department and generate unnecessary work.

Please send a scan of the approved travel application that you have received back from Dept. III/3 to grants.win-ubt@uni-bayreuth.de for information.

NEW 2025: Can I also submit an application for payment on account with the travel application?

Yes.

As with other business trips, you can submit such a request. Please also send a scan of this to grants.win-ubt@uni-bayreuth.de for information purposes.

How do I have to account for my trip?

Travel expense claims are processed by Department III/3 of the University Administration. You can only claim travel expenses for trips that have been approved in advance. You must submit the claim form, the original receipts and the approved travel expense application.

IMPORTANT: Please also scan the expense report before submitting it and send the scan to grants.win-ubt@uni-bayreuth.de. This is necessary for procedural reasons and should be done on the day the expense report is submitted. We also recommend that you keep the scan for your own records until you have been reimbursed.

When do I have to submit my travel expense report?

Settle the trip **immediately after your return, by 15 November** of the travel year at the latest.

WiN-UBT will only grant funding if the invoice has been submitted to the travel department by this date.