

FAQ WiN-UBT Research Stay Grant

Please find the most frequently asked questions here.

If you have any questions not listed here, please do not hesitate to contact us directly at grants.win-ubt@uni-bayreuth.de.

The FAQs for the Research Stay Grant scheme form part of the funding guidelines and must therefore be observed.

Version: **Research Stay Grant Call for Applications 2027**

Date: July 16, 2027

TOPIC: ELIGIBILITY TO APPLY

Which members of the university are eligible for funding?

A prerequisite for funding is membership of the University of Bayreuth at the time of application and at the time the trip takes place.

Eligible members of the University of Bayreuth from the target group for the Research Stay Grant are

- PhD holders in a research post (fixed-term) or
- Early-career researchers with a PhD who are in the qualification phase and who have applied for and been granted membership in accordance with Section 1(7) of the Basic Regulations.

Candidates for a habilitation who are not employed by the University of Bayreuth or who do not hold membership status in accordance with Section 1(7) of the Basic Regulations **are not eligible to apply.**

Candidates for a habilitation with a permanent post at the University of Bayreuth **are not eligible to apply.**

Who are the members of the University?

Membership is governed by [Article 19\(1\), sentences 1 to 4 of the BayHIG](#).

Furthermore, the University's Constitutions may designate other persons as members (Art.19(1), sentence 7 of the BayHIG). For early-career researchers who have obtained a doctorate, [§ 1\(7\) of the Constitution of the University of Bayreuth](#) applies here.

To obtain membership in accordance with §1(7) of the Constitution, please contact the WiN-UBT Service Centre first.

TOPIC: ELIGIBLE PROJECTS

Can attendance at a conference be funded?

A trip undertaken solely for the purpose of attending a conference is not eligible for funding.

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

- the Research Stay in itself lasts at least one week and
- the conference attendance takes place as part of the same trip.

The general conditions for Research Grant funding also apply to such trips.

Please note: Conference fees, travel costs 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 scheme and are therefore not reimbursed by WiN-UBT.

BLACKLIST: What is NOT eligible for funding

- Travel undertaken solely for the purpose of attending conferences is not eligible for funding.
- It is possible to combine a Research Stay Grant with attendance at a conference.
- The Research Stay must, however, be a stand-alone period of at least one week.
- Trips that have already taken place are not eligible for funding.
- It is not possible to apply for multiple trips in a single application.
- A substantial change to the destination after the application has been approved (e.g. a different country or a different research group at a different location) is not permitted.
- It is not possible for the same person to submit multiple applications in a single call for applications.

TOPIC: TIMELINE AND TRAVEL DATES

When can a trip funded by the Research Stay Grant 2027 take place?

The trip must take place between 1 January 2027 and 30 August 2027.

You have completed the application form on the WiN portal – does this mean your application has been submitted?

Yes.

Once you have completed the form and clicked the 'Save' button, your application is saved in the system. You can make changes to your application whilst the call for applications is still open. During the open call, a confirmation of receipt will be sent once a week. On the morning after the application portal closes (15 November 2026 at 23:59), you will receive a final confirmation of receipt.

The call for applications is still open – can changes still be made to the funding application?

Yes.

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

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

- Submit your travel application BEFORE your trip. Please note the details below.
- Submit your travel expense claim immediately after your return, by 30 September 2027 at the latest. Please refer to the section 'Travel application and travel expense claim'.
- Within one month of your return, you must submit a brief report on the achievement of your objectives to the Junior Scholar Office. You will receive the report template with your grant approval.

The trip is being postponed within the funding period. What do you need to bear in mind?

It is possible to postpone the travel period within the funding period (1 January 2027 to 30 August 2027). Please inform the WiN Service Centre of the postponement immediately.

The trip is being postponed to the next calendar year. Can the funding approval be carried over?

No.

Postponement beyond 30 August 2027 is not possible.

The trip cannot take place at all. What do you need to bear in mind?

As soon as you know that you are unable to travel, you may withdraw from the approved grant without giving reasons. Withdrawal must be communicated in writing or by email to grants.win-ubt@uni-bayreuth.de.

TOPIC: TRAVEL APPLICATION AND TRAVEL EXPENSE CLAIM

General Information

Travel expenses must initially be covered by the cost centre of the unit or department to which you are assigned.

Reimbursement by the Junior Scholar Office to the unit or department, up to a maximum of the approved funding amount, will take place during the 2027 financial year via an internal transfer. As a rule, the transfer will only be carried out once the travel expenses have been reimbursed.

To ensure that the Junior Scholar Office can cover the costs of your trip (as previously approved), you must follow the instructions below – particularly those relating to the travel expense claim.

How should the travel application be submitted?

The travel application must be submitted BEFORE the trip.

Submit your travel application via BayRMS. When doing so, please specify that the trip is to be claimed. Select the cost centre of the unit to which you are assigned.

First person to approve ("Mitzeichner"): The travel application must first be approved by the chair holder or your supervisor.

Please send a screenshot or PDF of the approved travel application to grants.win-ubt@uni-bayreuth.de, as this contains information relevant to the subsequent processing of the funding by the Junior Scholar Office.

Can I also request an advance payment when submitting my travel application?

Yes.

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

How do I claim my travel expenses?

Travel expense claims are also submitted via BayRMS. You can only claim for trips that have been approved in advance.

IMPORTANT: Please send a screenshot of the claim form, the date on which you submitted your claim and the reference number assigned by the system to grants.win-ubt@uni-bayreuth.de. This is necessary for further processing by the Junior Scholar Office.

When do I need to submit my travel expense claim?

Submit your travel expense claim immediately upon your return, by 30 September 2027 at the latest. Funding approval is only valid if the claim has been submitted via BayRMS by this date.