

Funding guideline WiN-UBT Research Stay Grant

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From the calendar year 2024, the Junior Scholar Office (WiN-UBT) invites applications for the University of Bayreuth's **Research Stay Grant** programme.

1 Funding objective

This measure intends to give early career researchers the opportunity to build up and expand their own academic and build sustainable contacts for further collaborations. The programme also helps to strengthen personal and intercultural skills and the ability to reflect.

2 Object, type and amount of funding

With the *Research Stay Grant* programme, the University of Bayreuth provides its early career researchers with funding for a **short stay of one to three weeks at an (inter)national university or research institution**.

The Research Stay Grant includes the reimbursement of travelling expenses between the place of work (usually Bayreuth/Kulmbach) and the place of travel as well as accommodation costs at the place of travel, visa fees and a daily allowance if applicable.

The costs will be reimbursed by WiN-UBT upon application up to a maximum of €3,500. **Please note:** Pure conference trips are NOT funded (see FAQ for details).

3 Eligibility

Postdocs, heads of junior research groups, habilitation candidates and junior professors in a fixed-term academic employment at the UBT or fixed-term membership according to §1 para. 7 of the Basic Regulations (Grundordnung) are eligible to apply (see FAQ).

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

The applicant must not have their own UBT budget funds at their disposal for travel purposes.

The additional use of third-party funds for the same trip must be stated in the application.

Talent 5/5/5 funding from the UBT Research Support Office in the same calendar year is not possible (see FAQ).

4 Application

Applications are submitted via the [WiN-UBT-Portal](#) on the tab “research stay grants”. Access to the portal is possible with the bt number.

The **call for applications** is open once a year **from 1 October to 15 November**. Applications can be submitted for **trips in the period from 1 January to 31 October** of the following year.

The following special regulation applies to the **Research Stay Grant 2024** call:

The **Research Stay Grant 2024** call will be open from 1 February to 15 March.

Applications can be submitted for trips in the period from 15 April to 31 October 2024.

The last call for tenders for this measure for the time being will take place in autumn 2026 for trips in the period from 1 January to 30 August 2027 (special regulation end date). In this case, the travel expense claim must be submitted by 30 September 2027.

5 Procedures

After the deadline, the applications submitted are first formally reviewed in accordance with 4 and 5. The selection of approvals from all the formally correct applications is based on the funding objectives (see 1).

Approval of an application will be sent to the applicant by e-mail within three weeks of the application deadline.

The **travel application must be submitted BEFORE the start** of the trip to be funded. A copy of the travel application must be sent to WiN-UBT (pdf is sufficient).

The travel costs must initially be borne by the cost centre of the unit/chair and will be (partially) reimbursed after submission of the travel expense report. Therefore, the travel expense report for this measure must be submitted to Department III/3 by 15 November of the approval year at the latest. A scan of the travel expense report must be sent to WiN-UBT by e-mail. Please note the information on travel expense claims in the FAQ.

The funding measure is handled by the [Junior Scholar Office \(WiN-UBT\)](#). Please address your queries to grants.win-ubt@uni-bayreuth.de.

6 Period of validity and other relevant information/documents

This funding guideline is valid from the day of its publication on the University of Bayreuth and including for the year 2027.

In addition to the funding guidelines, the FAQs published on the university's intranet for the *Research Stay Grant* programme apply. Please note the information on validity.

No changes are made to the FAQ while the tender is open, so that there is a single FAQ version for each tender that is valid for all steps of this tender. You can download the current version from the intranet.