



EXCELLENCE STRATEGY

SUB-PROJECT »EXPANDING INTERNATIONALITY«

CALL FOR PROPOSALS

MOBILITY IN INTERNATIONAL RESEARCH COLLABORATIONS

The project »Expanding Internationality« is part of the Excellence Strategy of Heidelberg University for the period of 1st November 2019 until 31st October 2026. The project includes a funding line for promoting mobility in international research collaborations.

OBJECTIVES OF THE FUNDING LINE

This funding line is intended to serve the further internationalization of Heidelberg University, in particular to contribute to the networking of scientists at our university with international partners. In addition, the funding line provides impetus for bi- and multilateral cooperation with foreign partners and the establishment of thematic networks. The funding measure focuses in particular on the partners and target regions of Heidelberg University that are important as part of the internationalization strategy: This strategy especially targets the Centres Abroad and the regions affiliated with them, the partner universities of Heidelberg University and the universities involved in the 4EU+ University Alliance.

FUNDING CAN BE USED FOR

- **Short-term Mobility Measures (1 – 21 days)**
Costs of travel and accommodation by researchers of Heidelberg University and international partner institutions
- **Mobility Grants (1 – 6 months)**
For doctoral students and postdocs of Heidelberg University and international partner institutions
- **Material Resources** (e.g. for the realization of joint workshops with project partners).

Maximum funding per project is € 15.000 per year. Proposals can be submitted for the period from 01.01.2024 to 31.10.2026.

Financial participation of international partner institutions is desirable, but not compulsory.

FUNDING CAN NOT BE USED FOR

- Individual doctorate projects
- Congress and conference trips that are not part of a cooperation
- Procurement of basic equipment as part of material resources

PROPOSAL

Eligible to apply are university lecturers and junior researchers with a doctorate employed at Heidelberg University. A supporting letter from the head of the faculty must be attached to the application.

Proposals should include

- Presentation of the research or networking project
- Information on international cooperation partner(s)
- Description of the expected added value for the project and Heidelberg University that is to be gained by the international cooperation
- Financial plan for the planned activities

Formal attachments

- Project outline (max. five pages)
- Application form (attachment)
- Financial plan (attachment)

SUBMISSION-DEADLINE

Proposals for the funding period should be submitted via email (as one single pdf file) to the Director of the International Relations Office, Dr. Alexander Au, (expanding.internationality@uni-heidelberg.de). Application deadline now extended until: **20th October 2023**.

SELECTION

A committee headed by the Vice President for International Affairs carries out the appraisal and selection process.

Central selection criteria:

- A compelling and well-planned overview of the project. Justification, coherence and goals for the project
- Academic achievements and publications of the candidate
- Consideration of the strategic interest of the university in the application in relation to international partners and relevant scientific areas (see also Objectives of funding line)

The committee takes appropriate account of aspects of equal opportunities and diversity.

FURTHER NOTICE

The application can only be considered if all required documents have been submitted on time.

GUIDELINES FOR THE CALCULATION OF COSTS

For doctoral students, postdocs, and researchers, there are different procedures for claiming and processing mobility measures, travel grants, and research fellowships based on whether they have an employment contract with Heidelberg University or are employed at a foreign partner institution (see table):

with work contract

- People with a current work contract at Heidelberg University have to submit a travel authorization request (“Dienstreiseantrag”) for the stay abroad
- Travel and accommodation/living costs will be refunded according to the Travel Expenses Act of the state Baden-Württemberg (“Landesreisekostengesetz”)

- This monthly maximum is to be limited in the travel authorization request („Dienstreiseantrag“). This set limit must be included in the confirmation of the travel authorization

- Economy class tickets are to be used as a basis for calculating travel and flight costs
- The climate tax needs to be taken into consideration
- Travel authorization Heidelberg University:
<https://www.uni-heidelberg.de/universitaet/beschaeftigte/service/personal/dienstreisen.html>

without work contract

Short-term Mobility Measures (1 – 21 days)

- Doctoral candidates without a work contract at Heidelberg University can receive a refunding of the travel expenses and a mobility grant to cover the extra costs for accommodation and living caused by the stay abroad that is based on the rates of the law on travel expenses of the state of Baden-Württemberg (“Landesreisekostengesetz”)

Mobility Grants (1 – 6 months)

- Doctoral candidates and postdocs without a work contract at Heidelberg University can receive a travel grant (travel and accommodation/ living costs); the amount should be based on the rates of the DAAD programme „Kurzstipendien für Doktorandinnen und Doktoranden“

Cost tables and information

- Travel grant rates:
https://www.tms.bund.de/Webs/TMS/DE/Gesetze/Reisekosten/Reisekostensaetze-Ausland/reisekostensaetze-ausland_node.html
- Research grants for DAAD doctoral candidates:
<https://www2.daad.de/ausland/studierenden/stipendium/de/70-stipendien-finduen-und-bewerben/?status=&target=&subjectGrps=&intention=&daad=&q=&page=1&detail=57556279>
- DAAD travel grants:
https://static.daad.de/media/daad.de/pdfs_nicht_barrierefrei/im-ausland-studieren-forschen-lehren/daad_reisekostenzuschuesse_stipendiaten.pdf

International partner institution

- For researchers from international partner institutions, the host institution has to conclude a “guest agreement” (see “Accommodating guests during a research project or scientific event”)
- A flat-rate travel and living allowance according to the DAAD table can be applied for

- Researchers can apply for a research grant (plus a refunding of travel expenses) in accordance with the DFG rate for doctoral candidates (€ 1.365) and postdocs (€ 1.750) as well as a DAAD travel grant.

- **For participants residing abroad, sales tax of 19 % applies to travel expenses and housing when refunded**
- Guest stays for research projects and events:
<https://www.uni-heidelberg.de/forschung/service/eitfaden/drittmittelprojektabwicklung.html#gastaufenthalt>
- DAAD table:
https://www2.daad.de/medien/hochschulen/ww/hspartnerschaften/strp/aufenthalts-und_reisekostenpauschalen_auslaender_nach_deutschland_2014_ausschreibung.pdf

INFORMATION IN CASE OF APPROVAL

- Adjustments can be made to the amount of funding applied for.
- The order for the payment of the scholarship and the travel allowance, together with the attachments of the approval notification and scholarship (if applicable), must be arranged and signed by the project management. Pay attention to the tax code to take sales tax into account.

Prof. Dr. Marc-Philippe Weller
Vice President for International Affairs

Dr. Alexander Au
Head of International Relations Departments