

## Postdoc Career and Mentoring Office

### Call for Applications to the Postdoc Fund for the Funding of Conference or Training Attendances

(Valid from funding round 3/2024)

#### Purpose of the funding

The Postdoc Career and Mentoring Office (PCMO) seeks to support postdocs at Justus Liebig University Giessen (JLU) in sharing current scientific findings with their scientific community, extending and strengthening their network, and expanding their qualifications within and beyond their discipline. Therefore, all scientists at JLU who have completed their doctoral studies and do not hold a professorship may apply for financial support to attend scientific conferences or external trainings. The decisive factor for funding is the benefit for the applicant's scientific career development as well as the fit with his/her current or future research and career profile.

#### What is funded?

- participation in scientific congresses, conferences or symposia, in person or online
- individual further education and trainings for the advancement of the scientific career (e.g. workshops, courses, lectures or individual consultations) offered by external providers

#### What is not funded?

- printing costs
- support staff and other employees
- individual coaching sessions are not funded in this format, they can be arranged directly with the PCMO

#### What is covered by the funding?

The funding covers

- **Participation fees**  
Participation fees including any costs required for abstract submission and/or mandatory membership for participation. These costs will be funded entirely.
- **Travel expenses**  
Travel expenses will be covered by fixed allowances based on the distance of your destination<sup>1</sup> (see below).

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<sup>1</sup> Business trips may be combined with private stays of no more than a total of five working days before and/or after the funded event. For longer private stays, travel costs will not be funded by the PCMO.

- **Accommodation expenses**

For each conference or training day, 80 euros will be granted for accommodation expenses regardless of the destination if incurred expenses have been proven.

- **Software licences**

For online events, software licences may be covered if they are essential for participation.

Please purchase single-user and/or temporary licences where possible. Before buying a licence, please contact HRZ for approving the use of the specific software by the applicant.

In total, the funding can cover **up to 2,000** euros. The incurred costs are to be covered first by the grantee and will be reimbursed by the PCMO after the event. Advances are possible upon request. The grant does not include reimbursement of daily allowances (per diem, Tagegeld) or other costs (e.g. conference dinners). The funding is considered to be a subsidy and – unless otherwise defined – is calculated in accordance with the Hessian Travel Expenses Regulations (Hessisches Reisekostengesetz) and follows the general principles of economy and cost-effectiveness. If there is a large surplus of funding, we reserve the right to reduce the funding.

### Postdoc Fund travel allowances

Region	Grant
Germany	<b>130 €</b> (Travel allowances can only be granted for venues outside the RMV public transport area.)
Other Countries	The travel allowances are based on the <a href="#">DAAD allowances for 2024</a> until further notice. The allowances are adjusted regularly. The maximum funding amount of 2,000€ must not be exceeded.

Please check the [JLU Policy of the Justus Liebig University Giessen for Sustainable Business Travel](#) and the [DAAD Travel Navigator](#).

### Combination of funds

Funding from the Postdoc Fund must **not** be combined with other funding (institutes, etc.).

### Application for funding from the DAAD

**Applying** for funding from the **DAAD** is strongly encouraged. In this case, however, the application to the DAAD must be submitted **first**. In order to secure funding, an additional application can be submitted to the PCMO for support from the Postdoc Fund. In this case, a consultation with the PCMO is mandatory. If the DAAD grants funding, the PCMO must be informed immediately. In this case, the resources from the Postdoc Fund cannot be used.

### Eligibility criteria

Applicants must **have their doctorate and be employed at JLU<sup>2</sup>** at the time of the respective event. The PCMO must be notified immediately of any absences from employment (e.g. due to parental leave,

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<sup>2</sup> Honorary employees and Visiting Scholars are not eligible to apply.

substitute professorship, etc.). The PCMO will check whether applicants are still eligible for funding in the case of an inactive work contract.

Postdocs in third-party funded positions can only be funded if funding for conference attendance or continuing education is not included in the position.

Applications for funding for the same event can be submitted to other funding parties at the same time. Any acceptance by other parties must be communicated to the PCMO immediately.

By accepting funding by the Postdoc Fund grantees agree to contribute to program evaluations by the PCMO.

Funding can be applied for **one** event per application. Each postdoc can be supported by the Postdoc Fund **twice** at most.

### Application and accounting

The event for which you are applying for funding must take place after the application deadline.

Applications have to be submitted to the PCMO. Please use the application form provided and do not submit any attachments other than those requested. The application form and all related attachments must be in German or English. Please submit your application signed and with all attachments in one PDF document via e-mail to [pcmo@admin.uni-giessen.de](mailto:pcmo@admin.uni-giessen.de). In the application form you will find a list of required attachments together with the information which of those you must include when submitting your application and which attachments you can hand in separately up to one month after the end of the event.

The JLU travel authorization form (*Reiseanzeige*, to be completed prior to travelling) and the JLU travel expense form (*Reisekostenabrechnung*) must be signed by the supervisor. Submit these to the PCMO after the event, together with the documents and receipts required for accounting.

If, in exceptional and justified cases, the trip cannot be executed as a business trip, the submission of the travel authorization form is not required. In these cases, a statement with an explanation must be attached.

If no refund of travel expenses is requested, the JLU reimbursement form (*Auslagerstattung*) must be used and submitted to the PCMO for accounting. The PCMO reviews the documents and forwards them to the finance department together with the required receipts if everything is correct and complete.

Further information on the procedure and the application deadline can be found on the PCMO website ([www.uni-giessen.de/pcmo/post-doc-fonds](http://www.uni-giessen.de/pcmo/post-doc-fonds)). You can find the travel authorization form on the website of the [Human Resources Department](#). You will receive prefilled forms for expense reimbursement via e-mail from us, after your funding has been granted.

### Evaluation procedure

Funding decisions will be made by the PCMO steering committee consisting of the head of the HR development group as well as the managing directors of the GGL, GGS, GCSC/GGK and ZfbK. The steering committee will decide on funding every three months, usually two weeks after the end of the application deadline. Decisions will be communicated to the applicants.

The PCMO steering committee will evaluate applications with respect to the benefit for the applicant's career development as well as the fit with his/her current or future research and career profile. Please describe these aspects thoroughly in your motivation statement.

Only complete applications submitted in due time before the event will be accepted for evaluation. If the PCMO evaluates the application positively, the grant will be awarded only if all required documents are submitted without request and in due time.

### Contact for questions and advice on applications

Postdoc Career and Mentoring Office  
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35390 Gießen  
[pcmo@admin.uni-giessen.de](mailto:pcmo@admin.uni-giessen.de)