

Funding for early-career researchers

Funding scheme: research stays abroad

1. Purpose of the funding

Due to the expansion of research activities at the HM, there is a need for targeted support of early-career researchers, especially doctoral candidates, who are planning a temporary research stay abroad. The Graduate School (GS) supports research stays abroad that help doctoral candidates network in an international research environment.

2. Requirements

As the funding can only be handled as part of a business trip, the programme is only open to HM employees. The full travel period must be covered by a current employment contract before the trip can be approved.

Funding can only be applied for if no funds are available from the project or the faculty.

The measures must serve the qualification of early-career researchers, be related to the doctorate and serve to strengthen the profile of the HM.

3. Type and scope of funding

The funding includes reimbursement of travel costs, accommodation, a daily allowance and any conference fees in accordance with the applicable legal rules (BayRKG).

Duration of research stay	Amount of funding
Up to 4 weeks	max. € 3.000,-
More than 4 weeks	max. € 5.000,-

The approved funding amount is allocated directly to either the applicant or the invoicing party after consultation.

Please note that an advance can only be paid in exceptional cases. Please consult the finance department's FAQ list for the latest information. Expenses for travel costs of up to € 500,- are considered reasonable, an advance payment is usually only considered from around € 1,000,-.

4. Application

Applications can be submitted to gs@hm.edu at any time using the template "application funding early-career researchers".

Please include the invitation from the foreign host institution. Informal proof, e.g. e-mail correspondence, is sufficient. An estimate of the costs should be attached to the application in the form of offers or invoices (copies).

After informal approval by the GS, a business trip application must be submitted. Please use the digital workflow via BayRMS for this purpose. You will receive the data to be entered for the reimbursement of costs by the Graduate School with the approval of your application.

Please note that the reimbursement of expenses by the GS does not, however, constitute approval of the business trip. The business trip may only be commenced once the dean has approved the business trip application. Otherwise, the trip cannot be started.

Before applying, please contact the GS at an early stage (approx. 6 months in advance) so that the framework conditions and, if necessary, financing by third parties can be discussed.

5. Selection criteria

Applications will be assessed in terms of their thematic relevance to the doctoral thesis and on the basis of the available budget.

Travelling by train instead of flying

Travelling in the context of international cooperation and research activities is sometimes unavoidable. However, business trips should be made as climate-friendly as possible. We therefore appeal to avoid short-haul flights up to a distance of 1,000 km and a travel time of up to 12 hours.

