



## Internationalization within the Excellence Strategy Call for proposals for Funds of the Excellence Strategy of the International Office

### Funding Line 1: Congresses, workshops, projects abroad

Participation in congresses, workshops, foreign projects in teaching and research

#### Application Procedure

1. Check whether and to which funding line your planned project belongs and whether you are eligible to apply.
2. Write a **freely formulated application** in which you describe your project and **prepare a detailed financing plan**. Your project can be funded with a **maximum amount of 5.000,- €**. Note on the **financing plan**: Please plan the funds you need as precisely as possible, as it is generally not possible to exceed the costs you have applied for and which may be approved by a selection committee as part of the application. To help you plan, we provide a Budget Guide and Instructions for Preparing a Financial Plan. It is requested to mention the funding line for which the funds are requested.
3. Complete the **application cover sheet** and attach it to your application.
4. Have your project supported by the faculty of the University of Konstanz **and** if required by the international institution and attach documents from the partner (e.g. program, schedule, letter of interest in and support during the cooperation).
5. Send cover sheet, application with Financial Plan, other relevant documents signed and scanned as **one** PDF-file to:

[finanzen.international@uni-konstanz.de](mailto:finanzen.international@uni-konstanz.de)

or printed  
by internal letter to:  
International Office  
P.O. Box 207

## General notes on the application procedure

When reviewing applications, the following criteria may be taken into account - in addition to the scientific quality of the measures applied for:

1. Individual measures should be geared towards long-term collaboration with universities abroad. Individual measures should be aligned with the department's internationalization strategy.
2. In view of the limited resources available, Excellence Strategy funds should first be allocated to measures for which there are no alternative sources of funding. It is necessary to check in each case whether individual measures for which similar funding lines exist in the respective budgets (e.g. in the budgets of the Clusters of Excellence or of the Zukunftskolleg) can be financed from these budgets. Applicants are obliged to indicate in their application whether funds for the same project either have been or will be requested from other sources at the university or from external sponsors.
3. The following individuals are eligible to apply: University of Konstanz staff members or members of the university currently on a scholarship provided by an internal or external sponsor. In addition, on the side of the University of Konstanz only persons with an employment contract or a scholarship may benefit from the funding. Doctoral researchers at the University of Konstanz who benefit from the funding must be enrolled at the university. Students in the bachelor's or master's degree program are not eligible to apply. No scholarships can be awarded.
4. The application must include instruments to gauge the measure's impact or success criteria that can be verified after the measure ends.
5. A report must be presented after the measure ends which also describes its efficiency and success.
6. **The maximum sum which can be requested per application is € 5,000.**
7. Normally, funding is only provided for costs for materials and, if applicable, for student assistants.
8. For all four funding lines, it is explicitly stated that **digital or hybrid formats and Blended Mobility** are especially welcome. You can also apply for project funds in all four funding lines for measures that take place completely or partially virtually.
9. Please note that if approved, the funds must be spent by the end of November 2023 and a carryover to the next year will not be possible. In the case of travel expense claims, please note the closing dates for submission of the travel expense invoice to the HR department, which are usually around 10.11. of the respective financial year.
10. In the case of international mobility, attention must be paid to sustainable travel planning, especially with regard to CO<sub>2</sub> emissions during air travel.

11. For air travel the costs for CO<sub>2</sub> compensation must be included in the calculation. They cannot be budgeted retrospectively.

## General Information on funding line 1

The aim of this funding line, for which funds can be awarded for mobility activities **lasting between one and four months**, is to enable researchers from the University of Konstanz to intensify already existing contacts to colleagues abroad or to establish new contacts designed for the longer term. Researchers from the University of Konstanz can therefore plan their own international mobility activities or send their doctoral researchers to a university abroad. In addition, funds can be requested for the participation of early career researchers in congresses or workshops, if such participation also contributes to greater Internationalization. Reimbursement of travel and accommodation expenses and attendance fees are possible. Funding may also be provided for participation in **virtual congresses or workshops** (e.g. participation fee)

**Applicants:** Researchers at the University of Konstanz (postdoctoral researchers, professors) for themselves or for their doctoral researchers  
PhD students (only for applications for congress or workshop participation).

## Funding conditions for Funding line 1

### Key information to include:

- Applying researchers at the University of Konstanz (postdoctoral researchers, professors)
- Participating institutions (as a rule, the University of Konstanz and a university abroad)
- Researchers or doctoral researchers intending to visit a university abroad
- Congress or workshop in which participation is planned

**Justification** for the application by the University of Konstanz researcher (max. 2 pages).

In addition to subject-related factors, this justification should include the following aspects: What collaboration already exists between the researchers from the two institutions or their departments? Is there any further collaboration between other researchers in the department at the University of Konstanz and the university abroad? What long-term scientific objectives does this collaboration pursue or will it pursue in future? What is the relationship between the project to be funded and these scientific objectives? What scientific added value will result from the respective visit to the other university? To what extent does participating in the congress or workshop promote the Internationalisation of the department or the university? What

scientific or institutional added value will result from this participation?

**Support for the application by the international researcher.** This letter should in particular make clear the person's or the guest university's readiness to offer the guest a suitable working environment during his/her visit.

**Description of the project.**

This section should especially explain what scientific added value is to be achieved through a visit to a university abroad.

**Support for the application** by the respective department at the University of Konstanz or, if applicable, the institution involved. This includes how the planned collaboration fits into the department's Internationalization strategy.

**Support for the application** by the department involved at the university abroad. In this section, the respective department should make clear its readiness for long-term collaboration with the University of Konstanz. In the case of applications concerning visits abroad by doctoral researchers from the University of Konstanz, the department at the university abroad should furthermore declare that it will host these doctoral researchers and provide them with a suitable working environment. Importance is placed on that the host university does not charge any fees.

**Applications for congress or workshop participation:** Information on the event's scientific objectives; presentation of the event's significance for the scientific fields concerned; evidence of the international character of the event and an estimation of how the congress results will be received at the international level. **If applicants are doctoral researchers**, the application must include their supervisor's justification and endorsement. Date, proof of registration and/or the schedule for the congress or workshop in which the applicant plans to participate must also be included. Participation in virtual congresses or workshops can also be funded (for example, conference fee).

**Financial plan**

Applications can be submitted for a **one to four month stay** of Konstanz researchers at an international university. Travel and accommodation costs as well as participation costs for congresses or workshops and costs for virtual measures can be funded. Daily allowances cannot be reimbursed. Further information on eligible costs can be found in the **Budget Guide**.

## Instructions for the Preparation of a Financial Plan

Below you will find information on the call for proposals for Funds of the Excellence Strategy of the International Office, which costs you can claim for the different funding lines. If you have other costs not suggested below, please add them. The maximum funding for all funding lines is € 5,000.

**Depending on the funding line you are applying for, please fill in the financing plan of your measure.**

**Funding Line 1: Congresses, workshops, projects abroad** Travel and accommodation expenses for doctoral researchers and researchers from the University of Konstanz for projects abroad in teaching or research or for participation in congresses or workshops

Possible claimable expenses	single amount	quantity	total amount	notes:
Travel expenses (flights/rail):				Actual costs of 2nd class or economy class, Taxi: costs can only be reimbursed in exceptional cases.
CO <sub>2</sub> compensation for air travel				€ 23,00 per ton of CO <sub>2</sub> . The amount of CO <sub>2</sub> can be calculated via the following website: <a href="https://www.atmosfair.de/en/offset/flight/">https://www.atmosfair.de/en/offset/flight/</a>
Accommodation				€ 30/ per night lump sum <b>without receipts</b>  <b>With receipt:</b> max. depends on the country you are travelling/ per night (Table „Auslandsübernachtungssätze“) (with special justification higher amount possible).  Only the costs <b>necessary</b> for the stay can be charged. Added days for private stay are not reimbursable.
Conference fees (e.g. costs for visa)				Reimbursement of actual costs with receipt
Other costs (e.g. visa costs)				Receipt required
<b>Note: Remuneration and daily allowance: <u>not</u> possible.</b>				