

## Guidelines for financial support of research stays abroad

**Potential applicants:** Doctoral candidates and postdoctoral researchers

**Goal:**

- The programme offers early career scientists the opportunity to expand their knowledge and professional networks by a research stay abroad for several months.

**Benefits:**

- Travel expenses are covered by the Cluster of Excellence.
- A “living abroad allowance” to cover the additional costs for living in the host country can be granted. The amount complies with the laws for financing business trips in public institutions and depends on the destination of travel – see the German Federal administrative regulations on daily allowances for travel abroad:

[https://www.tms.bund.de/Webs/TMS/DE/Gesetze/Reisekosten/Reisekostensaetze-Ausland/reisekostensaetze-ausland\\_node.html](https://www.tms.bund.de/Webs/TMS/DE/Gesetze/Reisekosten/Reisekostensaetze-Ausland/reisekostensaetze-ausland_node.html)

However, the maximal support granted by the JRA is 2,500 € per month. Additional costs have to be covered otherwise (e.g. by application for additional grants).

Please observe the general guidelines for business trips of your institution.

**Application:**

Please submit your application in written form at least 8 weeks before the intended trip. The application consists of the following items:

- Completed application form (please download here)
- Motivational letter covering the following topics:
  - Explanatory statement concerning the choice of the host lab
  - Description of the intended research project. The aim of the project must clearly bear reference to the goals of the Cluster of Excellence.
  - Duration of the stay and time schedule of the research project
  - Prospect towards publication (Results from such projects are expected to be published in a scientific journal)
- Letter of invitation by the host professor/group leader
- Declaration of consent of your supervisor and the respective research area head of Hearing4all.connects.
- List of expenses: You should always choose the cost-saving alternative. If the cheaper option is declined, an explanatory statement should be provided. Please submit two competitive offers in addition to the preferred one.

Please contact the local JRA coordinator before submitting your application.

**General guidelines:**

- There is no legal claim to receive funding from this measure.
- Projects can be granted as long as funds from the JRA are made available.
- The applicant must be connected to Hearing4all.connects and have a valid contract or hold a scholarship at one of the Cluster Universities (UOL, MHH, LUH). The contract or scholarship must not expire before the end of the intended lab visit.
- Projects are expected to last for up to 3 months.
- Reapplications of persons who already benefited from this programme are not permitted.
- The programme underlies German and Lower Saxony legislation. Grants are effective only as long as there is no conflict with other rules and laws.
- We suggest arranging for a travel health insurance. However, expenses for insurance, visa application etc. cannot be covered by the JRA. It could be wise not to purchase non-refundable travel tickets in case you would have to change your travel plans.
- This programme runs until the end of the funding period of the Cluster of Excellence. Funding beyond this date is impossible.