

Guideline for Applications

02 CONFERENCE PARTICIPATION

Instructions for applicants

1. Please read the Declaration before completing your application. In order for your application to be processed, you must send a copy of the Declaration with your signature to:
Universität Bremen
Referat 12 – Forschung und wissenschaftlicher Nachwuchs
Postfach 33 04 40
28334 Bremen
Or to: zf-nawi@vw.uni-bremen.de
2. The **active** participation, e.g. a speech or a poster presenting the own scientific results achieved at the University of Bremen, is grant-worthy. It must be clearly visible, that the author is from the University of Bremen (e.g. note in program, logo on poster/presentation). The University of Bremen must be represented. In case several persons are responsible for a contribution or present it together, only one person may submit an application.
3. University of Bremen supports the [Open Researcher and Contributor ID \(ORCID\)](#) which enables an unambiguous correlation of publications to authors. For this reason ORCID is a pre-requisite for any funding by the Central Development Research Development Fund of the University of Bremen (does not apply for doctoral candidates), and it is required in the online application.
4. The amount of funding is not directly connected to the actually incurred costs but rather constitutes a subsidy. In this funding line, the Central Research Development Fund (CRDF) works with lump-sums that are adjusted in cooperation with a travel agency on a yearly basis (see “Lump-sums for Travel Expenses Allowances”).
5. Since online participation is now often possible at high-level conferences, subsidies for conference fees or the payment of fees can be applied for. The active participation is a prerequisite for funding.

Only applications meeting the formal requirements can be considered.

Please fill in the online form Travel Expense Allowances for the participation in conferences and in addition hand in the following documents (either as an attachment, per email or per post):

- Excerpt of the conference program (three pages maximum, including the announcement or the name of the speaker, i.e. the applicant)* A confirmation of acceptance for the contribution does not replace the excerpt from the conference program.
- Confirmation of the acceptance of the speech/the poster (unless evident from the conference program)*
- The signed Declaration.
- Doctoral candidates: a copy of the acceptance by the PhD board.
Doctoral candidates obtain the status of doctoral candidate upon acceptance by the respective doctoral committee (date of acceptance). Doctoral candidates must enclose a copy of their acceptance as doctoral candidates with their application.

* Documents marked with an asterisk can be submitted later if they are not yet available at the time of application. The complete documents must be submitted before the start of the conference.

Please send the Declaration and any further application documents to the above mentioned address.

Irrespective of the application for a travel allowance, you must always submit a travel request form. The allowance is not paid out directly. This will be offset when the work-related travel is settled.

We would be happy to help you with your application:

- Questions concerning applications will be answered by Corinna Volkmann (zf-nawi@vw.uni-bremen.de; Phone: +49 421 218-60321).