

Funds for research activities abroad for academic staff

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Contact

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Target group:

- Academic staff members currently employed by Vetmeduni Vienna who meet the following requirements:
 - pre-habilitation
 - or no longer than 9 years after receiving a doctorate; child care responsibilities and alternative carrier paths are considered separately.

Brief description:

- This funding programme supports research activities (laboratory work, field research, scientific collections) abroad in cooperation with international representatives of the field.
- This funding programme aims to
 - promote young scientists – internationally and networking
 - promote the mobility of research associates
 - create network contacts
 - establish and expand international cooperation
 - increase the international visibility of Vetmeduni Vienna

General funding guidelines:

- **PLEASE NOTE** that any other available mobility programme (e.g. WTZ, partnership agreement (Brno, Budapest), ASEA Uninet, CEEPUS) or §26 FWF project funds that could be used to finance a stay abroad must be used.
- **The receipt of any additional funding must be reported! The IRO takes additional funding into consideration when determining the amount of funding to be granted.**
- One (1) grant may be awarded per applicant per calendar year.
- Beneficiaries are required to regularly pursue their research activities and to be present at the research site.
- There is no legal entitlements to the award of funding

- Economic budgeting (use of special rates, budget accommodations, etc.) should be factored into the specification of costs

Application requirements:

- No minimum length of stay required

Application documents:

- Completed application form
- Letter of motivation (approx. 1-2 A4 pages), including a description of the proposed research project.
- Invitation from the host institution (original correspondence with time specifications)
- Copy of approved leave of absence (Freistellung)
- Copy of doctoral certificate where applicable
- Specification of costs

Deadline for submission:

- Ongoing, but at least 1 month before the beginning of the stay abroad

Financing:

- The extent of funding will be determined in accordance with available resources.
- The maximum amount of funding per applicant and calendar year is € 800.00.
- Payment (allocation) is made after the stay abroad and only upon presentation of receipts (in original)
- The following receipts are eligible:
 - Travel and accommodation costs

After the stay abroad:

The following documents must be presented in the International Relations Office (IRO) within two months:

- Official confirmation of sojourn from the guest institution (specify the time period)
- Report of experiences and results (1-2 A4 pages, according to template)
- Form: Travel cost subsidy in connection with an approved leave of absence (Reisekostenzuschuss im Zusammenhang mit einer Freistellung) OR
- Form for internal cost allocation (Interne Leistungsverrechnung/Umbuchung)
- Receipts (in the original): Invoices, credit card statements, boarding passes

Frequently Asked Questions regarding the funding process:

- **Who makes decisions regarding the granting of funding?**
 - Verification of completion and compliance with formal criteria (general funding guidelines, application requirements) in the International Relations Office (IRO).

- Presentation of the application and decision by the IRO and the Vice-Rector for Research and International Relations (VRFI) within a month following submission of the application
- **When and how are beneficiaries informed of the decision?**
 - Immediately after the decision is made, a written notice of award or rejection will be sent through e-mail by the IRO along with a declaration of acceptance.
- **How are subsidies paid?**
 - Receipts and the form Travel cost subsidy in connection with an approved leave of absence or the form for internal cost allocation in the event of pre-financing by the organisational unit are presented to the IRO where the (proportional) funding amount is entered and the form is signed.
 - If the form Travel cost subsidy in connection with an approved leave of absence is used the same document can be applied for the transaction of co-financing by the appropriate organisational unit.
 - The form and the original receipts are ultimately turned in to the Human Resources Department of Vetmeduni Vienna, where payment is made.
 - If the form for internal cost allocation is used, payment is executed by the Vetmeduni Financial Department.
 - The form and the original receipts are ultimately turned in to the Human Resources Department of Vetmeduni Vienna, where payment is made.
 - If the Accounting form for internal cost allocation is used, payment is executed by the Vetmeduni Financial Department.