

Funds for active conference participation abroad for academic staff

Funding agency

International Relations Office (IRO), Building CA, ground floor

international@vetmeduni.ac.at

www.vetmeduni.ac.at/internationaloffice

Target group

Academic staff members currently employed by Vetmeduni who meet the following requirements:

- pre-habilitation
- or no longer than 9 years after receiving a doctorate; childcare responsibilities and alternative carrier paths are considered separately.

Brief description

This funding programme supports the presentation (poster, oral presentation) of research findings abroad before international expert audiences and helps to place the discussion in a broad, international context.

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

General funding guidelines

ATTENTION: If the conference participation can be financed through §26 FWF project funds, this way of financing 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. There is no legal entitlement to the award of funding. Economic budgeting (use of special rates, budget accommodations, etc.) should be factored into the specification of costs. Green travel is recommended.

Application requirements

- Vetmeduni must be visibly identified as the home university in the conference presentation.
- No minimum length of stay required

Application documents

- Completed application form
- Summary of the conference presentation
- Official written confirmation of acceptance of conference (also possible in e-mail form)
- Screenshot of approved exemption (Freistellung)
- Copy of doctoral certificate where applicable
- Specification of costs

Deadline for submission

Ongoing, but **at least 1 month before the beginning** of the conference

Financing

The extent of funding will be determined in accordance with available resources. The maximum amount of funding per applicant and calendar year is € 400.00. For additional days (networking, workshop) € 100,00 each can be granted (up to a maximum total amount of funding of € 600,00). 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 participation
 - Copy of the first page of the conference proceedings plus (a) page(s) detailing the conference presentation
 - Proof of entry of conference contribution in VetDoc (e.g. Screenshot)
 - Form: Travel cost subsidy in connection with an approved exemption ('Reisekostenzuschuss im Zusammenhang mit einer Freistellung')
- OR
- Form for internal cost allocation ('Interne Leistungsverrechnung/Umbuchung')
 - Original documents: Invoices, credit card statements, train tickets, boarding passes

FAQs 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.

How are subsidies paid?

After the stay abroad and complete submission of the required documents to the IRO (see **After the stay**) in the course of salary payment. In the case of pre-financing by the organizational unit, the internal cost allocation / rebooking also takes place after the stay abroad and the complete submission of the required documents to the IRO (see **After the stay**) via the finance department.