

Funds for active conference participation abroad for academic staff

Scope of application	University
Subject area	Funding of stays abroad for academic staff
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short 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.
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1. Funding agency

International Relations Office (IRO), Building CA, ground floor
international@vetmeduni.ac.at
www.vetmeduni.ac.at/internationaloffice

2. 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.

3. 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

4. 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. Environmentally friendly travelling is recommended.

5. Application requirements

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

6. Application documents (Mobility-Online)

- 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

7. Deadline for submission

Ongoing, but **no later than 1 month before** the start of the planned stay abroad

8. 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

9. After the stay abroad

the following documents must be uploaded to Mobility-Online within 2 weeks:

- Official confirmation of participation
- Copy of the first page of the conference proceedings plus (a) page(s) detailing the conference contribution
- Proof of entry of conference contribution in VetDoc (e.g. Screenshot)

After verification of the completeness of the supporting documents by the International Relations Office, following accounting documents must be submitted to the Human Resources Department within 2 months after the end of the stay:

- Form: Travel cost subsidy in connection with an approved exemption ('Reisekostenzuschuss im Zusammenhang mit einer Freistellung')
- OR
- Form: Business trip accounting ('Dienstreise-Abrechnung')
- Original documents: Invoices, credit card statements, train tickets, boarding passes

In the case of co-financing by the organisational unit, the following accounting documents must be submitted to the International Relations Office within 2 months after the end of the stay:

- Form for internal cost allocation ('Interne Leistungsverrechnung/Umbuchung')
- Documents: Invoices, credit card statements of the organisational unit

10. FAQs regarding the funding process

Who makes decisions regarding the granting of funding?

- Verification of completeness 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, International Affairs and Sustainability (VRRIS) 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 via Mobility-Online.

How are subsidies paid?

In the course of salary payment.

In the case of pre-financing by the organisational unit, the internal cost allocation / rebooking takes place via the finance department.