Funds for participation in a virtual workshop / online training for academic staff

Scope of application	University
Subject area	Funding of participation in a virtual workshop / online training for academic staff
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short description	This funding programme supports participation in a virtual workshop / online training related to the beneficiary's field of research in an international context.
Keywords	Funding, virtual workshop, online training, international
Version	5.0
Valid from 05.02.2026	Indefinite period of time

Published in the bulletin ('Mitteilungsblatt')	☐ yes	☒ no
Review of legal content required	☐ yes	☒ no

	Area	Name	Date
Responsible	IRO	Ursula Schober	05.02.2026
Formally checked	IRO	Ursula Schober	05.02.2026
Content checked	IRO	Ursula Schober	05.02.2026
Legally checked	NA	NA	NA
Decision	VRFI	Otto Doblhoff-Dier	07.08.2020

vetmeduni

Contents

1.	**Funding agency**	**3**
2.	**Target group**	**3**
3.	**Brief description**	**3**
4.	**General funding guidelines**	**3**
5.	**Application requirements**	**4**
6.	**Application documents (Mobility-Online)**	**4**
7.	**Deadline for submission**	**4**
8.	**Financing**	**4**
9.	**After participation**	**4**
10.	**FAQs regarding the funding process**	**5**

vetmeduni

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 participation in a virtual workshop / online training related to the beneficiary's field of research in an international context.

This funding programme aims to:

- promote young scientists – internationally and networking
- promote digital competence
- promote virtual mobility to create network contacts
- establish and expand international cooperation
- increase the international visibility of Vetmeduni

4. General funding guidelines

ATTENTION: If the activity can be financed through any other available mobility programme (e.g. ERASMUS+ STT) or §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 for early bird registration, etc.) should be factored into the specification of costs.

vetmeduni

5. Application requirements

- No minimum length of stay required

6. Application documents (Mobility-Online)

- Completed application form
- Description of virtual course schedule or online training event (programme)
- Official written confirmation of participation (also possible in e-mail form)
- 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. Payment (allocation) is made after participation and only upon presentation of receipts (in original).

The following receipts are eligible:

- Registration / Participation fees

9. After participation

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

- Official confirmation of participation
- Report of experiences (1 A4 pages, according to template)

After verification of the completeness of the supporting documents by the International Relations Office, following documents must be presented to the International Relations Office (IRO) within 2 months after the end of the virtual workshop / online training:

- Clearance form in case of personal pre-financing
- Original documents: Invoices, credit card statements

OR

- Form for internal cost allocation (‘Interne Leistungsverrechnung/Umbuchung‘)
- Original documents: Invoices, credit card statements

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.

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.