

Funds for inviting international guests to participate in research activities

Scope of application	University
Subject area	Funding of inviting international guests to participate in research activities
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short description	This funding programme supports the invitation of international guests in order to initiate cooperation, discussion, planning and/or development of projects.
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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. Applicants

Academic staff members who have the consent of the head of the organisational unit

Beneficiaries of funding: all persons employed by a foreign institution who spend some time at Vetmeduni for the purpose of research activities (with the exception of attending meetings and conferences)

3. Brief description

This funding programme supports the invitation of international guests in order to initiate cooperation, discussion, planning and/or development of projects.

This funding programme aims to:

- increase the international visibility of Vetmeduni
- promote the mobility of research associates (incoming)
- create network contacts
- establish and expand international cooperation

4. General funding guidelines

ATTENTION: If the guest sojourn can be financed through any other available mobility programme (e.g. WTZ, partnership agreement, ASEA Uninet, EPU), 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 can be awarded per guest per calendar year. Applicants are responsible for making sure that beneficiaries carry out their research activities and are present at the research site. There is no legal entitlement to the award of funding. Economic budgeting (use of special rates, budget accommodations, etc.) should be included in the specification of costs.

5. Application documents

- Completed application form
- Description of the proposed visit/collaborative project (approx. 1-2 A4 pages) and the proposed guest lecture
- A list of existing joint publications where applicable
- Specification of costs

6. Deadline for submission

Ongoing, but **no later than 2 months before** the arriving of the guest

7. Financing

The extent of funding will be determined in accordance with available resources. The maximum amount of funding per applicant is € 500.00. In order to qualify for funding, the beneficiary is required to give an official university-wide guest lecture/seminar. Payment (allocation) is made during the sojourn upon presentation of receipts for accommodation and travel costs (in the original) and the accounting form.

8. After the visit

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

- A report of experience and results, prepared jointly by the applicant and the guest (1-2 A4 pages)

9. 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 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?

- Beneficiaries from third countries (i.e. from outside of the EU) or from EU member states outside of the EURO zone will receive the reimbursement in cash at the Vetmeduni financial department upon presentation of the filled-in accounting form, receipts (in original) and an ID card.
- Beneficiaries from the EURO zone will receive the reimbursement upon presentation of the filled-in accounting form, receipts (in original) and an ID card through bank transfer to the indicated account (executed by the Vetmeduni financial department).

How can original receipts be used for accounting with other funding sources?

The original receipts will be marked with a stamp and the sum of funding already paid by the Vetmeduni IRO and then returned to the beneficiaries for further use.