Funds for research activities 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 research activities (laboratory work, field research, scientific collections) abroad in cooperation with international representatives of the field.
Keywords	Funding, mobility, research abroad, international
Version	9.0
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	20.02.2014

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 the stay abroad**	**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 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

4. General funding guidelines

ATTENTION: If the stay abroad can be financed through any other available mobility programme (e.g. WTZ, partnership agreement, ASEA Uninet, CEEPUS) 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. 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. Environmentally friendly travelling is recommended.

vetmeduni

5. Application requirements

- No minimum length of stay required

6. Application documents (Mobility-Online)

- 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)
- 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 € 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

9. After the stay abroad

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

- Official confirmation of sojourn from the guest institution (specify the time period)
- Report of experiences and results (1-2 A4 pages, according to template)

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.