Call for
“Travel Awards for congresses, conferences, symposia and workshops”

Program purpose
Travel awards aim to support doctoral candidates and postdocs with travel allowances to attend congresses, conferences, symposia and workshops within Germany and abroad.

Support
The travel awards provide support for:
- Congresses
- Conferences
- Symposia
- Workshops

within Germany and abroad.
An active participation is expected, e.g., poster, presentation.

Eligibility
Eligible are:
- Doctoral candidates of TU Dresden
- Postdocs of TU Dresden

Membership in the Graduate Academy of the TU Dresden is mandatory. Should you not already be a member of the Graduate Academy, you must hand in your complete membership application including all necessary documents two weeks prior to the respective deadline at the Graduate Academy.

Extent of funding
The maximum travel allowance is up to
- EUR 1,500.00

Clearance of travel expenses according to the SächsRKG.

Please note that in case of approval of your application, the maximum funding sum will be based on your submitted pre-calculation form (up to maximum EUR 1,500.00).

Important note: After expiration of the funding a final report has to be submitted to the Graduate Academy. For additional information, please consult our program website.
A complete application consists of the following documents:

- **Application form** including a short summary of the additional benefit and relevance of your participation in the named event for your doctoral thesis/research work
- **CV and publication list** of the applicant (max. 5 pages)
- **Copy of your Master/State Examination/Diploma/PhD certificate** (or equivalent)
- **Pre-calculation of your travel expenses*** based on the SächsRKG
- **Documentation** of participation fees, accommodation and travel expenses (like printout of potential train ticket etc.)
- **Copy of the registration** (can be handed in later)
- **Abstract** of planned event (can be handed in later)
- **Confirmation of acceptance** (can be handed in later)
- **Program of the event** (can be handed in later)
- **Letter of recommendation*** including confirmation of financial need in due consideration of the financial situation of the professorship/the department: to be handed in by your first academic supervisor or young investigator, who signed the supervision agreement (in case of doctoral candidates) or by the associated chair/responsible professor (in case of postdocs)

* These documents are available as downloads on the program website.

The following criteria will be used to assess applications and to make funding decisions by the board of the Graduate Academy:

- Quality of the young researcher (academic performance, publications, prizes, awards, social criteria)
- Reasons and importance of the participation with regard to the research project
- Quality of the letter of recommendation
- Complete application documents
- Application submitted by the due date (one PDF, electronically submitted)

It is only possible to apply for travel allowances for one event per application deadline. Thus, it is not possible to hand in various applications for different events at the deadline of the call.

But it is possible, of course, to apply for a travel award in the frame of each published call. As a rule, members of the Graduate Academy can only be funded with up to three mobility grants per qualification phase (doctorate/postdoc).

**Application deadlines 2017/2018:**

- 31 October
- 31 March

If the period ends on a Saturday, Sunday or an official holiday, it shall be extended until the end of the first following working day.
Approximately three weeks after the application deadline you will receive an acknowledgement of receipt. Please refrain from telephone inquiries in this time.

Notification of funding is generally made after about eight weeks of the respective deadline for applications.

Earliest start date of events on which funding will be available is 1 November 2017 (application deadline: 31 October) respectively 1 April 2018 (application deadline: 31 March).

Please consider that applicants applying for retroactive funding for events, which take place between November 2017 – January 2018 and April 2018 – June 2018, have to ensure coverage of already occurred costs by ulterior financial means, should their GA application not be successful.

With regard to your planning reliability we thus highly recommend applying for travel allowances for events which may start 1 February 2018 (application deadline: 31 October) respectively 1 July 2018 (application deadline: 31 March) at the earliest.

Please submit your application by email only with the subject line “Travel Award” in due time to: graduiertenakademie@tu-dresden.de. All application documents should be merged (as far as possible, exception: letter of recommendation) into only one digital PDF file.

The applicant is requested to ensure that the required letter of recommendation will also reach the Graduate Academy in due time.

The letter of recommendation can be sent directly by the referee via email to graduiertenakademie@tu-dresden.de or via regular mail to Graduate Academy, Funding Programs, Mommsenstraße 7, 01069 Dresden.

Incomplete applications cannot be taken into consideration.

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