APPLICATION FORMALITIES FOR SUMMER-/WINTER SCHOOLS AND WORKSHOPS

Please observe the following notes and guidelines.

Funding

Funding may be applied for the following items:

- Guest speaker & research alumnus/alumna
  - Travel costs
  - Accommodation
  - Hospitality
    o Once per event
    o Max. € 35,00/person
    o Persons for whom hospitality in form of a dinner or luncheon can be accounted for are those which are named on the announcement and who are active contributors i.e. speakers, hosts/presenters, organizers
- Accommodation for up to 10 external PhD students
  In exceptional cases up to 4 of these placements can be given to postdocs.
- Catering
  - Coffee breaks during the event
    o € 4,00 per person per coffee break
  - Lunch snacks during the event
    o € 8,00 per person per lunch break
- Student and academic assistants

For the following items NO funding can be applied for:

- Conference dinner, drinks, social events,…
- Honorariums for scientific talks
- Office supplies, costs for printing and advertisement
- Advertisement articles (cups, bags,…)
- Travelling costs in Tübingen (incl. supply trips)
- Rents for location

Application

- Summer-/Winterschools max. 7 pages
- Workshops max. 5 page
Application details

- Applicant, coordinator/contact person, faculty, department, institute
- Title of the event
- Date, when the event should take place
- Short description of the topic
- Time structure of the event (detailed schedule)
- Planned speakers
  › Surname, Name, title
  › Where is the person working at the moment and in which position
  › If applicable main research area
- Planned research alumnus/alumna
  › Surname, Name, title
  › When and for how long did the person undertake research at the University of Tübingen
  › At which institute/department was the person working
  › Where is the person working at the moment and in which position
  › If applicable main research area
  › Which tasks will the person assume during the event
- Financial plan
  › For student and academic assistants state the hours per month, the payment according to the remuneration table, the employer’s contribution and the total sum
  › If applicable description of co-funding

Should the application come from more than one applicant, one of these to be named as coordinator/contact person.

Submission

Applications must be submitted via an electronic system. You have to register on the following website in order to submit your application: https://www.antraege-zv.uni-tuebingen.de

Please upload your application with the form "Declaration and fact sheet" signed by your dean and head of institute. This form should be the last page of your application. You can find the form in the internal section of the website of the excellence initiative. Please remember to get the signatures in time! Please keep the form "Declaration and fact sheet" with the original signatures as this will need to be handed in should your application be successful.

Submission deadlines: 15th April / 15th October

If you have any questions please contact:

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