

## Postdoc Career and Mentoring Office –

### Call for Applications to the Postdoc Fund for the Funding of Conference or Training Attendance

(Comes into effect from funding round 3/2022)

#### Purpose of the funding

The Postdoc Career and Mentoring Office (PCMO) seeks to support postdocs at Justus Liebig University Giessen (JLU) in sharing current scientific findings with their scientific community, extending and strengthening their network, and expanding their qualifications within and beyond their discipline. Therefore, all scientists at JLU who have completed their doctoral studies and do not hold a professorship may apply for financial support to attend scientific conferences or external trainings. The decisive factor for funding is the benefit for the applicant's scientific career development as well as the fit with his/her current or future research and career profile.

#### Target of the funding

What is funded?

- participation in scientific congresses (also in conferences or symposia, in person or online)
- individual further education and trainings for the advancement of the scientific career (e.g. workshops, courses, lectures or individual consultations) offered by external providers

What is not funded?

- printing costs
- support staff and other employees
- individual coaching sessions are not funded in this format, they can be arranged directly with the PCMO

The funding includes registration fees, abstract submission fees and / or obligatory membership fees for the respective event. Moreover, travel expenses will be covered at fixed allowances based on the distance of your destination<sup>1</sup> (see below). For each conference or training day, 80 Euros will be granted for accommodation expenses (invoices must be submitted). For online events, software licences may be covered if they are essential for participation. Please purchase single-user and/or temporary licences where possible. Before buying, please contact HRZ for approving the software. A total of up to 1,500 Euros may be granted. The grantee bears all expenses and will get reimbursed by the PCMO after the event. Advance payments will not be given. Funding does not comprise daily allowances or any other expenses (e.g. meals, conference dinners). Funding is a subsidy and is in accordance with the *Hessisches Reisekostengesetz* unless stated differently, and follows the general principles of economy and cost-effectiveness.

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<sup>1</sup> Business trips may be combined with private stays of no more than a total of five working days before and/or after the funded event. For longer private stays, travel costs will not be funded by the PCMO.

### Eligibility criteria

Applicants must have finished their doctoral studies and be employed<sup>2</sup> at JLU by the time the event is held. PCMO needs to be notified about inactivation of your work contract (e.g. in case of parental leave, replacement professorships) immediately and reserves the right to re-assess eligibility for funding. Funding by the PCMO Postdoc Fund is reserved for scientists who are not receiving any other funding for congresses or training. This will also exclude third-party funded scientists if project funds are reserved for conferences or trainings. Applications for funding for the same event can be submitted to other sponsors at the same time. Any acceptance by other parties must be communicated to the PCMO immediately. Double funding for the same items will not be granted.

By accepting funding by the Postdoc Fund grantees agree to contribute to program evaluations requests by the PCMO.

### Application procedure

The meeting you are requesting funding for must take place after the end of the respective application deadline.

Applications must be directed to the PCMO. Please do only use this application form and do not provide any other than the requested attachments. The application form has to be signed and submitted with all attachments in German or English language, as one pdf document to [pcmo@admin.uni-giessen](mailto:pcmo@admin.uni-giessen) (alternatively, by mail to Postdoc Career and Mentoring Office, Goethestraße 58, 35390 Gießen). Please pay attention to the instructions in the application form about which attachments must be submitted with the initial application, and which attachments may be submitted up to one month after the beginning of the event. JLU travel authorization form (*Reiseanzeige*; must be completed before departure) and JLU travel expense form (*Reisekostenabrechnung*) are to be signed by your supervisor, and are available for download [here](#). PCMO will forward all documents to the Finance Department.

Further information on the application procedure, the application deadline, examples of the completed JLU travel forms, as well as the application form are available on PCMO's website [www.uni-giessen.de/pcmo/post-doc-fonds](http://www.uni-giessen.de/pcmo/post-doc-fonds).

With each application, the funding of a single event can be requested. Each postdoc can be funded once a year, and twice in total by the Postdoc Fund.

### Evaluation procedure

Funding decisions will be made by the PCMO steering committee consisting of the head of the HR development group as well as the managing directors of the GGL, GGS, GCSC/GGK and ZfbK. The steering committee will decide on funding every three months, usually one week after the end of the application deadline. Decisions will be communicated to the applicants immediately after.

The PCMO steering committee will evaluate applications with respect to the benefit for the applicant's career development as well as the fit with his/her current or future research and career profile. Please describe these aspects thoroughly in your motivation statement.

Applications submitted after the respective event or incomplete applications will not be further processed. In case of a positive evaluation, applications will be conditionally accepted until all necessary documents have been submitted.

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<sup>2</sup> Employees, civil servants; honorary employees are not eligible to apply.

Postdoc Fund travel allowances

Region	Grant	Comment
Germany	100 €	Travel allowances can only be granted for venues outside the RMV public transport area.
Africa	900 €	North Africa excluded
Asia	800 €	Near East excluded
Australia, New Zealand, Oceania	1,000 €	
Europe, Turkey, North Africa	250 €	North Africa includes Morocco, Tunisia, Algeria, Libya, Egypt, Cape Verde, and Canary Islands
Central- and South America	1,000 €	
Near East, Armenia, Azerbaijan, Georgia	500 €	Near East includes Iran, Syria, Lebanon, Israel, Iraq, Jordan, Kuwait, Bahrain, Qatar, United Arab Emirates, Saudi Arabia, Yemen, and Oman.
North America	900 €	includes USA, Canada, and Greenland

Contact for questions and advice on applications

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