



Travel Grant Guidelines

Objectives

The CASCB funding line “Travel grant” is designed to support travel costs for early career researchers and scientists with limited access to alternative funding sources to be able to attend cluster-relevant conferences and training courses, or to fund a research visit elsewhere. It is expected (in case of a conference) or desirable (in case of other events) that cluster-related project results are presented in form of talks, posters, demonstrations etc. Upon return from a funded travel event, a short report following the respective CASCB template is to be returned to the cluster office. Extension or holiday stays beyond the duration of the proposed event, course or research visit cannot be funded by the cluster.

Travel grants could support:

- Individual transportation costs to and from a scientific event, course or invited research visit
- Registration fees to attend a conference, course or scientific event
- Accommodation costs for the duration of the proposed event, course or research visit

Financial support is based on the guidelines of the University of Konstanz. Receipts and proof of payment must be submitted for all cost.

Funding Scope

Travel grants can be awarded for up to 10,000 euros. Proposals can be submitted once per year per individual. Funding of full budget requests can only be granted if there is no other funding option available to the applicant, for example through projects already funded by the cluster (especially large projects) or other sponsors. Co-funding with other sponsors may be proposed if the alternate funding source is not able to cover the entire budget. All else being equal, proposals by applicants who have not yet received CASCB travel grant funding are to be prioritized if the available resources are limited.

Eligibility

Individual members of the University of Konstanz or Max Planck Institute of Animal Behavior are eligible to submit a travel grant proposal if they 1) have no own or third-party funding available to fund their travel event, and 2) have not yet received travel funding through the cluster in the current year.

Proposal and Decision-Making Process

The proposal process for the Travel Grant funding line consists of a one page proposal. Proposals must be submitted via the Travel Grant TEMPLATE. The following general funding criteria apply:

- Detailed description of the scientific event, course or planned research visit (please include any relevant information, e.g. links to event pages, course programs and institute websites)
- Statement of the relevance of the proposed travel with respect to 1) the connection of cluster research and goals, and 2) the applicant's personal career advancement.
- If applicable, please attach submitted abstracts, accepted papers, acceptance or invitation letters.
- Detailed travel schedule
- Travel costs, fees and accommodation budget overview

Travel grant proposals will be reviewed and decided by the CASCB Board of Speakers and can be submitted at any time. Decisions will be taken at the next possible scheduled monthly meeting. Please plan and submit proposals well ahead to allow for sufficient processing time.

Please submit Travel grant proposals to: Alexandra Wild
alexandra.wild@uni-konstanz.de