



# PhaNuSpo Guidelines

## Travel Grant & Mobility Grant

(Reisekostenzuschuss / Travel allowance)

Vienna  
Doctoral  
Schools

### Funding goals

The PhaNuSpo Travel Grant and Mobility Grant support the initiatives of PhaNuSpo doctoral candidates to present their research internationally, to participate in international doctoral summer/winter schools, to learn new techniques, to enhance their scientific reputation, to improve their career development plans and to support their networking activities. To this end, the doctoral school offers two funding programmes:

- a) **Travel Grant:** To support its PhD candidates in presenting their scientific work and results at international science conferences, workshops or summer/winter schools.
- b) **Mobility Grant:** To support and enhance direct collaboration with experts from another national or international laboratory. Working under supervision in an infrastructure of host labs can be very fruitful for personal and thesis project development as well as for career development. Furthermore, this is an opportunity to master working outside of one's individual comfort zone. PhD candidates will thus benefit from new inputs, perspectives, technologies and an extended professional network.

### Deadlines

- **No applications in retrospect.**
- **Travel Grant:** On a rolling basis, but at least 2 months before the start of the conference, workshop or summer/winter school.
- **Mobility Grant:** Submission deadlines on 15 January, 15 April, 15 July and 15 October.
- The conference/workshop/summer/winter school or of the host lab visit should optimally **start within 6 months after submission of the application.**

Please note that the PhaNuSpo funds are limited and therefore participation in conferences/workshops/summer/winter schools and internships in host labs can only be supported **if no other funding sources are available**. Therefore, please discuss with your supervisor(s) first to see if other funding is available, especially if you are employed through a third-party funded project, as travel support is usually included in such budgets.

Also note that there are other sources of travel funding available such as the [Short-term grants abroad \(KWA\)](#), [Marietta Blau Grant \(OeAD\)](#), [Erasmus+ Mobility programmes](#), etc., as well funding from the conference organisers themselves. These are also part of your application process and we strongly encourage you to apply for these funds as well.

## Target group and prerequisites

- The applicant is a PhD candidate pursuing a PhaNuSpo degree programme with or without an employment relationship with the University of Vienna.
- The applicant and their supervisor are PhaNuSpo members and have signed the [Code of Good Practice for Doctoral Schools](#).
- The applicant must have passed the public presentation (FÖP) within 12 months after the start of their doctoral studies. The doctoral thesis agreement must have been submitted and approved within one month after the FÖP and the annual progress reports must be submitted regularly thereafter. Doctoral candidates who started on or after 1 March 2024 must attach the minutes of the annual TAC meetings to the annual progress reports.

## Activities eligible for funding

The applicant has been formally accepted or admitted to a conference, workshop, summer/winter school or host lab outside the University of Vienna, i.e.

- a) **Travel Grant:** Accepted poster or oral presentation at an international scientific conference, workshop or summer/winter school in the field of the PhD research topic, evidenced by a letter of acceptance and, upon return, a confirmation of (successful) participation.
- b) **Mobility Grant:** Stay in a host laboratory outside the University of Vienna for at least one week. The visit to the hosting lab must add value to the progress and outcome of the applicant's doctoral project.

## Frequency and amount of funding

- a) **Travel Grant:**
  - PhD candidates may receive **one travel grant per year** during their ongoing PhD studies.
  - A maximum of 75 % of effective non-funded expenses capped at a maximum amount of € 500 for Austria, € 700 for EU/EEA/CH/UK<sup>i</sup> countries and € 1,000 for outside Europe.
  - Eligible expenses: travel, local public transport and accommodation (economy flight/train second class/low budget), conference student fee rate and optional visa costs.
- b) **Mobility Grant:**
  - PhD candidates may receive **funding once during their ongoing PhD studies**.
  - A maximum of 75 % of effective non-funded expenses capped at a maximum amount of € 3,000.
  - Eligible expenses: travel, local public transport and accommodation (economy flight/train second class/low budget), visa costs and bench fees or consumables where justified (of up to € 500/month).

Both schemes do not cover costs for salary, insurance, rebooking, cancelling or daily allowances. The travel regulations of the University of Vienna apply (in [German](#) or in [English](#)). Multiple funding is not allowed.

## Application documents and submission

### Steps to be taken

- 1) Download the application form, either [Travel Grant form](#) (conference, etc.) or the [Mobility Grant template](#) (stay at another lab) or from the [PhaNuSpo website](#).
- 2) Applicant and supervisor complete and sign the application form and attach required documents.
- 3) Complete the [online submission form](#) and upload the completed application form and required attachments as a single PDF.
- 4) Click *Submit*.
- 5) Complete your submission by clicking the confirmation link in the e-mail you receive.

**The application form asks for the following information:** Statement of reasons and motivation with reference to the doctoral research project, benefits and added value, statement of support from your supervisor at the University of Vienna, information about other funding granted/applied for or that no other funding is available, and a statement that any costs beyond the maximum PhaNuSpo grant can be covered.

### The following documents must be attached to the application form:

- a) **Travel Grant:** letter of acceptance to the workshop/summer/winter school or proof of accepted presentation (lecture or poster) including abstract and proof of payment of the conference or participation fee (only in justified cases, it can also be submitted later).
- b) **Mobility Grant:** letter of invitation from the prospective host lab, including justification for bench fees if you are applying for them.
- c) **For both schemes** and if available, applicants have to submit the copies of travel and accommodation bookings/payments. If not available, applicants should do a thorough web search to calculate their travel and accommodation costs.

## Decision process

- The PhaNuSpo office checks if the formal application criteria are met. If yes, the application is forwarded to the PhaNuSpo heads.
- The PhaNuSpo heads evaluate the applications and decide within 1 month following the submission date.
- The PhaNuSpo office informs the applicants of the decision.

PhaNuSpo intends to fund as many eligible and high-quality proposals as possible within the limits of the PhaNuSpo budget.



## Agreement

1. By signing this application, the applicant and the supervisor confirm that all efforts have been undertaken **to receive travel funds from other resources**, that no other travel funds are available and that potential extra costs exceeding the potential maximum grant amount can be covered.
2. The applicant agrees to comply with the [Affiliation Policy](#) of the University of Vienna and to use the **corporate design templates for doctoral schools** (A0 poster and PowerPoint presentation) as provided on the [PhaNuSpo u:wiki intranet](#).
3. The applicant agrees to provide the **following information** by e-mail to [vds.phanuspo@univie.ac.at](mailto:vds.phanuspo@univie.ac.at) **upon return from the funded event:**
  - A short report on lessons learnt, experiences, etc., preferably with an informative photo for publication on the PhaNuSpo website [“Our PhDs on the Road”](#).
  - Confirmation of (successful) attendance or confirmation by the host lab (Mobility Grant, [template](#)).
  - Copies of the original invoices including proof of payment.
4. The PhaNuSpo office checks the submitted documents for completeness and correctness. Upon successful verification, the applicant will be informed about the amount of the reimbursement (based on the rule of reimbursement of 75 % of the proven expenses, this may be less than the maximum amount granted) and about the next steps to take.

**Questions?** Send an e-mail to [vds.phanuspo@univie.ac.at](mailto:vds.phanuspo@univie.ac.at) or call us at the extension 50030.

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<sup>i</sup>\* EU countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

\* The European Economic Area (EEA): includes EU countries and Iceland, Liechtenstein and Norway.

\* CH: Switzerland,

\* UK: United Kingdom