



## Travel Awards for Congresses, Conferences, Symposia and Workshops

The program aims to support doctoral students, post-doctoral researchers, TUD Young Investigators and junior professors at TU Dresden with travel grants for short research stays of up to three months as well as participation in summer and winter schools in Germany and abroad.

### Eligibility

#### Eligible are:

- Doctoral candidates of TU Dresden of all disciplines
- Postdocs of TU Dresden of all disciplines
- TUD Young Investigators and Junior Professors of TU Dresden of all disciplines

#### **IMPORTANT**

Membership with the Graduate Academy of TU Dresden is a prerequisite for eligibility. Your application will only be considered if you are a member of the Graduate Academy or if at least the complete documents required to apply for membership have been submitted to the Graduate Academy at the time of the application deadline. Further information on GA membership is available at: <http://www.tu-dresden.de/ga/mitgliedschaft>

### Duration & Extent of funding

Funding will be granted under the condition that TU Dresden will receive the required financial means from the Federal Government and the Federal State of Saxony. An **active participation** in the applied event is mandatory, e.g. poster presentation.

It is only possible to apply for a Travel Award for one event per application deadline. Thus, it is not possible to hand in various Travel Award applications for different events during one application period.

The **maximum travel allowance** for a Travel Award amounts up to:

- 300.00 EUR for the participation in digital events
- 750.00 EUR for the participation in events within Germany and Europe\*
- 1,500.00 EUR for the participation in events outside of Europe.

\* Europe (geographical): List of the respective countries available on the GA program website in the FAQs

### IMPORTANT

In accordance with the current factual and legal basis according to §16 Abs.1 SächsRKG ("Sächsischem Reisekostengesetz" = Saxon regulations for travel and subsistence expenses) the GA Travel Grants are settled as a training trip ("Fortbildungsreise") in the official interests of TUD (third party). This means that, in principle, there is no entitlement to payment of lump-sum daily allowance. The reimbursement of catering costs (if still available in the funding amount) is made on the basis of receipts (e.g. from purchases in supermarkets, restaurant visits, etc.), up to a maximum of the flat-rate daily allowance. The receipts must be submitted with the travel expenses claim.

### Application deadlines\* & Funding period:

- Application deadline **March 31<sup>st</sup>**: 1 April to 31 December
- Application deadline **September 30<sup>th</sup>**: 1 October to 30 June of the following year

\* If the end of a period falls on a Saturday, Sunday or public holiday, the period ends at the end of the next working day.

## Application

### Doctoral candidates and Postdocs

The application has to be submitted electronically and in due time via [Promovendus](#) only.

### IMPORTANT

You will find the link to the application on your Promovendus start page during the application period only if you have at least completed the membership application to the Graduate Academy electronically. Only complete applications (incl. the letter of recommendation) can be submitted.

### TUD Young Investigators and Junior Professors:

Please contact the Graduate Academy directly via e-mail ([graduierakademie@tu-dresden.de](mailto:graduierakademie@tu-dresden.de)) to receive an application form.

## Application documents

The following documents have to be handed in together with the application:

- **Tabular resume** (CV) incl. list of publications, previous teaching activities and description of the scientific career (max. 5 pages)
- Copy of the **latest university degree** / Copy of the **doctoral certificate**
- **Confirmation of acceptance** of your active participation in the event (can be handed in later)
- **Abstract** of the planned active participation in the event including in the author's address "Technische Universität Dresden" (abstract can be handed in later)
- **Program** of the event (can be handed in later)

### Doctoral candidates and Postdocs:

- The **online application** has to be created via [Promovendus](#). Within the online application, the above-mentioned documents have to be uploaded.
- The **Letter of Recommendation** must be uploaded via Promovendus. For doctoral candidates, this has to be done by the main supervisor or young investigator (first supervisor). For Postdocs, this has to be done by the supervisor.

As soon as you initiate sending such request during the online application procedure, Promovendus will send an e-mail to your (first) supervisor with the template for the letter of recommendation and a corresponding upload link.

### IMPORTANT

The submission of your online application is only possible after the recommendation letter has been uploaded by your reviewer to Promovendus. Please point out to your reviewer that the recommendation letter must be uploaded before the application deadline so that you can submit your application to Promovendus on time.

### TUD Young Investigators and Junior Professors:

- You will receive an **application form** upon request by e-mail to the Graduate Academy ([graduertenakademie@tu-dresden.de](mailto:graduertenakademie@tu-dresden.de)).
- In addition, a **[confirmation of demand of the Faculty](#)** is required.

The application as well as the above-mentioned documents have to be handed in as a pdf-file and in due time via e-mail to the Graduate Academy ([graduertenakademie@tu-dresden.de](mailto:graduertenakademie@tu-dresden.de)).

## Selection procedure

The selection process takes place by the Executive Committee of the Graduate Academy of TU Dresden on the basis of the application handed in. The allowances are performance-based grants and are awarded in a competitive selection process.

The **selection criteria** are:

- Qualification of the applicant (academic performance, publications, prizes, awards and social criteria)
- Reason and importance / impact of the participation to the research project
- Quality of the Letter of Recommendation (for doctoral and postdoctoral candidates)
- Complete application documents and submission within the deadline

A fundamental legal right to claim funding within this program does not exist.

Funding decisions will be made:

- For the application deadline 31 March: presumably mid-July
- For the application deadline 30 September: presumably mid-January

*Please refrain from telephone enquiries during this time.*

### IMPORTANT

We ask you to take into consideration that in the case of a negative funding decision, costs already incurred for events will not be reimbursed retroactively by the Graduate Academy and the costs must therefore be covered otherwise. With regard to your planning reliability, we thus recommend applying for travel grants for short-term research stays and for summer/winter schools which take place after the funding decision.

## Contact

Graduate Academy of TU Dresden  
Mommsenstr. 7  
01069 Dresden

E-mail [graduierakademie@tu-dresden.de](mailto:graduierakademie@tu-dresden.de)

Phone 0351- 463-42241 / -42242

Website [www.tu-dresden.de/ga](http://www.tu-dresden.de/ga)

Get your questions answered!

Arrange an individual consultation appointment regarding our GA funding programs at [graduierakademie@tu-dresden.de](mailto:graduierakademie@tu-dresden.de).

We look forward to receiving your inquiry!