Information on funding of conferences etc for doctoral students at the FGCSS

The following is a brief description of the steps to take in order to obtain funding for a conference trip or similar, which is conducive to the doctoral project.

Since the FGCSS has a fixed annual budget for all (material) costs incurred, the funds must be managed and used fairly and sensibly. It is not possible to cover unlimited costs. Nevertheless, the FGCSS would like to try to cover costs for conferences, research-related travel or activities/workshops etc and has therefore decided to cover costs up to a maximum of 500 euros per year per doctoral student. These can be applied for in a form submitted to the coordinator. However, in order to create more fairness, all doctoral students are requested to look for other options first. This helps us to support as many doctoral students as possible.

In the following, the individual steps are listed again, in order to clear away all ambiguities. If you want funding:

1. Check the DAAD website (https://www2.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detail=57479681) for funding. Please keep in mind that have to apply to the DAAD at least three months before a conference. DAAD also runs a programme specifically for universities of applied sciences. https://www.daad.de/en/information-services-for-higher-education-institutions/further-information-on-daad-programmes/uasinternational/
   Support to individual students and PhD candidates is granted under Modul C.

2. If there is no suitable DAAD funding opportunity/program for you, please contact Katja Richter (katja.richter@verw.hs-fulda.de) from the PhD Coordinating Office. The application for cost coverage is composed of an informal letter stating which costs are to be covered, which conference or similar will be attended, why the attendance is relevant to the PhD project. In other words, the questions: what, when, how much and why should be answered. In addition, confirmations of participation can be attached to the application.

3. If no funding is possible through the PhD Coordinating Office, forward the already prepared application to Sebastian Garbe. Please take into account that the assumption of costs can be requested in advance and not afterwards. As long as the necessity and relevance of the project is clear and the costs are in the budget (the budget is limited and when it is used up, unfortunately, no more costs can be covered) it should be possible that the FGCSS allows the application. Decisions must comply with the HFD regulations: https://www.hs-fulda/fileadmin/user_upload/Unsere_Hochschule/Hochschulrecht/Stipendienordnungen/Richtlinien_Promovenden-Zuschuesse_30.3.2020.pdf