

## Funding Possibilities for Members of the CITEC Graduate School

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## General information

To support the doctoral projects of their members, the Graduate School Cognitive Interaction Technology at CITEC offers a comprehensive support programme.

**Guidelines for grants:** The following amounts for funding are guiding figures which serve as an orientation in approval procedures. The cited amounts describe the parameters of particular funding available for the total period of membership at the Graduate School. Applications which have already been approved will be calculated against the funding amounts as defined by the guideline. If the application for funding lies within the prescribed limits, then it will normally be approved. The Graduate School reserves the right to turn down funding applications due to budget restrictions and violation of reporting duties (see supervision agreement).

All members of the Graduate School Cognitive Interaction Technology are eligible for funding. The amount of funding available depends on the group status the member has in the Graduate School.

- Group A**      Doctoral students and postdoctoral fellows from the two intakes of the graduate school (financed through Cluster of Excellence funding)
- Group B**      Other doctoral students in CITEC financed projects, groups and CITEC institutions (financed through Cluster of Excellence funds)
- Group C**      Doctoral students who are affiliated to CITEC groups but not funded by CITEC – please refer to the list of these groups on the CITEC website (financed through budget funds and project funds)

**Funding is linked to the standard duration of studies:** As a rule, the CITEC Graduate School only provides funding to its members within the standard duration of studies of six semesters in the case of doctoral students. Funds which have not been used will not be paid.

**Keeping track of costs:** The Graduate School keeps track of all personal accounts research funding granted to you. You are asked to please keep track of any funds used from the total grant available also by yourself.

Group A		
Type	Funding amount	Details
Research costs (1) Travel to conferences and meetings  (2) Work expenses	max. € 7,000 per person for whole study period	(1) support only in case of active participation (talk, poster/paper)  (2) e.g. money for experiments, material, student support staff etc.
Language courses	max. of two German courses per person at Bielefeld University (PunktUm)	support for international doctoral scholars
Research stays	max. € 3,000 per person	for research stays at partner institutions
Mentoring programme	one course per person in the <i>movement</i> mentoring programme	support for female doctoral scholars

Groups B and C		
Type	Funding amount	Details
Research costs (1) Travel to conferences and meetings  (2) Work expenses	max. € 1.500 per person per year and € 3,000 per person for whole study period	(1) support only in case of active participation (talk, poster/paper)  (2) e.g. money for experiments, material, student support staff etc.
Language Courses	max. of two German courses per person at Bielefeld University (PunktUm)	support for international doctoral scholars
Research stay abroad	Max. € 3,000 per person	for research stays at partner institutions
Mentoring programme	one course per person in the <i>movement</i> mentoring programme	support for female doctoral scholars

## Research costs

Members are entitled to financial support that furthers their doctoral projects. Scholarship holders from **Group A** may claim up to a maximum of **7,000 Euros** during the period of their contract. Scholarship holders from **Groups B and C** may claim up to **3,000 Euros**. It is not possible to exceed the maximum amount of funding available for the duration of the contract. The following types of funding are detailed here:

**(1) Travel to meetings and conferences:** Every member of the Graduate School can claim travel expenses to go to meetings or conferences. Only travel and accommodation expenses as well as conference fees can be claimed. Health insurance abroad is not covered. The costs of participation in meetings and conferences will only be reimbursed in cases of active participation (talk, paper or presentation of poster). Proof of active participation has to be submitted in advance including the conference agenda or a written confirmation of acceptance of poster or paper.

**Application:** Please apply for the travel grant well in advance at the CITEC Office. Please use the form “**CITEC Application for travel grant**”. Please ask your supervisor to sign it and hand in this form to the CITEC Office. Please submit the conference/meeting agenda and a written confirmation of acceptance of the poster or paper together with your application.

**Reimbursement:** On your return, please submit immediately the original copy of your travel receipts, the form “CITEC Application for travel grant”, and the form “Statement of Travel Expenses” of Bielefeld University to the CITEC office. The Central Administration of Bielefeld University will reimburse travel expenses, which takes around four weeks. Travel expenses must be claimed within six months as any claims for reimbursement will be invalid after this time.

**Forms:** Both forms are available from the management of the Graduate School. You can also download the current forms of Bielefeld University for permit (for Postdocs on positions), expenses and for advance payment here:  
[http://www.uni-bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez\\_III/DezIII\\_Dokumente/Reisekosten/](http://www.uni-bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez_III/DezIII_Dokumente/Reisekosten/)

**Advance:** It is possible to apply for partial payment of travel expenses of up to 80 per cent in advance of travel. The form can be found on the Bielefeld University website (see above link) as well.

**(2) Further work expenses:** These include e.g. student support staff, funds for experiments, expendable materials, professional proof reading, or publication costs. In consultation with their supervisor, scholarship holders may freely use their budget.

**Application:** Please send your expenses claim in advance with your supervisors confirming signature and the following details: type of expense, amount, reason for funding in relation to research aim to Majatta Jerke, CITEC Office.

**Process:** Applications will be approved at CITEC Office. In case, you have more specific questions, please contact the Head of CITEC Administration, Henning Peterburs, and arrange an appointment via email.

### Language courses

The CITEC Graduate School can pay for up to two German language courses for international doctoral members who wish to learn or improve their German. The courses are organised by PunktUm, within Bielefeld University.

If you would like to take part in a language course, please contact and sign you up at the office of PunktUm. The course fees will be paid directly from the Graduate School.

### Research stay at partner institutions abroad

The Graduate School offers financial support to members for research stays abroad. Doctoral scholars can apply for research stays upwards of two weeks for research at a university establishment or a non-university research institute abroad to further their own research aims as well as to build lasting networks with international researchers.

An application for reimbursement of travel expenses should be made in the first instance to the DAAD. Please note that it may take several weeks to approve your claim. Subsequently, you may apply to the Graduate School for additional funding. The maximum amount of funding provided by the Graduate School is 3,000 Euros for the total duration of the scholarship.

For doctoral scholars in Informatics we recommend applying to the programme "FITweltweit" ([www.daad.de/fitweltweit](http://www.daad.de/fitweltweit)) for a doctoral travel grant.

- Application:** Please apply for a travel grant at the CITEC Graduate School well in advance of your stay abroad. The application should include the following: Length of stay, research establishment visited, cooperation partner, statement why the stay abroad is desired in relation to the doctoral project, short statement from supervisor endorsing the stay abroad, as well as a copy of your DAAD funding support or rejection.
- Reimbursement:** After your return, please submit immediately the original copy of your travel receipts (Postdocs on positions in addition the University application form), and the form “Statement of Travel Expenses” of Bielefeld University to the CITEC office. The Central Administration of Bielefeld University will reimburse travel expenses, which takes around four weeks. Travel expenses must be claimed within six months as any claims for reimbursement will be invalid after this time.
- Advance:** It is possible to apply for a partial advance payment of travel expenses up to 80 percent in advance of travel. Please apply for it at CITEC Office.

#### **Mentoring programme for female doctoral students**

Female doctoral students can apply for participation in the *movement* mentoring programme of Bielefeld University. The programme supports female students and scientists in building a career in science.

For participation, please apply at *movement* directly. As soon as you have been accepted in the programme, *movement* will contact the Graduate School Management. The courses fee will be paid directly by the Graduate School.

#### **Children bonus and parental leave**

**(1) Children bonus:** After the birth of children of our PhD student members on grants, a monthly bonus is payed on request. It's amount is 400 Euros for the first, and 100 Euros for any further child, which lives in your household. Hand in the certificate of birth at CITEC Office please, and address any question related to it to the Graduate School Management.

**(2) Parental leave:** Parents can extend the grant up to 12 months. This shall ensure a smooth balancing of family and scientific work life, and enable you to finish your research project in time. Please hand in your application for this with a positive statement of your supervisor at CITEC Office. An alternative measure is the conversion of this funds to some expenses for child care. The Graduate School Management supports you to clarify this issue.

### **CITEC program for balancing family and work life**

CITEC members, returning from maternity or parental leave, can apply for supporting student or research assistants (SHK/WHK). Maximum 3 months and 10 hours per week can be approved. Please hand in your application at the CITEC Office, using the CITEC form: „Balancing Family and Work Life“. Eva Winkelmann can provide further information about gender and diversity issues.

### **Budget for inviting external reviewers**

The Graduate School has a budget for inviting external supervisors at CITEC financed dissertation thesis defenses. These (international) reviewers may be part of CITEC's virtual faculty. Their travel costs can be payed by CITEC, on condition that the reviewer will be giving a scientific talk for the CITEC audience. The Graduate School Board will decide on the applications, which are to be handed in via the Graduate School Management in advance.