

Funding Guidelines

Vereinigung von Freunden und Förderern der Goethe-Universität

Last updated: December 2023

To ensure that our funding policy is as targeted and efficient as possible, the Association will use the following guidelines when making decisions on funding requests:

- The purpose of funding must focus exclusively on **research and teaching at the Goethe University**. We do not fund celebrations, farewell events or banquets. Continuing professional development events and courses are also not eligible for funding.
- We accept requests for funding measures ranging from **€200** (lower limit) to **€9,000** (upper limit). Funding amounts of **€5,000** and above require approval by the Association's Board.
- We grant only **one funding request per applicant during one calendar year**. The date of the trip or the project applies.

1) Travel expenses

We do not subsidize travel expenses **within Germany**.

a) Meetings

- The following upper limits are in place for travel expenses for trips to meetings **outside Germany**: Up to **€1,300**: outside Europe; up to **€800**: Europe (including Israel and Morocco).
- All of the expenses required for travel and conference fees are eligible for reimbursement. However, hotel and hospitality-related expenses are not eligible.
- Expenses for trips to conferences are covered if you can prove that you will **actively participate** in the conference (poster presentation, talk).
- No more than two participants from the same department can receive subsidies for the same conference.
- Expenses for trips to conferences are covered only for early career researchers as well as for W-1 and W-2 professors. **W-3 and C-4 professorships are eligible to apply if they contribute €1,500.**
- Conferences taking place virtually to replace in-person events are treated like trips to regular conferences. A lower limit of **€100** and an upper limit of **€300** apply.

b) Excursions

- As a guideline, funding for **excursions** will not exceed a **€100** subsidy per participant within Europe (including Israel and Morocco) or a **€200** subsidy per participant outside Europe.
- To qualify for a subsidy, recipients must **cover** at least **€100** of the **expenses themselves**.

c) Research trips

- Research trips are generally treated like requests for project funding. This means that **up to 20% of the overall expenses** of the request can be covered.
- For **stays abroad**, we do not reimburse living expenses or expenses for language courses.
- On a case-by-case basis, research trips may be treated like a request for travel expenses.

2) Projects

- The principle of proportionate funding applies for hosting conferences or conducting research projects, etc. As a guideline, **up to 20% of the total expenses** of the requested project funding may be covered.
- The request must clearly indicate that **co-financing** is provided for and must state the funding sources.
- For conferences only, an upper limit of **€3,000** applies (exceptions may be made for events such as "world congresses", for which up to **€5,000** may be granted).
- If funding for purchases is requested, the requirement for co-financing or proportionate funding of 20% of the total expenses may be dropped if we consider it to be justified.
- For requests for coverage of catering expenses, the following lump sums apply:
(1) **€40 per person per day** for internal and external speakers
(2) **€2.50 per person per break** for coffee breaks.

3) Additional documents

- All requests must be accompanied by a transparent breakdown of overall expenses and a declaration of any co-financing arrangements.
- We provide only limited funding for **Bachelor's and Master's thesis**. If you request funding to travel to a conference where you will present current research findings in poster presentations or talks, you must show that doing so will help you make significant progress in your studies. We cover travel expenses incurred during research stays **only for Master's degree students**. An exception may be made for applicants incurring special expenses while completing their Bachelor's or Master's thesis who have obtained funding to cover 80% of the expenses. In this case, we can make an exception and cover the remaining **20% of the expenses**.
- In general, the Association does **not grant subsidies for printing costs** or other publication costs (translation, layout, etc.).
- Expenses for personnel are not eligible for funding and can be considered only as part of the total expenses of requests for project funding.
- If we consider your project to have a potential **beacon impact** for the **Goethe University**, we may make an exception to requirements in the guidelines.

Please note that we will be unable to process your funding request if you have omitted any of the items in your request and/or your request is incomplete or is submitted after the deadline.