

FAQ about Staying Abroad

(Status of 11/2023)

Who can go for a stay abroad?

All (post-)doctoral candidates of the TRR 318 have priority. If there are places left, associate members can travel, too. Prerequisite for associate members: no project funds available for traveling.

As you already know, the RTG receives money on a yearly basis. In 2021 and 2022, nobody travelled, in 2023 only six people travelled and we couldn't transfer the money to 2024 by the DFG. Please be aware of this.

Where and can I go to?

You can visit any research institution or university, within and outside the EU, during the first phase of the TRR 318 (until end of 2025).

Does the institution I go to and the activities I plan there have to be related to my work within the TRR318?

Yes. Please make a clear plan of your activities during your stay (e.g. seminars, workshops, meetings, research work, writing, etc.), and think of how you can justify the stay in view of how it will contribute to your research profile and your work in the TRR 318.

If you plan to do research work not related to the topics of the TRR318 but to your PhD thesis please discuss this with Ingrid Scharlau and Katharina Rohlfing. Your eligibility to use the resources for stays abroad will be decided on a case-to-case basis.

For how long can I stay?

In principle, 6-8 weeks. Longer stays are also possible, but they have to be discussed with your employer (your PI/supervisor) as they would entail a longer absence from your job.

What costs are covered by the TRR318 and do I keep my salary during the stay abroad?

You can be reimbursed for the usual expenses for business trips (travel and accommodation costs) and, yes, you keep your salary.

How much will the TRR318 cover and what do I need to do?

2000 EUR for each member. The costs need to be calculated and approved before your stay abroad. In individual cases more money (up to 10 %) might be available. It is imperative that you calculate costs before your stay, let them be approved by the RTG and invoiced in the same year as the trip!

At Paderborn, you will tick “maximale Kostenerstattung” (imbursement maximum) on your business trip application and indicate the sum of 2000€ (plus 10%, if agreed on). You cannot change the envisioned costs as soon as your travel expenses accounting (“Reisekostenabrechnung”) are sent to the University administration.

At Bielefeld, please get in contact with Meike Täubig. *All other universities*: Please get in contact with me and Ronja Hannebohm about the reimbursement.

How do I get the costs reimbursed?

During your stay, please make sure to save all receipts for travel (train, bus, flight tickets, etc.) and accommodation (hotel or AirBnB booking and payment confirmations, etc.). For more information on how to get the costs reimbursed, contact Ronja Hannebohm.

When should I start planning for my stay?

At least 6 months before the actual stay. This does not hold only in case you plan to stay abroad in 2023; in this latter case, start planning as soon as possible. Be advised that you might need a few months to settle everything (get in touch with the institution of choice, devise a work plan, book travel and accommodation, etc.).

What are other possibilities to get stays abroad reimbursed?

If you want to do research abroad on a topic unrelated to the TRR318, the DAAD offers scholarships for such purposes.

What needs to be submitted?

To the RTG: short plan of activities and goals for the stay (1-2 pages), calculation of costs

To the university administration: usual documents for business trips.

Detailed information will be given in the next sessions of the RTG Corner during the activity afternoons. If you have any additional questions about stays abroad, please write to: rtg@trr318.uni-paderborn.de.