

## MICMoR Funding Guidelines

These Guidelines provide information for MICMoR Fellows on what can be funded through MICMoR Research School and how to proceed when applying for funds. They are extracted from the MICMoR Policies document which is available from the Coordination Office.

Please note: MICMoR does not grant base funding (e.g., stipends or personal salaries). MICMoR Fellows accepted for a MICMoR Fellowship receive supplemental funding for a period of up to three years corresponding to the intended duration of the doctoral project. Supplemental funding includes funding of fellows' participation in scientific and professional skills training (i.e. MICMoR courses, external courses), conferences and research stay abroad through, e.g. covering travel costs, accommodation and conference fees. Furthermore, supplemental funding can include financial support of material and research costs.

In addition to covering supplemental funding for its fellows MICMoR can also cover expenses of its scientists, e.g., a honorarium for lecturers at Technical Short Courses, material costs when organizing the Research Forum, travel costs of supervisors and mentors travelling to TAC meetings with their respective fellow.

### **Funding to participate in MICMoR courses and events**

For participation in MICMoR courses such as, e.g., Summer Schools, Technical Short Courses Professional Skills Courses and Research Forum, a MICMoR Fellow just needs to register generally binding at the Coordination Office. No additional application documents are needed.

After successful participation the fellows need to submit their individual travel refund form (see 'Travel Reimbursement Guidelines') together with all required documents (invoices of travel costs, accommodation etc.) to the Coordination Office.

### **Funding to participate in external workshops and courses**

If MICMoR Fellows want to participate in an external non-MICMoR workshop and request financial coverage (i.e. travel costs, course fees) through MICMoR, they have to apply by submitting the following documents to the Coordination Office (as one PDF file):

- Short motivation statement for participation in the external course
- Title of course, date, location, organizers, link to website (if applicable)
- Official document of course acceptance (may be handed in later)
- Tentative budget with course fees, travel costs, accommodation, also information whether additional funding exists
- Recommendation letter of supervisor stressing the importance of the course for the fellow's PhD work

The Steering Committee will decide upon financial coverage of course participation on a case-by-case-basis.

After successful participation the fellows need to submit their individual travel refund form (see 'Travel Reimbursement Guidelines') together with all required documents (invoices of travel costs, accommodation etc.) as well as a short report to the Coordination Office.

### **Funding to attend conferences**

MICMoR offers to its fellows financial support for participation in international conferences, i.e. ideally rather large conferences than small, specialized workshops. Requirement for financial support is for the fellow to play an active role at the conference, i.e. by either giving an oral presentation (as first author) or a poster presentation.

For conference funding the fellows have to apply by submitting the following documents to the Coordination Office (as one PDF file):

- Short motivation statement for participation
- Title of conference, date, location, organizers, link to website (if applicable)
- Official acceptance letter for oral or poster presentation with abstract (may be handed in later)
- Tentative budget with conference fees, travel costs, also information whether additional funding exists
- Recommendation letter of supervisor stressing the importance of the conference for the fellows' doctoral work

The Steering Committee will decide upon financial coverage of the conference participation on a case-by-case-basis. As a guideline MICMoR allows for two typical 1-week international conferences per fellow over the MICMoR fellowship period.

After successful attendance of the conference, fellows need to submit their individual travel refund form (see 'Travel Reimbursement Guidelines') together with all required documents (invoices of travel costs, accommodation etc.) as well as a short report to the Coordination Office. Any awards received (e.g., "Best poster presentation") must be reported to the Coordination Office.

### **Funding to spend a research stay abroad**

MICMoR also offers to its fellows financial support for a research stay abroad. Fellows have to apply by submitting the following documents to the Coordination Office (as one PDF file):

- Motivation statement for research stay abroad (describing how the research stay fits into the doctoral work and the reason for choosing specific cooperation partners and the host institute)
- Intended time frame of research stay with time and work plan
- Official acceptance letter of host institute / cooperation partner (may be handed in later)
- Tentative budget with travel costs, host contribution, also information whether additional funding exists

- Recommendation letter of supervisor stressing the importance of the research visit for the fellows PhD work

he Steering Committee will decide upon financial coverage of the research stay abroad on a case-by-case-basis.

After successful completion of a research stay abroad, fellows need to submit their individual travel refund form (see ‘Travel Reimbursement Guidelines’) together with all required documents (invoices of travel costs, accommodation etc.) as well as a report to the Coordination Office.

### **Funding of material and research costs**

Fellows can also apply for funding for material and research costs related to their doctoral research project. For this, all relevant information needs to be submitted to the Coordination Office, i.e. a motivation statement and a tentative budget. The Steering Committee decides upon financial coverage in a case-by-case basis and according to financial availability.

### **MICMoR Thesis Completion Grant**

MICMoR offers up to 3 completion grants per year (scheduled for 2017, 2018 and 2019). A completion grant is awarded for a maximum number of 3 months and comes with a full stipend analogous to the stipend of a MICMoR Full Fellowship.

The completion grant aims to support MICMoR Fellows in the completion phase of their doctorate. It supports the time necessary for the write-up of the dissertation or of the last publication in a cumulative dissertation. Hence, the dissertation is likely to be completed and submitted within the funding period. The completion grant neither funds research activities during the main phase of the dissertation, nor the time period between submission and defense, nor publication activities after submission.

Fellows who apply for a completion grant, need to document an excellent PhD track record, e.g. as shown through publications, a research stay abroad etc., and through adherence to all MICMoR requirements. The excellence needs to be confirmed by the supervisor. The grant is available to those fellows who have nearly completed their doctoral work despite a tight doctoral timeline (3-4 years). Therefore, the completion grant is seen as a bonus for an excellent doctorate, which is near completion with high quality and in good time.

Fellows have to apply by submitting the following documents as one PDF file to the Coordination Office (it is recommended to contact the Coordination Office prior to writing the application):

- Motivation statement (1 - 2 pages): The fellow needs to describe the current state of the doctoral project, its previous funding source and explain the lack of funding for the completion and the reasons for delay if applicable. He/she needs to shortly describe the work plan for the 3-month-completion phase and convincingly show that the dissertation can be completed with the given time. The above-mentioned excellence must be documented.
- Recommendation letter (max. 1 page, no 2-liners): The supervisor must convincingly confirm the fellow’s plans and his/her research excellence.

The Steering Committee will decide upon awarding a completion grant on a case-by-case basis and according to financial availability.

Fellows must acknowledge funding through a MICMoR Thesis completion grant in their thesis.

*As of 1 March 2017*

**Contact:**

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