

MICMoR Funding Guidelines (from 2019)

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 and were revised in January 2019.

MICMoR does not grant base funding, i.e. full stipends or personal salaries over the entire PhD period. However, MICMoR Fellows can receive supplemental funds during the period of their doctoral project 1. to attend scientific and professional skills courses and events organized by MICMoR, 2. to attend international conferences and workshops, 3. to venture on a PhD-related research stay abroad for up to 6 months, 4. to cover some material and research costs or 4. for stipends up to 12 months. For all funding requests the general adherence to the MICMoR requirements such as regular TAC meetings and submitted reports is mandatory.

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.

In the following, the procedure when applying for supplemental funds is described:

1. Funds to attend MICMoR courses and events

To attend MICMoR courses, e.g., Summer Schools, Technical Short Courses, Professional Skills Courses, Research Forum, a MICMoR Fellow just needs to register for this event generally binding with the Coordination Office. No further application documents are required.

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

2. Funds to attend external courses

To attend external non-MICMoR workshops MICMoR Fellows can request a travel grant which can cover travel costs, accommodation and course fees. For this, the following documents have to be submitted as one pdf-file to the MICMoR Coordination Office:

- Short motivation statement why the fellow wants to attend this course
- Title of course, date, location, organizers, link to website (if applicable)
- Official 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 this request on a case-by-case-basis.

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

3. Funds to attend conferences

To attend national and international conferences MICMoR Fellows can request a travel grant which can cover travel costs, accommodation and conference fees. A requirement is for the fellow to play an active role at the conference, i.e. by either giving an oral or a poster presentation. Fellows have to submit the following documents as one pdf-file to the MICMoR Coordination Office:

- Short motivation statement why the fellow wants to attend this conference
- 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 this request on a case-by-case-basis.

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

4. Funds for a research stay abroad

To venture on a PhD-related research stay abroad for up to 6 months MICMoR Fellows can also request financial support. They have to submit the following documents as one pdf-file to the MICMoR Coordination Office:

- Motivation statement why the fellow is planning a research stay abroad with details on the host institution, the intended time frame and the work plan; also with a description how the research stay fits into the doctoral work and the reason for choosing the specific host institute and the cooperation partners
- 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

The Steering Committee will decide upon this request on a case-by-case-basis.

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

5. Funds for material and research costs

Fellows can also apply for funding for material and research costs related to their doctoral research project. For this, they need to submit a short motivation statement with all relevant information and a tentative budget to the Coordination Office. The Steering Committee decides upon this request in a case-by-case basis and according to financial availability.

6. Supplemental stipend

From 2019 to 2020 MICMoR Fellows can apply for supplemental stipends which can be awarded for 6 to 12 months depending on the fellows' request. The stipend entails a monthly amount of 1365,- € and a contribution of 50% (max 100,- €) towards the health insurance. The stipend can be used towards regular PhD work, it can also be used as a Thesis Completion Grant, as it was possible in 2017 and 2018, to support the time necessary for the write-up of the dissertation. For the application, fellows have to submit the following documents as one pdf-file to the MICMoR Coordination Office (we recommend to contact the Coordination Office prior to application writing):

- Motivation statement (1 - 2 pages), with a description of the current state of the doctoral project and the work plan for the time when receiving the stipend, a documentation of the scientific track record, e.g. as shown through publications etc., and the adherence to the MICMoR requirements such as regular TAC meetings and reports.
- Recommendation letter (max. 1 page, no 2-liners), in which the supervisor must convincingly confirm the fellow's plans and his/her research excellence.

The Steering Committee will decide upon awarding a supplemental stipend on a case-by-case base and according to financial availability.

Fellows must acknowledge funding through a MICMoR supplemental stipend in their thesis.

Contact:

Dr. B. Elija Bleher
MICMoR Coordination Office, KIT/IMK-IFU
Kreuzeckbahnstraße 19, 82467 Garmisch-Partenkirchen
Email: elija.bleher@kit.edu
Phone: 08821 183 111

As of 17 January 2019