

**Call for applications Travel Assistance by
MARburg University Research Academy 2024**

MARburg Research Academy will again be able to provide travel assistance for domestic and international travel. Application deadline is June 2, 2025. Only travel by doctoral candidates and postdocs who are **members of MARA** and whose travel is **related to the respective research work** will be subsidized.

Travel assistance can be applied for:

A) International travel:

- Travel to conferences (only if applicant is contributing to the conference).
- Travel for academic collaboration (including summer schools and similar formats in the interest of academic discourse and not exclusively continuing education).
- Field research (archive, library, monuments, etc.).

B) Domestic travel:

- Travel to national conferences (only if applicant is presenting).
- Travel to international conferences (only if applicant is contributing to the conference).
- Field research (archive, library, monuments, etc.).

Please note that unfortunately, our funds are limited, so there are a number of formal application restrictions that you must follow:

- **The funds granted by MARA are a deficiency grant, i.e. funds can only be granted if your travel expenses are not covered by any other institution.** If funding from another institution is potentially available, you must first or in parallel apply for a travel grant there. For this purpose, you can find a collection of links with funding programs under the item 'Further funding opportunities' on the [MARA website](#).

Proof of application to another institution must always be submitted. Applications will not be processed without proof that you have already applied for funding from another institution (only exception see 'c)' below).

Please therefore always enclose the following with your application to MARA:

- a) Refusal by another institution (especially DAAD) or
 - b) proof that application has been submitted but has not yet been decided on.
 - c) If application to another institution (e.g. DAAD, foundations) is not possible, please be sure to explain this in the application form and provide meaningful supporting documents. Even if you are traveling within Germany, you must provide proof (e-mail information, screenshot, etc.) that it may not be possible to apply to the respective professional association, foundation, etc. It must be evident that the applicants have sought funding from other sources.
- If the approval or refusal of funding from another institution is still pending, MARA may grant approval subject to the refusal of other funding, provided that the other requirements are met.

Notes on the DAAD: Please note the necessity of applying to the DAAD for trips abroad: If a suitable program exists, it is expected that an application is first submitted to the DAAD and proof of this must be provided.

Particularly relevant in this context is the reference to the DAAD conference travel program, for which applications must be received not later than 4 months (120 days) before the start of the event. If you plan to attend a conference abroad, you should definitely apply in good time. Applicants are responsible for meeting the deadlines. By submitting an abstract for an international conference, you simply apply directly to the DAAD. This is possible at any time. **Your abstract does not have to be accepted yet.** The DAAD only requires a completed application form, your CV with a list of publications, the abstract and an academic transcript. Everything else can be submitted later. You are also welcome to apply for the current call for applications at MARA at the same time.

However, if you miss the deadline for a possible DAAD funding programme, MARA will automatically reject your application.

Please make sure to check whether the DAAD has a suitable funding program for your travel plans (<https://www2.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/>).

Applications to MARA for trips abroad are inadmissible if a possible DAAD application is not submitted, is not formally correct or is submitted late. These applications will be rejected.

- Information for scholarship recipients of the scholarship funds: Please contact your scholarship fund to find out whether you can apply for travel assistance and/or foreign allowances for trips abroad. In order to apply to MARA, a written rejection from the organization supporting the recipient is required.

Funding for your travel remains subject to the following conditions:

- Under MARA's travel assistance, travel expenses, airfare, lodging, and other costs, such as a conference fee, may be funded based on actual costs.
- However, food costs, including per diems, and costs for books are not covered by MARA.
- Travel from abroad to Germany is not eligible for funding.
- Travel must be commenced, completed and accounted for between **January 1, 2025 and November 30, 2025**. In principle, you can retroactively apply for funding for your travel in 2025 if you have not received any other support.
- During a doctoral or postdoc phase, up to 2,000.00 EUR can be provided per applicant, with a maximum of 1,500.00 EUR per trip.
- A maximum of two trips per applicant per qualification phase can be approved.
- Furthermore, only one trip per person and call will be funded.
- Once an application for travel assistance has been rejected, it cannot be submitted a second time.
- There must be no travel warning issued by the German Foreign Office for the destination of the planned trip for the requested travel period. Please consult the website of the German Foreign Office at: <https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/10.2.8Reisewarnungen>. Furthermore, the current business travel regulations for employees of Philipps Universität Marburg must be observed.

The application must include (complete, not write-protected and summarized in **one single PDF document**, if necessary, with translations in German or English):

A. The following information is required to be added to the online form provided for this purpose:

1. Your complete **contact information**.
2. Information on the **destination and time** of the travel.
3. Estimation of the **travel costs** (preliminary calculation of travel to site, lodging, conference fee, etc.; documentation of the calculations, for example from bahn.de, expedia.de, opodo.de, etc.; please indicate the cheapest option from the documentation in the application; lump sums cannot be accepted).
4. A personal **explanatory statement** on why the travel is conducive to your dissertation at this point in time.
5. A **statement** about why the travel cannot be subsidized by another entity; **proof** of application with another entity, if applicable, the **approval/denial** of the application (the latter can be submitted later).

B. In addition, the following documents must be attached to the application (documents in German or English language only, please; file type PDF):

- Conference schedule and invitation (conferences) or an invitation from the host institute (co-ops/field research).
- **Receipts** for all requested travel and lodging expenses and conference fee, etc.
- **Only relevant for doctoral candidates**: An application-specific **statement from your supervisor** on the expected benefits of the trip for your PhD [in this form](#) provided for this purpose, which can also be received separately by email, but necessarily before the application deadline of **June 2, 2025**.
- **Only relevant for Postdocs**: Statement of your supervisor (informally by e-mail) that no travel expenses can be covered. The statement can also be sent in a separate e-mail to mara.foerderungen@uni-marburg.de by the end of the application deadline on **June 2, 2025**.
- **Only relevant for doctoral candidates**: Proof of your registration for the doctorate in Marvin (Marburg Administration and Information System) (screenshot is sufficient), your name and your role in the Marvin system must be visible on the screenshot. In addition, we ask you to send a copy of your acceptance as a doctoral candidate at a department of the Philipps-Universität Marburg. Physicians who are aiming for a Dr. med. and dent. are eligible to apply from the second year of their doctorate (the date of enrolment at the department applies here).
- If applicable, a written rejection from your scholarship funding agency.

WITHOUT the documents mentioned under 'B.' an application is incomplete and will be automatically rejected.

Please enter the above information using the online form at the link https://www.uni-marburg.de/en/mara/funding/travel-assistance/online-form_application-for-travel-assistance.docx

Please include all additional documents as well as the online form in one PDF document.

Then send the saved form complete with all documents to the e-mail address mara.foerderungen@uni-marburg.de.

Applications with more than one PDF document attached will not be accepted. Please take into account that the files are not read-only.

Only the statement of the supervisor (for doctoral candidates)/ Statement of the supervisor (postdocs) can be sent separately by e-mail to Dr. Jan-Paul Klünder, mara.foerderungen@uni-marburg.de.

Applications including all necessary documents must be submitted by Monday, **June 2, 2025**. Only complete, email-only applications received on time will be considered by the Members Committee for Travel Assistance and Conference Funding. You will not receive a reminder or deadline extension.

MARA's Members Committee for Travel Assistance and Conference Funding is expected to make a decision on the award of travel assistance in July 2025. You will be notified in a timely manner of the decision as to whether your travel assistance application was approved. In the meantime, we kindly ask you to refrain from making inquiries.

For questions, please contact:

Dr. Jan-Paul Klünder
Philipps-Universität Marburg
MARA – MARburg University Research Academy
Email: mara.foerderungen@uni-marburg.de
Tel.: 06421 28 21299