

Call for applications Travel Assistance by MARburg University Research Academy 2026

MARburg Research Academy will again be able to provide travel assistance for domestic and international travel. The application deadline is March 18, 2026. Only travel undertaken by doctoral candidates and postdocs who are members of the University of Marburg and whose travel is related to their respective research projects will be funded.

Travel assistance can be applied for:

A) International travel:

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



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

- The funds granted by MARA are a funding of last resort, 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 (the only exception is outlined under 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 no later than 4 months (120 days) prior to the start of the event. Applicants planning to attend a conference abroad are therefore advised to apply in good time. Compliance with application deadline is the responsibility of the applicants. By submitting an abstract for an international conference, you may simply apply directly to the DAAD. This is possible at any time. **Your abstract does not have to be accepted at the time of application.** The DAAD only requires a completed application form, your CV with a list of publications, the abstract and an academic transcript. All other documents can be submitted later. You are also welcome to apply for the current call for applications at MARA in parallel.

In funding category 4 of the DAAD conference travel program, the quotas have already been allocated until July 2026 (Status February 2026)

<https://www2.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detail=57369745>). If this applies to your planned trip, please provide evidence that no application to the DAAD is possible, supported by appropriate documentation including the date (screenshot, email from the DAAD, etc.). The documentation must clearly demonstrate that you attempted to apply for DAAD funding at least four months prior to the planned travel date.

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

Please ensure that you check whether the DAAD offers 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 not eligible if a possible DAAD application is not submitted, is not formally valid or is submitted late. Such applications will be rejected.

- **Information for scholarship recipients of the scholarship funds**: Please contact your scholarship organization to find out whether you can apply for travel assistance and/or foreign allowances for travel abroad. To apply to MARA, a written rejection from the organization providing the scholarship 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 expenses.
- 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, 2026, and November 30, 2026. In principle, you can retroactively apply for funding for your travel in 2026 if you have not received any other support.
- During a doctoral or postdoctoral 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 the following documents (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 dates of the travel**.
3. Estimation of the **travel costs** (preliminary calculation of travel expenses, 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 amounts cannot be accepted).
4. A **written justification explaining** why the travel is beneficial to your research at the current stage of your project.
5. A **statement** explaining why the travel cannot be funded by another institution; 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):

- **Proof of application to another institution** (DAAD, etc.) and, if applicable, written rejection from your scholarship organization. WITHOUT proof of application to another institution (DAAD, etc.), your application is considered incomplete and will be automatically rejected.
- **Conference program and conference invitation** (for conferences) or an invitation from the host institute (for cooperations/field research)
- **Receipts for all travel and accommodation costs, conference fees, etc.**
- **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, please send a copy of your acceptance as a doctoral candidate at a department of Philipps University of Marburg. Medical students pursuing a Dr. med. or Dr. dent. degree are

eligible to apply from the second year of their doctoral studies (the date of enrollment in the department applies here).

- **Only relevant for doctoral candidates:** An application-specific statement from your supervisor using the form provided, detailing the expected benefits of the trip for your doctoral studies. The statement must be sent separately by your supervisor by email (deadline: March 18, 2026) to mara.foerderungen@uni-marburg.de.
- **Only relevant for postdocs:** A statement from your supervisor (informal, by email) confirming that no travel expenses can be covered. The statement must be sent separately by email (deadline: March 18, 2026) to mara.foerderungen@uni-marburg.de.

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_2026-1.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 ensure that the files are not write-protected.

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 **March 18, 2026**. Only complete applications submitted by email and received by the deadline 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 April 2026. 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:

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