

Guidelines of the University of Passau on the awarding of workshop grants

in accordance with the Resolution of the University Executive of 20 Decembre 2023

Preamble

By awarding workshop funding, the University of Passau supports its early career researchers in preparing for a successful academic career in the European Research Area by providing financial resources for the independent organization of interdisciplinary workshops. In particular, the workshop funding also serves the interfaculty networking of early career researchers at the University of Passau and thus contributes to the expansion of the University of Passau's research strength.

1. Purpose of the grant

The Workshop grants may be used to finance events (no. 2.2.) that

- serve to further academic qualifications in the context of the doctorate, postdoctoral qualification or habilitation,
- aim in particular to promote interdisciplinary cooperation and networking between the faculties of the University of Passau and
- increases the visibility of the research of outstanding young academics at the University of Passau.

2. Funding eligibility

2.1. Eligible for funding by the workshop grants are:

- doctoral researchers of the University of Passau,
- habilitants of the Universität Passau,
- postdoctoral researchers, insofar as they are members of the University of Passau, who are pursuing further academic qualifications or obtaining habilitation-equivalent achievements.

2.2. Events eligible for funding are:

- Workshops that are organized independently by at least two early career researchers from different research subjects (in which the academic degree was or is to be obtained) as face-to-face events at the University of Passau and
- whose event concept, in addition to well thought-out planning of the implementation, shows a clear interdisciplinary content
- for which the documents required for the application in accordance with No. 4.1. and 4.2. have been submitted in full.

3. Amount of funding and general conditions

3.1. The workshop funding comprises the funding amount of € 2,000. This will be allocated to a cost account yet to be set up at the chair/professorship named as the lead organiser, which applicants can access with the prior consent of the chair/professorship holder.

3.2. The representation guidelines of the University of Passau must be adhered to (if necessary, separate external third-party funding must be acquired).

3.3. After the event has been held, the cost account will be dissolved at the request of the Graduate Account. Any unspent remaining funds will be collected by Department VII - Finance.

4. Procedure

- 4.1. Applications for funding in accordance with these guidelines must be submitted by sending the completed [and signed] form "Application for Workshop Funding", including all attachments specified in No. 4.2, to the office of the Graduate Account (contact details available at: <https://www.graduiertenzentrum.uni-passau.de/>).
- 4.2. Attached to the form should be:
 - 4.2.1. Brief description of the workshop with regard to its interdisciplinary character, the promotion of interdisciplinary networking of early career researchers at the University of Passau and the visibility of the research of early career researchers.
 - 4.2.2. Presentation of the workshop's contribution to the organisational team's own further qualification.
 - 4.2.3. Academic CV of the applicant with a list of publications and presentations.
 - 4.2.4. Written confirmation from the holder of the lead chair or lead professorship to assume responsibility for the cost account. This includes the coverage of any additional costs incurred that cannot be covered by the workshop funding.
 - 4.2.5. Concept for event planning and realisation, including cost and financing planning (especially when inviting external lecturers, fee, accommodation, travel, catering or material costs in compliance with the legal framework such as travel expenses law, public procurement law, presentation guidelines, see also No. 5), advertisement and marketing, definition of target groups and expected demand.
 - The event concept must demonstrate that at least five early career researchers from at least two faculties of the University of Passau will participate in a planned workshop. This also includes, for example, doctoral workshops under the supervision of experts in which the current state of research is presented and discussed.
 - The application for external third-party funding must be shown in the cost and financing plan. The receipt of external third-party funding must be reported immediately. These funds must be used with priority to finance the event.
 - The possible charging of participation fees must be addressed. If participation fees are to be charged, the amount of the fee and the purpose for which it is to be used must be stated.
 - Travel and accommodation costs can only be covered for external lecturers.
- 4.3. The workshop grants are awarded in a competitive internal university procedure. Details on application deadlines, how to deal with incomplete applications and other procedural steps are published on the Graduate Account's website. The College Management of the Graduate Account decides on the awarding of funding within the framework of the available budget. There is no entitlement to funding.
- 4.4. The decision according to No. 4.3. sentence 2 is based on the following selection criteria:
 - 4.4.1. Scientific qualification and performance of the applicants, proven in particular by outstanding scientific achievements.
 - 4.4.2. Quality of the planning concept of the workshop, demonstrated in particular by
 - Quality of the brief scientific description of the project and the intended interdisciplinarity,
 - Incorporation of the project into the respective qualification phase (in terms of content/time),
 - Feasibility and plausible cost calculation,
 - Significance of the workshop for interdisciplinary networking at the University of Passau and visualisation of the research of young scientists.
 - Experience in the realisation of events within the purpose of this guideline.

- 4.4.3. Approval of the cost and financing plan by the College Management of the Graduate Account requires prior notification of compliance with budgetary regulations by Department VII/2 of the Finance Division at the University of Passau.

5. Obligations of the applicant and the holder of the lead chair or lead professorship at the University of Passau

- 5.1. In the case of funding, the applicants are obliged to do so:
 - 5.1.1. To obtain prior consultation from the Graduate Account regarding the implementation of the event.
 - 5.1.2. Responsibility for the organisation and implementation of the workshop lies with the leading chair or professorship at the University of Passau.
 - 5.1.3. To use the workshop funding budget responsibly and to utilise cost-efficient offers and services with appropriate remuneration in a comprehensible manner. The organisers acknowledge that invoice amounts will not be reimbursed if the order or procurement has been made without the prior consent of Unit VII/2 of the Department of Finance. Contracts may only be awarded by the relevant units of the Department of Finance of the University of Passau.
 - 5.1.4. Fee contracts for external lecturers must be concluded via the University of Passau's Department VII/5.1 - Procurement. Before concluding fee contracts with external instructors, the organisers must ensure that the services of external instructors are provided without any academic self-interest.
 - 5.1.5. The workshop must take place in a facility of the University of Passau. An exception may be made in justified cases by the College Management of the Graduate Account.
 - 5.1.6. After completion of the workshop, an attendance list with signatures of the participants and the final/completed programme of the event must be submitted to the Graduate Account.
 - 5.1.7. If the event cannot take place or has to be cancelled for reasons for which the applicants are not responsible (e.g. illness of the speakers, pandemic, insufficient number of participants, ...), expenses already incurred can be claimed from the Graduate Account upon informal notification, stating valid reasons. If the reasons are recognised by the College Management of the Graduate Account, the costs already incurred can be financed from Graduate Account funds after prior approval by the Finance Department.
- 5.2. The use of the workshop funding obliges to organise, conduct and follow up the workshop in compliance with the "Rules for the ascertainment of good research practice and for the investigation of alleged academic misconduct " of the University of Passau in its currently valid version.
- 5.3. Approval of the workshop grant obliges the applicant to support the funding objectives through appropriate marketing and public relations work.

6. Reservation and reclaim.

Workshop funding is approved subject to compliance with the obligations resulting from No. 4 of this guideline as well as the funding objective-oriented organisation and implementation of the workshop in accordance with the provisions of No. 5. In the event of violations of the obligations specified in sentence 1, the funding approved subject to this guideline may be reclaimed in whole or in part by the holder of the lead chair or lead professorship. Decisions according to sentence 2 are made by the College Management of the Graduate Account after hearing the applicants and the person responsible according to no. 4.2.4.