**Guideline for Applications**

**BremenIDEA – Research stays at international institutions/abroad**

**Instructions for Applicants**

1. Please read the Declaration before completing your application. In order for your application to be processed, you must send a copy of the Declaration to:

Universität Bremen  
Referat 12 – Forschung und wissenschaftlicher Nachwuchs   
Postfach 33 04 40   
28334 Bremen

Or to: [nwk@vw.uni-bremen.de](mailto:nwk@vw.uni-bremen.de)

The "Declaration" is not bound to the application deadline and can arrive at *Referat 12* after the respective application deadline. However, the application itself must be submitted in due time using the online form. Please **do not** include the declaration form sheet into the application document.

1. Doctoral researchers of the University of Bremen accepted by the Doctoral Committees are eligible to apply. The doctoral status is obtained via acceptance by the respective Doctoral Committee (issue date of confirmation of acceptance). Doctoral researchers must include a copy of the acceptance letter.
2. Doctoral researchers can request funding for a research stay at a foreign university or research institute of one to three months. The application must include the required funds, detailing travel and accommodation expenses. Please note: The minimum period of stay at the host institution is one month; the maximum funding amount is 5,000 euros. A realistic calculation is particularly important because retrospective granting is not possible in case of higher costs. Doctoral candidates can only be funded once by BremenIDEA. Re-application after a rejection is possible.
3. After successful application to the Central Research Development Fund, the host at the University of Bremen will be allocated the funds for disbursement to the candidate. The research stay is carried out as a university business trip. Authorization of the business trip (business trip application with A1 form and, if necessary, hazard estimation) as well as all accounting is completed by the travel expenses office (Reisekostenstelle) of the University of Bremen (via the respective faculty). The legal conditions / travel guidelines regarding travel expenses valid at the time of application shall apply.
4. Sponsored doctoral candidates are required to submit a final report to the CRDF after the trip is completed, accompanied by a certificate from the host institution confirming the dates of the period of stay.

**Only applications meeting the formal requirements will be considered.**

**Checklist:**

* 1. Compile your funding proposal pursuant to the instructions below (number 1 to 4). The proposal must not exceed **four pages**. It may be written in English or German. If you would like to submit the proposal in German, please follow the German application guidelines.
  2. Attach your curriculum vitae (max. two pages) to the proposal.
  3. Compile a list of publications (possibly with conference contributions).
  4. Request a letter of recommendation from your supervisor  
     (see the notes under A) at the end of this guide).
  5. Ask for a convincing invitation letter from the host institution  
     (see the notes under B) at the end of this guide).
  6. Scan the letter of acceptance as a doctoral candidate issued by the Doctoral Committee.
  7. Combine the application text, your curriculum vitae (max. two pages), your list of publications, the letter of recommendation, the invitation of the host institution, and the scanned acceptance letter of the Doctoral Committee into one PDF document.
  8. Fill in the online form and upload the PDF document via the form.

**Any questions?** We are happy to help you with your application:

* 1. For questions concerning the funding lines of the Central Research Development Fund of the University of Bremen: Corinna Volkmann ([nwk@vw.uni-bremen.de](mailto:nwk@vw.uni-bremen.de); +49 218-60321).
  2. The team of Bremen Early Career Researcher Development (BYRD) also advises on stays abroad for doctoral researchers ([https://www.uni-bre­men.de/byrd/promovierende/beratung/](https://www.uni-bremen.de/byrd/promovierende/beratung/) or [byrd@vw.uni-bremen.de](mailto:byrd@vw.uni-bremen.de)).

**Proposal: BremenIDEA – Research stays abroad**

**In your proposal, please include all the headlines in bold type from below. The proposal must not exceed 4 pages.**

**Name of the applicant:**

**Institute/faculty:**

**Title of proposal:**

**1 Project idea**

Describe your idea for a research stay in one sentence.

**2 Summary**

Concisely summarize the most significant aspects of your research stay (maximum 1,800 keystrokes).

**3 Description of project**

**3.1 Objective of the research stay and its relevance for the doctorate**

Briefly outline the objective of your research stay. Please indicate clearly the added value for the doctoral project (e.g. acquisition of an additional qualification, networking). It is not possible to apply for support for the actual doctoral project. Clearly show how the project applied for here distinguishes itself from the doctoral project and how you can implement your doctoral project without the additional funding. Doctoral candidates in structured doctoral programs (possibly with mandatory stays abroad) make clear to what extent the proposed project is not part of the doctoral program.

**3.2 Short description of the doctoral project**

Please ensure summarizing your doctoral project in a transparent and logical way. The Young Researchers Committee that examines the applications is composed of members of all faculties. Due to this interdisciplinary composition of the committee, it is paramount that you report and summarize your project for a general audience's understanding. Describe the current status of your research and explain how you are planning to integrate the research stay abroad into the overall schedule of your doctoral project. Please also provide the start date and envisaged completion date of the doctoral project. Funding by BremenIDEA is possible at any time, but should be justifiable by a plausible work and time schedule.  
  
**3.3 Information on the host institution and cooperating scientists on site**

Describe the host institution and its particular qualities relevant for the doctoral project. Also mention cooperating scientists (name, position) on site and specify why the cooperation is important for the doctoral project. The reasons for choosing this host institution should be made plausible in the application. Specify the conditions for a research stay at this institution and explain why you chose this institution. Priority can be given to guest stays at universities that already maintain a strategic partnership or any other institutional cooperation with the University of Bremen (e.g. YERUN or Yufe network). If your research stay is related to such cooperation, please specify this in your proposal.

**3.4 Schedule and planned activities at the host institution**

Please outline the planned work and time schedule of the research stay. If possible, mention in your application the names of collaborating researchers and planned activities such as lectures, workshops, conferences, joint publications, etc.

**3.5 Possible future cooperations, follow-up projects, etc.**

Provide an overview of possible future cooperations and follow-up projects.

**3.6 Costs**

Present the cost calculation and list all costs in the table below. Please take into account the travel and flight costs, daily subsistence, and accommodation costs.

**Notes:**

* When calculating the costs, please follow the guidelines of the travel cost center of the University of Bremen. The maximum rates must not be exceeded.
* Participation fees for on-site events as well as expenses for equipment at the foreign host institution (e.g. workplace, computer, etc.) cannot be financed.
* In case the maximum funding amount of BremenIDEA is exceeded, additional funding must be indicated in the application. A statement is expected on how the costs exceeding the maximum funding amount of €5,000 will be financed.

|  |  |  |
| --- | --- | --- |
| No. | Amount requested for: | Euro |
| 1 |  |  |
| 2 |  |  |
| … |  |  |
| Total amount | |  |

**4 References**

Provide a list of the references included in your application text.

**Attachments**

**A) Letter of recommendation by your supervisor**

In addition to the project outline, the letter of recommendation by the supervisor of the University of Bremen is an important basis for the funding decision. The letter of recommendation should also provide information as to why no other funding (from the own working group or the doctoral program) is available for the proposed research stay abroad. Please provide this information to your supervisor at the University of Bremen. Without this information your application is not complete.

**B) Convincing invitation letter from the host institution**

BremenIDEA should contribute to the internationalization of the doctoral phase. Doctoral researchers should be given the opportunity to collaborate with international researchers, to present their research to an international audience, and to establish networks and new cooperations. It is essential that the host institution supports the project and is willing to integrate the guest researcher in the activities on site. The invitation letter from the host institution should be convincing and not only confirm your research stay formally.

In principle, the funding of a stay with external supervisors or reviewers of the doctorate by BremenIDEA is possible. Please make sure that your stay is embedded in a broader working context at the host institution.

**C) Applicant’s curriculum vitae (max. 2 pages)**

On a **maximum of two pages**, please provide a short overview of your academic career to date including any awards or prizes.

**D) List of publications**

Compile a list of publications. You may also include conference contributions (lectures, posters, panels, etc.)

**E) Letter of acceptance as a doctoral candidate by the Doctoral Committee**

Please scan the certification of your acceptance as a doctoral candidate and include it with your application.