**Funding Guidelines: PICAIS Event Funding Programme
at the University of Passau, Germany**

Please note:
**Applications can only be accepted if they are supported by at least one
member of the University of Passau.**

The funding scheme is predominantly set up as partial funding and subsidy ('Beihilfe'
in German), i.e. it is possible that the funds cover only part of the costs, in which case
complementary funding will have to be provided by the applicants.

In most cases, PICAIS will therefore only be able to support your event with partial
funding rather than bearing the full cost of the entire event (cf. section 'Funding').

Eligibility Requirements

At least one of the applicants must be a member of the University of Passau.

Applicants must have a doctoral degree.

The PICAIS board generally does not accept any applications being filed with other
institutions at the same time.

Only complete applications, consisting of all five parts mentioned in the section
"Proposal Outline" below (cf. page 3) will be considered in the selection process.

Applicants whose proposal is <u>not</u> approved are welcome to resubmit a revised
version in future calls. This revised proposal, once received, will be treated as a new
proposal.

Furthermore, we recommend that members of the University of Passau consider
securing complementary or alternative external funding to the 'Veranstaltungspool
Funding Programme' of the University of Passau.

Funding Requirements

PICAIS funds all forms of academic events (e.g. conferences, symposia, seminars,
summer schools, workshops and lecture series) to be held at the University of
Passau that facilitate excellent research and initiate or enhance cooperation and
networking. These scholarly events should contribute to the objectives of PICAIS, in
particular to the establishment of sustainable research collaborations.

The call is open to all disciplines, topics, and methodological traditions. Those participating in these events may be scholars from one specific field of research or from a mix of multiple disciplines.

PICAIS especially seeks to sponsor events that are related to one of the University of Passau's guiding themes:

a) Europe and Global Transformation
b) Migration, Sustainable Development and Just Order
c) Digitalisation, Networked Society and (Internet) Cultures

Moreover, proposals for interdisciplinary and international scholarly events are preferred. The involvement of international speakers is particularly welcome.

Special consideration will be given to proposals submitted by and/or involving junior researchers. The same applies to proposals for internationally competitive alliances.

Nevertheless, other topics and formats are possible.

Applicants acknowledge that, in case of funding, the event must be advertised as a PICAIS event. The event will take place in cooperation with PICAIS – and jointly with the host at the University of Passau if the beneficiary is at the same time a fellowship grant recipient.

Beneficiaries of PICAIS funding are obliged to submit a brief (500-word) press release on the event within 14 days of conclusion of the event.

Funding

You can apply for financial resources for the following expenses:

- travel expenses for external speakers (second-class rail ticket or economy-class air ticket); please list each speaker/participant eligible for funding
- accommodation expenses in Passau
- meal expenses for active participants/speakers
- conference resources and consumables, such as printing expenses for leaflets and posters; conference support by student assistants

It is possible that the funds cover only part of the costs, in which case complementary funding will have to be provided by the applicants.

The PICAIS office and the University's services will support the organisers in preparing, running and documenting the event.

Expenses incurred for childcare during the event cannot be covered using the grant. Please visit the Diversity and Gender Equality Section's website for information on family services.

Proposal Outline

The application must be submitted in English and as Word or PDF document (please do not submit scans of your application form). Page limitations may not be exceeded for the application documents, with the exception of the CVs, for which there are no page limitations or formatting requirements.

Your proposal should not exceed ~ eight pages in sections A to D (Arial 11 pt, 1.2 pt line spacing, cf. template online) and must include the following five parts:

A	General information and planned event date	up to 3 pages
B	Proposal, complete with event description (research questions, cooperation partners). The contribution (or the value added) for the University of Passau must be outlined.	up to 2 pages
C	List of invitees, co-organisers/cooperation partners (if applicable) and preliminary programme	up to 2 pages
D	Budget plan (cf. the information leaflet on flat fees and the Funding section in the Funding Guidelines)	1 page
E	CV(s) of organiser(s)	no page limitation

Part A: Applicant's details, general information and planned event date

  1) Organiser(s) and co-applicant/host
     Name(s) and academic title(s)
     Current affiliation
     Address
     General information and planned event date
  2) Event title
  3) Planned event date and duration
  4) Type of event
  5) Estimated number of participants (from Passau and elsewhere)
  6) Subject classification
  7) Research areas / keywords
  8) Contribution to the University's strategic guiding themes
  9) Short abstract of 250 words

Part B: Proposal

Your proposal (up to 2 pages) should clearly describe the following aspects of the proposed event:

  1) short summary of the field/fields of research addressed in the proposed event and the corresponding state of the art
  2) description of the topics and main questions to be discussed
  3) expected results (outcomes) of the proposed event and its benefit to the University of Passau

Part C: List of invitees, co-organisers/cooperation partners (if applicable) and preliminary programme

Part C (up to 2 pages) must contain:

1) a proposed list of participants to be invited (with academic degrees, affiliations, subject areas); also mention the status of the invitation (invited/accepted)
2) co-organisers/cooperation partners, if applicable
3) the preliminary programme

Part D: Budget plan

Please fill in the budget table provided, itemising by expense type the resources for which funding is requested; cf. the information in our leaflet on flat flees.
If applicable, please state the applicant's own funding resources or those from third parties and if you require support by PICAIS student assistants during the period of event funding.

Part E: Organisers' CVs

The final part of your application is a brief CV of the organiser or CVs of the organising team. There are no page limitations and no specific formatting requirements for CVs.

Review Process and Selection Criteria

The PICAIS is in charge with carrying out the application and selection procedure. The proposals are evaluated on a competitive basis by the PICAIS Board and, if deemed necessary, by additional external reviewers. The funding decision will be made on a competitive basis.

The selection criteria are focused on the promotion of internationally competitive and interdisciplinary research events. We will seek reasonable social and intellectual diversity in our funding cohorts. We especially intend to increase the number of female researchers to promote gender equality.

The following criteria will be considered in the review process:

1) Quality of the proposed event topic
2) Research profile(s) of the applicant(s)
3) Preliminary programme
4) Contribution to the objectives of the University of Passau

Communication Process

The applicant(s) will be notified by the PICAIS Managing Director as follows:

1) Brief notification of approval or rejection of your application by e-mail. The selection process is typically completed within eight to ten weeks after application deadline.

2) If your application has been approved, a formal notification letter, confirmation of funding and, if applicable, comments and suggestions from the reviewers will be sent to the e-mail address indicated in your application.

Contact

For more information on the funding programme and the application process, you can contact the PICAIS office directly via our website. If you have any further questions, please get in touch with:

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