

The Hamburg Centre for Ultrafast Imaging – Structure, Dynamics and Control of Matter at the Atomic Scale

***Guidelines for applications
in the framework of the Guest and travel support
Programme of CUI***



Version number: 1.5

These guidelines should provide you with information concerning applications for funds within the guest programme of CUI and hints in order to correctly fill in the corresponding application form.

Who can apply?

Only members of CUI can apply for funds. Members of CUI are all project leaders (i.e., principal investigators, young group leaders, associated researchers) and all PhD students and postdoctoral researchers.

What can you apply for?

All members of CUI can apply for funds for the invitation of scientific collaborators at the University of Hamburg, to attend a workshop or a conference, and for collaborative visits to national or international partners. Only PhD students and postdoctoral researchers can apply for funds for the attendance of winter and summer schools.

Applications for the invitation of scientific guests, who can contribute to the course programme of CUI with distinguished lectures, are very welcome.

The attendance of the annual meetings of the Deutsche Physikalische Gesellschaft and of the Gesellschaft Deutscher Chemiker is not supported.

Which costs are covered?

First, we note that only the costs reported in the application form will be reimbursed.

- Travel support: Applications for the attendance of workshops and conferences or for collaborative visits

Travel and accommodation costs are covered. For flights only the economy class is reimbursed, while for the train only the second class. Registration fees are also covered. Daily allowance is covered too, but it has to be reported in the application form accordingly to the country where the event takes place. A list of the values of the daily allowance in different countries can be downloaded at the webpage:

<http://www.cui.uni-hamburg.de/en/forms/>

Other relevant expenses might be reimbursed as well, but a justification must be provided. We note, however, that the accommodation costs reported in the above outlined list are the

maximum allowed by the University, but this does not mean that when you book the accommodation you have to achieve such maximum value. Instead, when you book the accommodation, you should look for an accommodation with a reasonable price.

In case that two or more PhD students apply for the same event, it is recommended, as far as the accommodation is concerned, to book double or triple rooms or apartments, if possible.

- *Guest programme: Applications for the invitation of a guest speaker or a scientific collaborator*

Travel and accommodation costs are covered. For flights only the economy class is reimbursed, while for the train only the second class.

Besides, the financial support does not include any kind of honorarium for invited scientific guests, apart from exceptional cases.

The daily allowance is not financially supported.

When can you apply?

You can apply at any time. It is recommended, however, to apply for funds at least four weeks before the date of the event for which you are applying. Only in extremely and well-motivated exceptional cases the application might be submitted after the event for which funds are requested. Besides this, you can apply for funds only for events that occur within the next six months from the date you have submitted your application.

How to apply?

You have to fill in all the fields of the application form that you can download as DOCX file at the following URL:

<http://www.cui.uni-hamburg.de/en/links/>

Please, provide correctly and precisely the requested information in order to avoid a delay of the submission, to avoid generating confusion and mistakes, and therefore to speed up the evaluation process. In the application form you are also asked to provide the date and your signature. You can provide a digital signature or, alternatively, you can print the filled application form, sign and scan it. The application form has to be sent (as PDF file) to the Cluster Office of CUI (cui.office@cui.uni-hamburg.de) only per e-mail.

It is important to provide justification for the requested funds and, importantly, to motivate the actual scientific profit with respect to CUI and the CUI projects.

Remark on flights: Note that if you do your business travel by plane the University of Hamburg has to pay a specific tax for the emissions of CO₂. This applies to each employer of the university regardless to the fact that the University of Hamburg or some other institution not belonging to the university has paid the tickets of your flight (e.g., when you are an invited speaker). Thus, when the business travel is performed by plane, then such tax has to be included in the cost estimation of your application form. Please, visit the following link

<https://www.atmosfair.de/en/kompensieren/flug>

for the computation of the tax corresponding to your travel business.

What should you do after the approval of your application?

In case you applied for funds for the attendance of a conference, workshop, etc. which does not take place at the University of Hamburg, please fill in the so-called Dienstreiseantrag before your business travel and submit it to the Cluster Office of CUI. The Dientsreiseantrag can be downloaded in PDF format at the following URL: <http://www.cui.uni-hamburg.de/en/links/>.

In case you applied for funds for the invitation of a scientific guest, note that before your guest leaves Hamburg, you should bring her/him to the Cluster Office of CUI in order to sign the relevant documents (e.g., the so-called Vereinbarung), etc. This will simplify the administration procedure, and therefore speed up the process for the reimbursement of your guest.

Note that in order to get the required funds you have to provide to the Cluster Office of CUI all original tickets, bills, invoices, etc.

Besides this, note that for any specific inquiry about any formal administrative aspect of your application (e.g., the corresponding PSP element), you have to contact either the Cluster Office of CUI (cui.office@cui.uni-hamburg.de) or the corresponding office of the administration of the University of Hamburg. The graduate school of CUI is only responsible for the scientific aspects of the guest programme of CUI.

Remarks:

- If you would like to have the reimbursement in advance, attach your receipts (at this stage copies are possible too).

- After your business travel, fill in the claim for travel expenses, the so-called Reisekostenabrechnung, that you can download at the following URL: <http://www.cui.uni-hamburg.de/links/>. Then, hand it in with all original receipts to Mr. Heiko Kraus (Heiko.Kraus@verw.uni-hamburg.de, Bldg. 61, Room 6, phone 8998-2238).

Miscellaneous

Each invited scientific guest has to give an oral presentation such that all members of CUI can benefit from the visit.

Please, communicate the title, the location, the date, and time of the presentation to the coordinator of the graduate school of CUI per e-mail (anegrett@physnet.uni-hamburg.de). The event will be published on the webpage <http://www.cui.uni-hamburg.de/en/graduierenschule/events-talks/>.