

Guidelines for Applicants

- Scientific cooperation projects between Bavaria and France, China, and Latin America are not eligible under this program. The same applies to high-tech collaborations with partners from California. These projects are covered by separate, country-specific funding programs (see [Länderspezifische Forschungsprogramme](#)).
- The funding granted shall only provide supplementary financial support. Therefore, applicants are required to provide additional funds (e.g. university funds) of their own in order to implement a project. The budget proposed in the application is subject to a flat-rate reduction and single measures may also be altered where deemed necessary. In case of approval, subsidies are transferred to the end recipient **upon project completion, provided that Proof-of-Use has been submitted beforehand.**
- Those eligible to apply are researchers (post-doctorate or higher-level scientific staff) from state universities and state universities of applied sciences that receive funding from the Bavarian government, or researchers from KU Eichstätt-Ingolstadt (KUEI), Evangelische Hochschule Nürnberg (EVHN) or Katholische Stiftungsfachhochschule München (KSFH).
- Please notify your university's EU or research promotion office before submitting your application online. Applications received electronically cannot be altered once the closure date has passed.
- Completed projects are not eligible to receive funding.
- Only one application per applicant, per call may be submitted.
- A maximum of two applications per chair/research unit, per call may be submitted.
- The maximum grant per application is EUR 10,000. If the proposed funding amount exceeds EUR 10,000, BayFOR will reject the application.
- The [Bavarian Travel Expense Regulation](#) (Bayerische Auslandsreisekostenverordnung) including associated [travel expense rates](#) (Reisekostensätze) is applicable (please use updated version).
- The maximum grant per person for airfare depends on the destination country; please consider [Liste Fahrtkostenzuschuss](#) (similar to DAAD).
- Grants for on-site mobility (train, public transport, rental cars, etc.) should be submitted under [travel expenses](#). The maximum grant is EUR 50 per person, per day.
- Travel and accommodation costs of German-based cooperation partners to Bavaria or vice-versa are not eligible for reimbursement.
- Overhead costs, personnel costs, telephone and internet charges as well as consumables will not be subsidized
For foreign partners invited to Bavaria, accommodation costs of up to EUR 120 per person, per night may be reimbursed. (cities > 300,000 inhabitants 120 EUR/night, smaller cities 90 EUR/night)
- Return visits by cooperation partners from countries that do not belong to the DAC list can now only be funded in the case of a specific application for non-Bavarian third-party funding.
- The funded travel period is dependent on the date of the call, see www.bayfor.org/bayintan-foerderantrag-stellen

- Measures eligible for funding shall initiate or intensify scientific cooperation and primarily aim for project preparation. Extended sojourns abroad which serve to implement a research proposal (data collection, fieldwork, etc.) are not eligible.
- If the proposed research cooperation is associated with either a national or international call for proposals, an application may possibly receive a higher rating.
- The priority of BayIntAn lies in initiating support in terms of travel and accommodation grants for Bavarian researchers. Expenses for staff, publication, vaccinations, etc. are not covered under this program.
- If a newly submitted project is similar to a previously granted project of yours, the added value for the cooperation over the first funding must be unequivocally clear.
- Details concerning travelers' who are not the applicant must be specified in the application form. Missing information will lead to elimination from the selection process.
- Students can't be funded to attend summer schools or similar events
- The applicant is welcome to list important publications, patents, or other relevant documents for the proposed project. We suggest therefore to use the pdf-upload within OAsys.
- If you have any questions concerning the internationalization strategy of your university please see the responsible research promotion or third-party funding office at your university.
- Justification must be provided, if:
 - You wish to invite your cooperation partners to Bavaria
 - Your itinerary includes more than two persons
 - The travel to be funded is longer 14 days (per journey)
 - You wish to travel more than once
 - You have applied for other project-related funds

Inadequate or incomprehensible justifications will result in reductions of the proposed budget or the rejection of the application.

- The applicant is required to submit a project report and a numerical Proof-of-Use list to BayFOR either within three months after project completion within OASys electronically. In addition in OASys exist these two documents as pre-built printings, which must be printed and signed, and send to BayFOR by mail. Only then the process of refunding will start.
- Please contact us immediately if you need to make considerable changes to your initial itinerary (e.g. changes to travelers or destinations, loss of project partners, etc.).
- We also ask for immediate notification if an already-approved project cannot be realized.