

# FAQs – Call for proposals: Mobility Grant for Research Stays in Africa for Early-Career-Researchers, 2025

Updated: 25 April 2025

## Eligibility

### 1. Who is eligible to apply for this grant?

*Eligible applicants of any nationality can be:*

- PhD students currently enrolled at a Bavarian university,
- Postdoctoral researchers working at a Bavarian Higher Education Institution (HEI) (within five years after completing their PhD, measured from the date of defence and in full-time equivalent academic work. This means that times of part-time work (e.g. due to parental leave) need not exceed an equivalent of five years of full-time academic work),
- Staff or affiliates of a Bavarian HEI.

### 2. Persons of which Higher Education Institutions (HEIs) in Bavaria are eligible for funding?

*PhD students or staff members enrolled or working at all public Bavarian HEIs are eligible for the Mobility Grant for Research Stays in Africa for Early-Career-Researchers.*

### 3. Can I apply if I have already received a scholarship from BayFOR last year?

*No, only those who have not yet received funding from WKS Bavaria-Africa are eligible for this year's mobility grant. If your application was rejected last year, you can reapply this year.*

### 4. What is considered double funding?

*The mobility grant is intended for researchers who lack funding for research and networking stays in Africa. The grant will not be provided if double funding exists. Double funding occurs if, for example:*

- Your PhD or postdoc position already includes funding for field stays and conferences abroad, making additional mobility funding redundant.
- You have applied for and received another mobility grant for the same research stay. If you receive funding from another source for the same purpose, you must decline one of the grants to avoid double funding.

## Application Process

### 5. Which documents do I need to submit?

*Part A & Part B of the application form.*

*No additional supporting documents are required during the application phase. Only once you receive a positive evaluation from WKS Bavaria-Africa will you need to submit a letter of invitation by the African hosting institution to get the grant.*

### 6. What is the maximum page limit for the application?

*Part A contains general information in a table, and no page limit is given.*

*Part B, where you describe your project, provides specific length guidelines for each section in the headings. The entire Part B should be max. seven pages.*

### 7. When will the funding decision be communicated?

*The application deadline is **30 March 2025, 11:59 pm (CET)**, and applicants can expect a decision within two to four weeks after submission.*

*A kick-off networking event for all successful grantees is planned for 06 May 2025.*

## 8. Who can be my local host?

*Your local host is your main contact at the hosting institution in the chosen country in Africa, providing you with a workspace and research environment. Hosting institutions must be relevant to your research topic and offer meaningful networking opportunities. These can include:*

- Higher Education Institutions (HEIs) & Research Institutes
- Libraries, Archives, & Museums
- NGOs & civil society organizations
- Governmental Organizations
- Enterprises & business associations
- International Organizations

## 9. What is required as proof from the host institution?

*A formal affiliation letter (if required for research permits or visa applications).*

*Alternatively, an email confirmation or any other written proof from the host institution (ideally your hosting researcher) confirming:*

- Their willingness to host you.
- Their commitment to collaborating with you.
- Your access to the necessary facilities if needed.
- The duration and time of your stay.

## 10. What qualifies as networking activities?

*There are a variety of different network activities you can plan that should contribute to enhancing your academic career and capacities. Examples include guest lectures, research discussions, meetings with other researchers or institutions, and attending or contributing to fairs, conferences, workshops, colloquia, seminars, etc. During your stay, the activities should be balanced between attendance and active contribution. At least one active contribution, e.g. a presentation or lecture, is required.*

## 11. How do you define existing and new network partners?

*If your local contact is a person with whom you, your supervisor, department, university, etc. have already collaborated, we consider this person an existing partner. Clearly state the type of existing or new contacts in your application. While an existing contact can serve as a useful starting point, your stay should also expand your network through new contacts. In your application, demonstrate how your research stay will broaden your network, how you will get to know new contacts and how existing and new contacts will contribute to your research objectives and academic career.*

## 12. What happens if I need to change or adjust my research stay?

*You need to contact us as soon as possible to find a solution together. Changes in duration, destination, major activities, main host and budget require prior clearance from us. After your return and without prior consultation, changes are not eligible. In severe cases, you might need to pay back the grant that you have already received.*

## Financial planning

### 13. Which costs are covered by the funding?

*As a basis for the calculation, please consult the DAAD lump sums of the travel expenses ([here](#)) and the daily allowance ([here](#)). We use the DAAD list for each country. These allowances include costs such as international flights, transport to and from the airport, accommodation, in-country transportation, and food. These rates need to be used to cross-finance additional spendings for visa, vaccination, malaria prophylaxis, medicine, travel insurance, research permit/affiliation, local phone and internet fees, conference fees, research equipment, gifts, etc. No additional costs beyond these allowances can be covered by the grant. The maximum amount for this grant is 3500 €.*

**14. Who is covering my insurance during the travel?**

*Contact your institution's travel department to check if insurance coverage is available through your university's travel policies. Ensure you have appropriate health, liability, and travel insurance for the duration of your stay and what accounts as a prerequisite to enter the country.*

**15. Are conference fees eligible costs?**

*Conference fees are generally eligible expenses if duly justified; however, attendance costs can vary significantly. Fees can be included within the maximum grant amount, and any high conference fees (over 50 €) must be justified in Part B of the application.*

**16. What happens if I need a higher budget?**

*The maximum amount that you can receive is the amount that you applied for according to the DAAD regulations linked in the application form. The maximum amount of a mobility grant per person is 3500 euros. If you shorten your stay after the budget has been approved, you need to pay back the grant that you have received for the days on which you did not travel. If you extend your stay, this is at your own cost. No additional costs can be covered beyond the mentioned DAAD allowances. For the kick-off event, if it is taking place in Munich, travel costs can be co-financed according to 'Bayerisches Reisekostengesetz' (train ticket 2<sup>nd</sup> class) with a maximum of 58€.*

**17. Which timeframe does the grant cover?**

*The research and networking stay needs to cover a duration of at least 14 days and a maximum of 31 days. Participants can prolong their stay at their own expense (see next FAQ). Should a stay last less than 14 days, this has to be explained in the application. The project must start in 2025 and be completed by November 30, 2025.*

**18. Is it possible to prolong the stay beyond 31 days?**

*Yes, cost-neutral extensions are possible if flight prices at a later return remain similar to those after 31 days. If you plan to extend your stay, indicate this in Part B, Chapter 5 ("Room for Justification") of your application.*

*If you decide to extend your stay after receiving the grant, inform us by email and submit proof of your flight ticket covering the funded period.*

**19. How does the final report and proof of costs look like?**

*The final report needs to be submitted to the WKS Bavaria-Africa no later than three weeks after the end of the trip. In the case of a cost-neutral extension, the day of travel on which the daily allowances of WKS end counts as the start of the three-week submission period. For trips starting in October and November 2025, the final report must have reached the WKS Bavaria-Africa by 01 December 2025 at the latest.*

*The report requires proof of use of the budget (flight ticket and receipt, boarding pass, etc.). A template for the final report will be shared in due time.*

**20. How is the funding paid?**

*The grant is transferred in Euros directly to your bank account and not to your Bavarian institution. The funding is paid in two rates: The first rate of 80% is paid when you submit a letter of invitation by the African host institution. The second rate is paid when the submitted final report fulfils all requirements and is of sufficient quality.*

**Your question is not listed?**

Please contact the team of the Scientific Coordination Office Bavaria-Africa:

[Bayern-Afrika@bayfor.org](mailto:Bayern-Afrika@bayfor.org)