

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 universities and universities of applied sciences that receive funding from the Bavarian government, or researchers from KU Eichstätt-Ingolstadt, ESFH, or KSFH.
- From Bavarian state or state-supported private universities/universities of applied sciences
- 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 (as of 1 January 2016).
- The maximum grant per person for airfare depends on the destination country; please consider [Liste Fahrtkostenzuschuss](#) (similar to DFG).
- 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.
- For foreign partners invited to Bavaria, accommodation costs of up to EUR 120 per person, per night may be reimbursed.
- The travel period shall comply with the financial year 2016¹.
- 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.

¹ We strongly advise against travelling in December, as Proof-of-Use must be submitted to BayFOR by 23 February 2017 and university administration usually takes longer to process travel expense accounting.

- 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.
- The applicant is welcome to list important publications, patents, or other relevant documents for the proposed project under the short profile section ("Kurzprofil des/der Antragstellers/in") on page 2 of the application form.
- If you have any questions concerning the internationalization strategy of your university (page 3 of the application form), 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 or **before 22 February 2017**, whichever date is first. Corresponding form templates and further information concerning fund requests are available under the [Formulare](#) section on this website as well as in the ["Information on Funding Requests"](#).
- 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.