

Guidelines for the application (as of 01 October 2026)

Subject of funding

The aim of the funding is to establish and strengthen scientific cooperation between scientists at Bavarian state and ecclesiastical universities and international research institutions. Funding is available to help initiate research collaborations in the form of travel and accommodation costs. BayIntAn is open to all academic disciplines. At least one international partner must be involved in the proposed initiative. Funding is provided exclusively for exchanges between researchers based in Bavaria and their designated partner institutions, with the aim of initiating or deepening joint collaborations. The funding primarily supports research partnerships that are institutionally established.

The following are NOT eligible for funding:

- Stays primarily for the purpose of conducting teaching or research activities, such as quantitative and qualitative data collection, field studies, manuscript preparation, archival work, source analysis, work on publications, etc. (note: A cost-neutral extension for these purposes is possible)
- Travel undertaken exclusively for the implementation of a project already funded elsewhere
- Travel undertaken primarily for the training or instruction of staff in laboratories at host institutions
- Travel or meetings taking place in the context of international conferences, symposia, summer schools or comparable events
- Personnel costs, publication fees and similar expenses
- Student travel, e.g. as part of summer schools or comparable events
- Consumables
- Attendance at conferences, or participation in trade fairs
- Overhead costs
- Telephone and internet charges
- Travel insurance and international health insurance
- Hospitality expenses
- Private travel

Target regions:

- Europe and worldwide
- Exceptions: China, Singapur, Latin America, and France, as there are separate Bavarian academic centres for these regions (BayChina, BayAP, BayLAT, and BayFrance). Further special cases include California (BaCaTec) and the Czech Republic (BTHA). If funding for the measure is not possible there, a BayIntAn application can be submitted. Please state in

the BayIntAn application why the relevant Bavarian university centre cannot fund the measure. **Otherwise, the BayIntAn application will be rejected.**

Project and travel period:

Funded projects must be implemented between 1 January and 31 July 2027, including preparation and follow-up activities. All project-related travel must also take place within this period. If travel needs to be rescheduled during the project period, this is only permitted within the defined project and travel timeframe. Further details can be found in the section titled “Notes on Project Implementation and Reporting Obligations.”

Eligibility to apply:

- Researchers holding a doctoral degree (postdoctoral level or higher) affiliated with Bavarian state universities and ecclesiastical universities.
- In addition to the eligible applicants mentioned above, travellers may include doctoral candidates involved in the project, other academic partners, and international cooperation partners invited to Bavaria. However, travelling abroad by international partners is not eligible for funding.
- Each applicant may submit only one application per deadline.
- A maximum of two applications per chair or research group may be submitted per deadline.
- Travel and accommodation costs for persons residing in Germany and travelling to Bavaria and vice versa are not eligible for funding.
- Cooperation measures that have already been carried out cannot be applied for and funded retrospectively.

Funding amount:

- A maximum of EUR 10,000 may be requested per project. Applications exceeding this amount will be rejected. Due to ministerial co-funding requirements, a flat-rate deduction of 10–15% will be applied to the requested amount.
- The funding is complementary, meaning that additional financial resources (e.g. from the applicant's university or department) must be available to carry out the project. The requested budget is subject to a general flat-rate reduction and may be further reduced in specific budget categories, depending on the evaluation.
- In the case of approval, funds will only be transferred after the project has been completed and all reporting obligations have been met.
- The [Bavarian Travel Expenses Act \(BayRKG\)](#), the [Bavarian Regulation on Foreign Travel Expenses](#), and the [General Administrative Regulation on the Determination of Per Diems and Overnight Allowances Abroad](#) apply.
- The maximum eligible subsidy for flight costs depends on the destination country and is specified in the [travel allowance](#), which is based on DAAD guidelines.

- Mobility costs (e.g. train, public transport, rental cars, domestic flights) will count as travel expenses. A maximum of EUR 50 per person per day may be claimed. This flat rate also applies to train-to-plane connections.
- Visa fees are likewise reimbursable under travel costs.
- Funding for other project-related expenses is only possible in exceptional cases and requires a clear justification.

Number of travels and travellers per application:

- In the case of multiple trips within one project, the number of travels and the target institutions must be coherent and justifiable in relation to the project's initiation goals, and they must clearly add value to the goal of initiating/deepening the cooperation.
- As a rule, only two persons per trip are eligible for funding. If additional persons are necessary for the initiation process, a detailed justification must be provided, clearly explaining why their participation is necessary. A mere description of their expertise is not sufficient.

Duration of stay

- Within Europe: max. 10 days
- Outside Europe: max. 14 days
- Important: The maximum duration applies per application and per person. For example, if two persons are travelling, each may apply for up to 10 or 14 travel days. If two or more destinations are selected within a single application, the overall duration per person still may not exceed 10 or 14 travel days in total.
- A cost-neutral extension is possible for research- and teaching-related purposes, such as laboratory work, data collection, or preparation of publications, and it must be explicitly justified in the project description.

Additional notes:

- All travellers must be described in relation to the initiation project, their connection to the university/clinic, and their contribution to initiating/deepening the cooperation. This may include: their professional role and function in the planned cooperation, their specific contribution during the trip (e.g. scientific content, methodological expertise, organisational tasks, networking activities), the necessity of personal participation in relation to the project objectives, the expected scientific or structural added value for the cooperation and for the participating institutions, etc. Listing previous publications or projects alone is insufficient. Applications lacking this information will generally be rejected.
- The applicant's brief profile may, on an optional basis, include key publications, patents, or other relevant accomplishments. Submission of supplementary documents is not necessary.
- Every project must have a clearly defined objective that allows for the evaluation of the

relevance and sustainability of the proposed funding. A detailed daily work and time schedule outlining the planned activities must be included in the project description. **Applications lacking this information will generally be rejected.**

- If the proposed cooperation is directly linked to an (international) funding call, this connection may be considered positively during the evaluation process.
- In cases where applicants have already received BayIntAn funding in previous projects for similar measures, the added value of the new application for the cooperation must be clearly demonstrated.
- It is possible to invite people from abroad to Bavaria if their visit provides added value to the cooperation and to the internationalisation efforts of the Bavarian institution that goes beyond an exchange abroad and, for example, brings together several actors. **The location-specific benefits of receiving international guests must be clearly demonstrated in the application.** Accommodation and per diem allowances will be granted in accordance with the Bavarian Travel Expenses Act (Art. 8, BayRKG): Up to EUR 120/night for cities with more than 300,000 inhabitants, otherwise, EUR 90/night, plus EUR 21.50/day for per diem allowances. The general rules regarding the number of travels and travellers per application, as well as the permitted duration, apply accordingly.
- Return visits can, in principle, only be funded for partners from countries included on the [DAC List](#). An additional reciprocal visit may only be funded if it pursues a clearly defined work objective that goes beyond the initial meeting. The application must clearly demonstrate the outcomes to be achieved during the first meeting, the work steps planned between the meetings, and the additional results that the reciprocal visit is expected to enable. In particular, applicants must provide a justification as to why a further face-to-face meeting is necessary for this purpose; a general reference to deepening the exchange is not sufficient. Return visits must already be firmly agreed upon between the participating institutions at the time of application with regard to the date, participants, and work programme. Return visits that are merely intended or that depend on the outcome of the first meeting will not be considered. For partners from countries that are not included on the DAC List, funding is only possible if the planned collaboration already includes the submission of a specific third-party funding application outside a Bavarian funding programme. At the time of submitting the BayIntAn application, a clearly identified funding call ("Call for Proposals") must already be available for this purpose. Return visits that serve solely to explore potential funding programmes in general are not eligible for funding.

Special notes:

- Before submitting your application electronically, please contact your university's EU or research funding office. The name and email address of the responsible programme coordinator at the Bavarian institution must be mentioned in the application (in OASys under point 6, 'Contact person').
- For questions related to your university's internationalisation strategy, please consult the relevant research office or the department responsible for research and third-party funding.

- The application must include the applicant's signature. Electronic signatures (e.g. via Adobe with certificate) are accepted. The signed document must be uploaded as an attachment (in OASys under section 7 'File Management'). Only then can the application be submitted electronically. An additional submission by post is no longer necessary and is not desired.
- Once the submission deadline has passed, the application can no longer be modified.

Notes on project implementation and reporting

- Reporting consists of two parts: a technical report and a financial statement documenting the use of funds. Both must be submitted via OASys with legally binding signatures within three months after the project ends.
- If significant changes occur in the approved project (e.g. changes in travellers, destinations, or cancellation of a partner), please contact us immediately. This also applies if the project cannot take place as planned.