

FAQs – Call for Proposals: Africa-Bavaria Tandem Mobility Grant for Early-Career Researchers, 2025

Eligibility

1. Persons of which Higher Education Institutions (HEI) in Bavaria are eligible for funding?

Staff or affiliates of all public Bavarian HEIs are eligible for the Tandem Mobility Grant when they are a member of that HEI during the application and both travels/research stays.

2. Persons of which organisations in African countries are eligible for funding?

Staff or affiliates of Higher Education Institutions (HEIs) & Research Institutes, when they are a member of that HEI during the application and both travels/research stays.

3. Can I apply if I have already received a mobility grant from WKS Bavaria-Africa?

No, only those who have not yet received a mobility grant from WKS Bavaria-Africa are eligible for the Tandem Mobility Grant. If a previous application for an individual mobility grant for a research stay in Africa was rejected, you can apply for the Tandem Mobility Grant with a tandem partner.

4. What is considered double funding?

The mobility grant is intended for researchers who lack funding for a research and networking trip to Africa/ Bavaria. The grant will not be provided if double funding exists. For example, if one or both applicants have other sources to fund the costs of travel or the planned activities, e.g. through project money, a (PdD) scholarship, institute funding, etc., the tandem does not receive funding from BayFOR.

If you also applied for funding elsewhere, you need to mention that in the application form. In case your application is approved by WKS Bavaria-Africa and the other organisation, you must decline one of the grants to avoid double funding and inform us.

Application Process

5. Which documents do I need to submit?

The application consists of Part A and Part B of the application form, which are to be filled out and signed together by both tandem partners. In addition, each partner needs to submit their CV (max. 3 pages each). All four documents need to be submitted in one email to WKS Bavaria-Africa.

No additional supporting documents are required during the application phase. Only when you receive a positive evaluation from WKS Bavaria-Africa will you need to submit a letter of confirmation from each host institution in Bavaria and Africa to get the grant.

6. When the funding decision will be communicated?

*The application deadline is **06 August 2025, 11:59 pm (CET)**, and applicants can expect a decision within the course of August.*

7. What is required as proof from the host institutions?

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 the hosting department) confirming:

- *their commitment to host the guest researcher.*
- *the approval of the travel abroad of their own staff.*
- *access to the necessary facilities which the tandem might need (library, laboratory, archive, equipment, ...)*
- *the duration and time of both tandem stays.*

8. What qualifies as networking activities?

Networking activities should strengthen and enlarge your contacts for current and future research activities. Examples include research discussions as a tandem, meetings with other researchers or institutions, and attending and/or contributing to fairs, conferences, workshops, colloquia, seminars, etc. During your tandem stays, the activities should be balanced between attendance and active contribution. At least one active contribution of each tandem partner at the host institution is required, such as a presentation or lecture.

9. What happens if one or both tandem partners need to change or adjust their trips?

If one or both tandem partners need to make substantial changes concerning the travel time, duration, and planned activities or if a tandem partner can no longer travel, the applicants need to inform WKS Bavaria-Africa as soon as possible. It will be decided on an individual basis how the grant can be adapted and if and whether the whole grant or parts of it need to be paid back. Major changes need prior approval by WKS Bavaria-Africa and are not approved if communicated after they have been made. If you shorten your stay, you need to pay back the allowances 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 allowances in Part B. For administrative reasons, the travel grant cannot be used after 30 November 2025.

Financial planning

10. Which costs can be covered by the grant?

The Tandem Mobility Grant pays each tandem partner a travel allowance for the trip abroad and per diems for the duration of their stay at the host institution abroad. These allowances follow the DAAD lump sums for the specific African countries. For the stay in Germany, a daily allowance of 100 euros will be paid. These allowances shall cover 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 spending for visa, vaccination, malaria prophylaxis, medicine, travel and liability insurance, research permit/affiliation, local phone and internet fees, conference fees, research equipment, etc. Additional allowances for children can be requested (see FAQ 11).

During the time when your tandem partner is visiting your home institution, you do not receive any funding from the grant.

A proof of use of the budget will be demanded in the final report (flight ticket, boarding passes, receipts of major expenses, etc)

11. Can I apply for travel and daily allowances for children who are travelling with me?

Additional allowances for children below the age of 18 who need to travel with their parent can be requested. Children receive a monthly allowance of 400 Euro for the first child and 100 Euro per month for each additional child. For stays shorter than one month, the daily allowance will be reduced accordingly. In addition, a child between 2 and 18 years of age will receive the full travel allowance for the respective country. For children below the age of 2 (the time of the flight is deciding on the age that counts), the actual costs of the international flight will be reimbursed.

An explanation of why the child needs to travel with the parent and how the planned activities will be combined with child care is to be added to the application form, part B.

12. 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. Otherwise, you need to get private insurance. Ensure that each tandem partner has appropriate health, liability, and travel insurance for the duration of their trip abroad and that the prerequisites to get a visa and enter the country are met.

13. Which timeframe does the grant cover?

The trip of each tandem partner to the visiting institution needs to cover a duration of at least 14 days and at most 31 days. Applicants 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. Each trip must start after the grant agreement has been signed and be completed by 30 November 2025. After this date, you can extend your stay at your own costs, but the final report of the tandem needs to be submitted to WKS Bavaria-Africa by 01 December 2025.

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

Yes, cost-neutral extensions are possible, which means you can extend your stay at your own cost. If you plan to extend your stay, indicate this in Part B, Chapter 7 ("Room for Justification") of your application. If you decide to extend your stay after receiving the grant, inform us by email. The deadline for submitting the final report is not extended when you prolong your stay.

15. What is needed for the final report and the proof of costs?

The final report needs to be submitted to WKS Bavaria-Africa no later than three weeks after the end of the second tandem trip. In the case of a cost-neutral extension, the last day with per diems of the Tandem Mobility Grant counts as the start of the three-week submission period. For trips ending in November 2025, the final report must be submitted to WKS Bavaria-Africa by 01 December 2025 for administrative reasons.

The report requires proof of use of the budget of each tandem partner (flight tickets and receipts, boarding passes, copies of major expenses, etc.). A template for the final report will be shared in due time.

16. What do I need to consider for the travel to an African country and to Bavaria?

Application deadlines for visas, appointments at embassies, issuance of required documents, finding accommodation, etc., can require time. Plan well in advance and prepare yourself and all needed documents (valid passport, health insurance, etc) to realise your tandem project in time.

Your question is not listed?

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

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