

## Guidelines for the application (as of 14 March 2025)

### Subject of funding

The programme supports activities aimed at establishing or strengthening international scientific collaborations, primarily in preparation for cooperative projects. The funding focuses on initiating support through travel and accommodation allowances for researchers based in Bavaria. BayIntAn is open to all academic disciplines. At least one international partner must be involved in the proposed initiative.

### The following are not eligible for funding:

- Extended stays abroad for the purpose of conducting research projects, such as quantitative and qualitative data collection, fieldwork, manuscript preparation, archival research, source analysis, etc. (Note: A cost-neutral extension for these purposes is possible!)
- Travel undertaken exclusively for the implementation of a project already funded elsewhere (e.g. data collection or fieldwork)
- Travel undertaken solely for the training or instruction of staff in laboratories at host institutions
- Personnel costs, publication fees and similar expenses
- Participation of students in summer schools or comparable events
- Consumables
- Attendance at conferences, manuscript preparation, or participation in trade fairs
- Overhead costs, as well as telephone and internet charges
- Travel insurance and international health insurance
- Hospitality expenses
- Private travel

### Target regions:

- Europe and worldwide
- Exceptions: China, Latin America, and France, as there are separate Bavarian academic centers for these regions (BayChina, BayLAT, and BayFrance). Further special cases include California (BaCaTec) and the Czech Republic (BTHA). In the case of the Czech Republic, please contact the Bavarian-Czech Academic Agency first.

### Travel period:

The travel period depends on the respective call deadline. Please see: [www.bayfor.org/bayintan-en](http://www.bayfor.org/bayintan-en)

### Eligibility to apply:

- Researchers holding a doctoral degree (postdoctoral level or higher) affiliated with Bavarian state universities, state-recognised ecclesiastical universities and state art colleges based in Bavaria.
- 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. Projects are allowed to start at the earliest after official funding approval or, at the applicant's own financial risk, on the day following the application deadline ("deadline + 1 day").

#### 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) will count as travel expenses. A maximum of EUR 50 per person per day may be claimed.
- 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.
- 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 days. If two or more destinations are selected within a single application, the overall duration per person must still not exceed 10 or 14 days in total.
- A cost-neutral extension is possible for research-related purposes, such as laboratory work, data collection, teaching, or preparation of publications, provided it is explicitly justified in the project description.

### Additional notes:

- The role of each traveller in the context of the project initiation must be clearly explained. Listing previous publications or projects alone is insufficient. If the applicant is not the traveller, the identity and institutional affiliation of all (co-)travelers must be specified. 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.
- If the proposed research 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 persons from abroad to Bavaria if their visit provides added value to the cooperation or contributes to internationalization efforts. 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.
- Catering costs are eligible for funding only in the case of meetings held in Bavaria with several (!) international participants. Such requests will be evaluated on a case-by-case basis. EUR 31.50 per person per day is the maximum eligible amount.
- Return visits by people from countries that are not on the DAC list can only be funded in the case of a specific application for non-Bavarian third-party funding.

### Special notes:

- Before submitting your application electronically, please contact your university's EU or research funding office. Once the submission deadline has passed, the application can no longer be modified.
- 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 as well as a legally binding countersignature from the university or institution. 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.

### 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. Detailed information on fund disbursement is available in the [corresponding guidelines](#).
- 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.