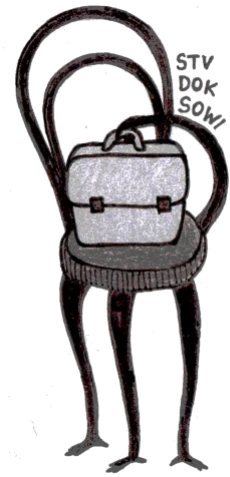


Funding of Conference Participation & Research Activities of PhD students by the doctoral student representatives at the Faculty of Social Sciences, University of Vienna

Version: 20. February 2025



The student representatives for doctoral students at the Faculty of Social Sciences at the University of Vienna provide funding for participation in scientific conferences and other research-related activities of PhD students. We particularly support those PhD students who are not employed at the university and whose travel costs are not refunded through the so-called global budgets of the university, project funding or external funding.

Terms:

1. Principles:

We, the doctoral student representation body at the Faculty of Social Sciences (StV Dok Sowi), provide funding for participation in academic conferences and research-related expenses (e.g., scientific software and database access, research and output-related activities, copyediting) for the purpose of the PhD studies.

2. Applicants:

All active PhD students of the Faculty of Social Sciences of the University of Vienna.

3. Applications:

This grant may be used for compensating various costs concerning conference participation and research-related activities. The maximum funding amount is 400,- Euro per applicant per budget year (starts in July/ends in June). In the application form, the applicant must explain why the ÖH Uni Wien should fund the respective project. Costs can be reimbursed as long as they fall into the current budget year and the budget hasn't already been exhausted. For conferences, we support participation with and without giving a presentation.

Each applicant must state whether the expenses have already been funded otherwise. Please note how/to what extent you are currently funded/employed by the university. All documentation must be submitted as a single .pdf file. In order to be considered, each application has to contain the following information:

a. Personal details of PhD student:

Name, address, telephone number, e-mail address, university, field of study, matriculation number, IBAN and BIC, account holder, date of application.

b. Conference / Activity details:

The official title of the conference or research activity, its relevance to the dissertation project and the duration of the participation.

c. Statement of Cost:

Statement of cost, desired amount and explanation for the sum requested of the StV Dok Sowi. Justification of request addressed to StV Dok Sowi and whether the applicant has received other grants prior to this application.

d. Reimbursement:

To proceed with the payment of the grant, we require:

- (in case of conference attendance) A printout of the conference program and a copy of the confirmation of attendance;
- Depending on the type of costs submitted for reimbursement, the original invoice and a copy of the credit card payment/bank statement receipt.

4. Request Processing:

Responsibility for the processing of grant applications and funding decisions lies with the doctoral student representatives of the Faculty of Social Sciences. Applying for the grant does not guarantee getting funded, as the decision on the application will be made with the remaining budget and number of applications in mind. Decisions on the allocation of funds are made in a plenum and need to be based on consensus. Any changes of the terms are made the same way. Plenums that deal with the allocation of funding usually take place four times a year. If the available budget has already been exhausted or no applications have been received, the allocation of funds will not be discussed. Applicants can also join the plenum.

The granting of funds depends on the overall number of applications received. Expenses and (conference) duration are also taken into account in the decision-making process, as are the personal and financial circumstances of the applicants if mentioned in the application. If funding is requested for a conference taking place in the future, funds can only be reimbursed after proof of conference attendance has been submitted. Reimbursement usually takes at least 30 days after all documents are handed in to ÖH. Decisions are communicated to applicants via e-mail.

5. Contact and application:

stv.dok_sowi@oeh.univie.ac.at

