

# Funding Conference Participation of PhD-students through the doctoral student representatives at the Faculty of Social Sciences, University of Vienna

The student representatives for doctoral students at the Faculty of Social Sciences at the University of Vienna provide funding for the participation of PhD-students in scientific conferences. Particularly those PhD-students are supported 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, provide funding for participation in academic conferences for the purpose of the PhD. The allocated budget for conference participation roughly represent 2/3 of the budget available to the student representative body.

### 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. **The maximum funding amount is 400,- Euro per applicant.** In the application form, the applicant must explain why the ÖH University of Vienna should fund the participation of a conference. Costs can be reimbursed up to twelve months after conference attendance (deadline of call significant, not application submission date).

Each applicant must state whether the conference participation is already been funded otherwise. 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 details:

The official title of the conference, 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 Bagru Sowi.Doc. Justification of request addressed to Bagru.Sowi Dok. and whether the applicant has received other grants prior to this application.

d) Reimbursement:

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

- A printout of the conference program;
- A copy of the confirmation of attendance;
- Depending on the type of costs submitted for reimbursement, the original invoice or a copy of the credit card payment.

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. Decisions on the allocation of funds are made in a committee meeting and need to be based on consensus. Any changes of the terms are made the same way. Committee meetings that deal with the allocation of funding take place once a semester. Meetings are cancelled if the available budget has already been exhausted or no applications have been received. Allocated funds depend on the overall amount of applications received. Expenses and conference duration are also taken into account in the decision-making process.

If funding is requested for a conference taking place in the future, funds can only be allocated after proof of conference attendance has been submitted. Decisions are communicated to applicants via e-mail.

5. Contact and application:

[stv.dok\\_sowi@oeh.univie.ac.at](mailto:stv.dok_sowi@oeh.univie.ac.at)