

Instructions for submitting applications for international academic events

(Developed from the proposals of the Research Support project group of the Pro Humanities and Social Sciences initiative, led by: Prof. Dr. J. Rogge)

Each person may only submit one application per year.

In the humanities and social sciences, the funding practice of the major external funding providers is oriented toward the disciplinary culture of these subjects. Therefore, the focus is not on large international events, but rather in particular on smaller events that are of key importance for further developing ideas and gaining knowledge.

The following breakdown is used for scientific exchange and collaboration:

Number of participants*	Duration	Funding amount
8 to 15	1 to 3 days	max. €3,500
15 to 30	2 to 3 days	max. €5,000
30 or more	3 to 4 days	max. €7,000

**Participants are considered active for instance if they contribute a paper, presentation or statement to the event or are part of the moderation.*

If a substantial number of the external participants come to Mainz from abroad and the event can thus be considered international, the programming can be funded within the university. Complementary financing in the form of the organizer's own funds, external funding or participation fees is expected.

Expenses for things such as travel, accommodation, and childcare for the active participants are covered (overnight stay only with breakfast, but without other meals, no daily allowances).

Fees, venue rental, and catering will not be covered.

For regulations on grants for the costs of printing conference transcripts of externally funded events, please refer to the corresponding funding line.

Please enclose the following documents:

- Brief project description with topic and key questions (max. 1–2 pages)
- List of participants (or a preliminary list, if applicable)
- Program (or a draft program, if applicable)
- Finance plan with a list of all costs incurred, specifying which of these are to be borne internally by the university
- Justification for the requested funds
- Details and supporting documents in conjunction with applications submitted to other sponsors

Please also refer to [Administrative Notice \(Verwaltungsmittelung\) No. 14/2018](#) on the provision of rooms and spaces for academic events at JGU in the the Research and Technology Transfer Department's [Download Center](#).