

## WU Research Group Meetings

**Objective:** Through WU Research Group Meetings, WU aims to financially support the organization and administration of research meetings and short research workshops at WU. Especially, it enables the invitation of one or two external, well-known (international) researchers for a meeting at WU by refunding travel and accommodation expenses. Furthermore, WU RGM refunds entertainment expenses such as catering or networking costs for workshops held at WU.

The main requirement for receiving funding is a clearly defined objective of the event, such as preparation of a paper publication, a project submission, data collection etc. Please note that travel expenses for WU researchers cannot be funded! You will need the consent from your immediate superior for applying for this funding.

**Maximum funding per application:** € 2,500 per WU RGM

**Requirements:** This funding addresses WU researchers who have a valid employment contract with WU.

Please note: Professors and third-party funded personnel are not eligible to apply.

### **Eligible costs:**

- Travel and accommodation expenses for 1-2 (international) researchers for a maximum of two hotel nights
- Expenses for catering etc.
- Expenses for lunch/dinner (networking)

Please note: Expenses for WU merchandising, presents etc. cannot be funded! Furthermore, WU does not fund remunerations for guest lecturers. For travel and accommodation costs please refer to the upper limits stated in the “WU Reisekostenrichtlinie”. For all other costs please refer to the “WU Sachkostenrichtlinie”.

**Application:** only via the [electronic application portal](#)

Please include the following (separate PDFs):

- Cover letter addressed to the Vice Rector for Research (max. 1 page)
- Time and work schedule: detailed description of the meeting/workshop (content, objectives, methods), preliminary date of the workshop (max. 3 pages) incl. brief introduction of the invited researchers
- Cost evaluation: detailed information on the costs including a rationale for them

**Decision:** Decisions are made by the Vice-Rector for Research based on the quality and feasibility of the proposed workshop regarding: target output (simple networking meetings cannot be financed), benefits for the applicant and their career, benefits for WU (open workshops, guest lectures by invited researchers), profile of the invited researcher(s), composition of the researcher group, time and cost plan (rationale for costs!).

Please note that we will review your **FIDES account (CV and publication record)** when necessary.

**Application deadline** Applications are accepted twice a year (spring and fall).

**Final report:** After the WU RGM we expect a short report about the meeting (max. one page) written in the style of a WU memo-article. Photographs of the event are welcome! Please send your report including a signed participant list to [forschungsservice@wu.ac.at](mailto:forschungsservice@wu.ac.at).

**Information:** Dr. Daniela Weismeier-Sammer, ext. 5107, email: [daniela.weismeier-sammer@wu.ac.at](mailto:daniela.weismeier-sammer@wu.ac.at)

**Target Group:**

- Prae-docs
- Post-docs

**Eligible for funding:**

- Travel and accommodation expenses for external researchers
- Entertainment expenses