

## Application Guidelines for Short Term Guest Program

**Duration of stay:** up to 1 month

**Requirements:**

- The guest scientist is coming from outside Munich / not resident in Munich-Garching region (no bridging of contracts, contract extension or prior to start of a contract in Munich) and is currently employed at a university / institution.
  - A principal investigator (PI) of the Cluster ORIGINS needs to be involved. Please mention her / his name in the application.
  - More than one research unit and / or connector at the Cluster ORIGINS are interested in the visit – involved groups have to be listed.
  - A short description of the planned scientific activities has to be given.
  - We expect a contribution at one of the Cluster ORIGINS talk series during the stay. The talk / lecture will be announced to the Cluster ORIGINS community.
  - The location / office of the guest scientist should be indicated (important for appointments and collaborations).
  - At the end of the stay, the guest scientist has to submit a short scientific report summarizing the outcome of the visit.
  - If there is a publication resulting from the guest's visit, the Cluster ORIGINS should be informed and referenced.
- The following acknowledgement is obligatory:  
„This research was supported by the Excellence Cluster ORIGINS which is funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) under Germany's Excellence Strategy – EXC 2094 – 390783311“.
- For the affiliation please use:  
„Excellence Cluster ORIGINS, Boltzmannstraße 2, D-85748 Garching, Germany“

**Contact person:** Alice Smith-Gicklhorn  
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**Application form:** Applications should be uploaded via the webform:  
<https://www.origins-cluster.de/visitor-application>

**Confirmation:** Applications can be submitted anytime. Decisions on invitations of Short Term Guests will be made in the Research Board Meeting. Afterwards, a confirmation of the approved budget or a declination will be provided.

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**Reimbursement regulations:**

- Expenses:** Refund according to original receipts only  
(basis is the Bavarian Travel Expenses Law (BayRKG))
- Travel:**
- Return flight / train, public transport from / to airport and during the stay are refundable  
(original tickets and printed boarding passes are required)
  - No taxi (except for urgent reasons)
  - One-time payment of travel costs to and from Munich only  
(in case you arrive from or travel to another destination than your home (institution) please prepare references of the travel home (institution) ↔ Munich / with same booking date(s).
- Accommodation:**
- up to 90,- € per night / up to 100,- € per night when accompanied by minors
  - up to 120,- € per night within Munich, but only for stays up to one week
  - Commercial providers such as Airbnb can be reimbursed
  - If hotel, pension or a commercial provider does not match your requirements, then please contact us
- Per diem:**
- 21.50 € without breakfast / or 17.20 € with breakfast
  - Daily rates will be reduced if meals were provided
  - The payment starts earliest 1 day before commencement of duties and ends latest 1 day after end of duties
  - No per diem payment if guest is on leave for bank holidays, information about leave is mandatory!
- Payment:**
- Prerequisite is the completed and signed reimbursement and tax declaration form including all original receipts and proof of payments
  - At the end of the stay via bank transfer
  - Exceptions (cash payment or monthly payment) have to be well justified
  - Submission of a short scientific report to PI and contact person (see above) at the end of the stay is mandatory.