

## **Application guidelines for Long Term Guest Program**

**Duration of stay:** **maximum 3 months**

If the scientific visitor is also funded by another guest program, we will only finance the **first** 3 months of the stay.

**Requirements:**

- The guest scientist is coming from outside Munich / not resident in Munich-Garching region (no bridging of contracts, contract extension or before the start of a contract in Munich) and is currently employed at a University / Institution.
- A principal investigator (PI) of the ORIGINS Cluster needs to be involved. Please mention her / his name in the application.
- More than one research unit and / or connector at the ORIGINS Cluster are being interested in the visit – involved groups have to be listed.
- A short description of planned scientific activities has to be given.
- We expect a contribution at one of the ORIGINS Cluster talk series during the stay. If the visit is longer than 1 month a lecture is expected (targeted at students / PhDs, etc.). The talk / lecture will be announced to the ORIGINS Cluster 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 summarising the outcome of the visit.
- If there is a publication resulting of the guest visit, the ORIGINS Cluster 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 can be used:

“Excellence Cluster ORIGINS, Boltzmannstrasse 2, D-85748 Garching, Germany”.

**Contact person:** Dr. Odele Straub:  
[odele.straub@origins-cluster.de](mailto:odele.straub@origins-cluster.de)

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

**Confirmation:** Decisions on invitations of Long Term Guests will be made in the Research Board Meeting following the announced deadline for

applications. Afterwards, a confirmation of the approved budget or a declination will be provided.

## 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
- Accommodation:**
- up to maximum 1500,-€ per month for single person
  - up to maximum 1800,-€ per month for families
  - sublease/subletting (Untermiete) cannot be reimbursed, a rent contract issued on the name of the guest is mandatory
- Per diem:**
- no per diem payment
- 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 scientific report to PI and contact person (see above)