

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 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 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 Cluster ORIGINS 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 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 of the guest 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 can be used:

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

Contact person: Dr. Odele Straub:
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:**
- 21,50€ without breakfast / or 17,20€ with breakfast
 - arrival and departure day 50%
 - 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 scientific report to PI and contact person (see above)