

## **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 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. 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 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](mailto:odele-straub@origins-cluster.de)

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

**Confirmation:**                              Application 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.

## 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
  - up to maximum 120,- € per night for stay up to one week
  - 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)