

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 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. 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 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

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.

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:**
- only upon request
- 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)