

Guidelines

International Scientific Events and Annual Conferences of Scientific and Academic Associations



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

Deutsche Forschungsgemeinschaft

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The DFG supports the organisation of international scientific events in Germany¹ by providing a subsidy to cover the shortfall. The requirement for this is that the event is clearly international in character. The event can be held in person or in a virtual/hybrid format.

In addition, annual conferences held by German scientific and academic associations (“wissenschaftliche Fachgesellschaften”) can receive support at intervals of two years. In this case, however, a subsidy is only awarded to the lecturing researchers from abroad, whether the event is held in person or in a virtual/hybrid format.

Funding is not available for conferences held by professional associations, professional development events, working meetings for the preparation or implementation of joint projects, summer schools or other events primarily designed for researchers in early career phases.

The two funding procedures are subject to differing requirements in terms of proposal submission, application forms and funding scope, as described below.

1 International Scientific Events

1.1 Eligibility

Researchers in Germany, or those working at a German research institution abroad, who have completed their academic training (a doctorate as a rule) are eligible to apply. In general researchers are not eligible to submit a proposal if they work at an institution that is not non-profit.

1.2 Proposals

The DFG promises to arrive at a decision on the proposal within six months. Please allow for this processing period when submitting a proposal. It is the responsibility of applicants to allow for this six-month period and submit the proposals in time for the decision to be made by the desired date. In any case, proposals must be submitted to the Head Office at least six months before the start of the event. Proposals received later than this will not be processed.

¹ German-funded institutions abroad are also considered to be German conference venues for the purpose of this funding.

Proposal documents must be submitted via the elan portal.

elan.dfg.de

For the description of the project, please use the appropriate template in German or English, as provided in elan. The Project Description may not exceed three pages in length.

The following attachments must be enclosed with the electronic proposal submission:

- Project Description (DFG form 53.30),
www.dfg.de/formulare/53_30_elan
- Applicant's academic curriculum vitae with a list of the most important scientific results; the template provided (DFG form 53.200) must be used for this purpose,
www.dfg.de/formulare/53_200_elan
- Conference programme (the main focus of the conference must be an exchange on the research topic),
- List of speakers and their lecture topics. The proposal must be submitted by the deadline (six months before the start of the conference) even if this list is not yet complete. An updated list of speakers can be provided after consultation with the DFG Head Office if necessary.

1.3 Requirements for proposal submission

The "Project Description" must include the following:

- Planned format of the event (in-person or virtual/hybrid event),
- Presentation of the scientific objectives of the event, justification for the selection and delimitation of the topic, information on the topicality from a research point of view,
- Presentation of the scientific significance of the event for the participating subject area,
- Evidence of the international character of the event:
Information on the participation of researchers from abroad (at least 30% of the participants must be working at a foreign research institution), prognosis on the reception of the conference results on an international level,
- Gender equality in science and academia:
Evidence of appropriate representation of male and female speakers (taking into account the subject area),
- Number of participants and amount of funding applied for.

1.4 Scope of funding

A subsidy is awarded. The amount of funding depends on the number of participants. Only the researchers participating in the conference – usually those who hold doctorates – are considered as participants for the purpose of funding: students and doctoral candidates who may be participating are not included. The number of participants stated in the “Project Description” is used by the DFG to provisionally determine the amount of the subsidy.

The provisional amount is calculated based on the following table:

Approval according to the number of participants	Per participant EUR	Maximum funding amount in this category EUR	Maximum amount reached for participants
up to 100 participants	300.00	20,000.00	66
up to 250 participants	200.00	25,000.00	125
up to 400 participants	100.00	28,000.00	280
up to 600 participants	70.00	33,000.00	471
up to 800 participants	55.00	34,000.00	618
up to 1000 participants	45.00	40,000.00	888
up to 1500 participants	40.00	52,500.00	1313
up to 2000 participants	35.00	60,000.00	1714
from 2000 participants	30.00	70,000.00	2333

The final amount of the subsidy is determined after the event has taken place. The actual number of participants is the deciding factor and must be documented in the statement of account. If the number of actual participants is lower than in the proposal, the DFG may reduce the amount of the subsidy. The subsidy cannot be subsequently increased if more participants were involved than originally stated.

The DFG subsidy can only be used for the scientific part of the conference. In addition, the funds approved serve exclusively to cover a shortfall that arises when the eligible costs cannot be covered by either internal or by external funds.

Subsidies can be applied for to cover material (“Sachmittel”) and personnel costs including travel costs, reasonable and necessary expenses for room and equipment rental, equipment, printed matter and office supplies as well as postal and telecommunications costs. Other eligible costs in connection with virtual/hybrid formats are expenses for external services and licence fees, expenses for conference registration and conference platforms, conference tools.

The following are excluded from funding: fees for speakers and organisers, catering costs and costs for the social programmes, expenses for interpreting, and costs for the follow-up to the event, such as costs for printing an event report or conference proceedings.

A statement of account including a brief factual report (max. three pages) must be submitted no later than three months after the end of the event. Only costs actually incurred are to be submitted. Only when these documents are available can the actual funding amount be finally determined.

2 Annual Conferences of German Scientific and Academic Associations

2.1 Eligibility

Scientific and academic associations (“wissenschaftliche Fachgesellschaften”) that are non-profit or in full public ownership are eligible to apply. The proposal must be submitted by the person representing the scientific or academic association according to internal regulations (usually the chairperson or director).

2.2 Proposals

The DFG promises to arrive at a decision on the proposal within six months. Please allow for this processing period when submitting a proposal.

It is the responsibility of the scientific and academic associations to allow for this six-month period and submit the proposals in time for the decision to be made by the desired date. In any case, proposals must be submitted to the Head Office at least six months

before the start of the event. Proposals received later than this will not be processed. Proposal documents must be submitted via the elan portal.

elan.dfg.de

For the description of the project, please use the appropriate template in German or English, as provided in elan. The Project Description may not exceed ten pages in length.

2.3 Requirements for proposal submission

The “Project Description” must include the following:

- Planned format of the event (in-person or virtual/hybrid event),
- Presentation of the scientific objectives of the event, justification for the selection and delimitation of the topic, information on the topicality from a research point of view,
- Presentation of the scientific significance of the event for the participating subject area,
- Names of presenters who work at a foreign research institution and are invited as lecturers because of their particular importance for the subject (individual reasons must be given for each invitation),
- Gender equality in science and academia:
Evidence of appropriate representation of male and female presenters (taking into account the subject area),
- Proposal amount

The following appendices must be enclosed with the electronic proposal:

- Description of the project (DFG form 53.31),
www.dfg.de/formulare/53_31_elan
- Conference programme,
- List of presenters,
- Breakdown of the travel subsidies applied for (precise details of the trips planned in each individual case).

2.4 Scope of funding

A subsidy of up to €40,000 can be awarded based on the anticipated travel costs of the invited speakers. A maximum of €80 (€55 hotel accommodation, €25 daily allowance) can be applied for per day for the duration of attendance. With regard to travel expenses,

please note that it is only possible to apply for economy class for air travel (flights inside Europe max. €400, non-European flights max. €1,000 for outward and return flight) and 2nd class (max. €400 for outward and return journey) for rail travel.

The following applies to virtual/hybrid events: If the speakers are only participating virtually in the annual conference, the hypothetical travel costs should still be quantified. These hypothetical travel costs can then be used to cover the costs incurred by virtual implementation. As such, eligible costs in the case of hybrid/virtual formats are material (“Sachkosten”) and personnel costs, reasonable and necessary expenses for room and equipment rental, costs for external services and licence fees, expenses for conference registration, platforms and tools. Fees for speakers or organisers and expenses for interpreting are excluded from the funding.

A statement of account including a brief factual report (max. three pages) must be submitted no later than three months after the end of the event. Only costs actually incurred are to be submitted.

3 Data Protection

Please note the DFG’s data protection notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to their involvement in your project.

www.dfg.de/privacy_policy