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Date of receipt:

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**BCGE FLEXIBLE TRAVEL FUNDS 2025
to deepen cooperation and research with partners in the “Global South”**

Please submit this form to the Berlin Center for Global Engagement: bcge@berlin-university-alliance.de

Should you have problems in filling out this PDF file, please contact us one day before the call closes at the latest. We will send you the form in Word.

Initiatives eligible for funding are:

- Incoming: In case of approval, researchers or relevant actors based in the “Global South” receive a travelling fellowship grant (Reisestipendium) for a stay (up to four weeks) at one of the BUA member institutions. Find more information on how the BCGE calculates the amount of the travelling fellowship grant in the document “For Incoming: Reisestipendium: Information und Berechnung”. The grant can be transferred to the incoming researcher/actor after the visa approval.
- Outgoing: In case of approval, the BCGE can cover the costs for a flight (economy class only) as well as a subsidy for accommodation (lodging and board) based on the lump sum scheme of DAAD (see document “For Outgoing: DAAD Lump Sum”). Outgoing scholars must go through the regular process for business travel at their home institution (Freie Universität Berlin, Humboldt-Universität zu Berlin, Technische Universität Berlin, and Charité – Universitätsmedizin Berlin).

Type of Activity (please check)

- incoming scholar
- outgoing HU, TU, Charité – Universitätsmedizin
- outgoing FU scholar (Please contact the BCGE before starting the application process)

Applicant (Professor or postdoc of FU, HU, TU, or Charité – Universitätsmedizin Berlin)

Name	
Faculty/Central Unit	
Institute/Department	
University/Institution	
Telephone	
Mail	

Applicant is the travelling person

Applicant other than travelling person, please fill out the details below

Travelling person (For incoming scholars: You will be registered as *BCGE Guest* and the BCGE is your administrative host. The applicant is your direct host and responsible for supporting you regarding the facilitation and organization of your stay).

Name	
Faculty/Central Unit	
Institute/Department	
University/Institution	
Country	
Telephone	
Mail	
Visa required?	
Other information	

ACTIVITY DETAILS

Activity title:

Time period (start and end date):

Destination: Address and contact person:

DESCRIPTION OF THE ACTIVITY

1. Short description (max. 3500 characters; Please include a detailed schedule for the intended stay).

2. Past cooperation (max. 2000 characters) Please describe the past cooperation of the traveling person with the host(s) and/or the relevant past cooperation with partners in the region.

3. Goals (max. 2000 characters) Please describe the envisaged short- and long-term results of the cooperation. What do you hope to achieve? And how does the initiative relate to the aim of the BCGE to foster and develop research on, in and with the “Global South”?

4. CV Please submit a CV of the applicant and (if different) of the travelling person.

5. Costs: Please indicate the estimated costs of your initiative and, if applicable, what funding you are receiving from other sources.

INCOMING SCHOLAR: In case of approval, BCGE can provide a Travelling Fellowship Grant for the incoming scholars, which is paid out to the incoming scholar directly after the proven visa approval, if a visa is required. Find more information on how the BCGE calculates the amount of the Travelling Fellowship Grant in the document “For Incoming: Reisestipendium: Information und Berechnung”.

OUTGOING SCHOLAR: Four outgoing scholars, the BCGE can cover the costs for a flight (economy class only), as well as a subsidy for accommodation (lodging and board) based on the lump sum scheme of DAAD (see document “For Outgoing: DAAD Lump Sum”). The travel expenses are based on the German Travel Expenses Act (*Bundesreisekostengesetz, BRKG*). Please keep in mind that you need to keep the receipts.

Granted funds have to be spent before 24 November 2024.

Outgoing scholar

	Amount in EUR	Quantity	Sum
Travel Expenses (Flight, Train...)			
Accommodation (lodging and board) according to the lump sum scheme of DAAD (see document “For Outgoing: DAAD Lump Sum”)			
Other (please specify)			
Total			

Incoming Scholar Travelling Fellowship Grant

	Amount in EUR	Quantity	Sum
Travel expenses: AvH Reisepauschale (column 1, 1-3 months)			
Daily allowance lump-sums: <u>Up to and including 22 days:</u> Postdocs (Phd not longer than 4 years): 121 €/day Established researcher, professor, president: 144 €/day Relevant actors outside academia: 99 €, 112 €, or 121 €/day (depending on training and career level – please specify)			
<u>After day 23</u> Postdocs (Phd not longer than 4 years): 2700 € Established researcher, professor, president: 3.200 € Relevant actors outside academia: 2.200 €, 2.500 €, or 2.700 € (depending on training and career level – please specify)			
Contribution to health and liability insurance 70 EUR (proof required)			
Mobility allowance 100 EUR (no proof required)			
Conference Fees , must be applied for with explanatory attachments			
Total			

Additional Information

If you receive funding from other sources, it is your responsibility to inform your sponsors about support from the BCGE. Additional outside funding can lead to your sponsor reducing their support.

Data Protection

The data required to process the application will be stored and processed electronically by the BCGE in compliance with data protection regulations. In case of approval, the topic of the project as well as the name, institution, and location of the applicant will be published on the BCGE website. Applicants may, however, deny permission to publish this information in electronic form after the project has been approved.

Further procedure

The funding call closes on April 10, 2025. The results will be announced in May 2025. Mobilities can take place from June 1st, 2025 until November 21st, 2025.

Please submit the application form along with CVs and any further explanatory documents to the Berlin Center for Global Engagement: bcge@berlin-university-alliance.de.