

## Application for funding in the internal funding program for doctoral researchers

The support of scientists at early career stages is a central aim of TH Köln. For this, TH Köln grants financial support to doctoral researchers for **expenses associated with attending scientific conferences and related events in Germany and abroad** to network with the scientific community as part of their doctorate.

***Please submit the application by e-mail to [graduatecenter@th-koeln.de](mailto:graduatecenter@th-koeln.de) up to one month before the planned trip.***

### **Application eligibility:**

- a) Doctoral researchers must be registered at the Graduate Center of TH Köln.
- b) Doctoral researchers must either be employed as a **research assistant at TH Köln** and/or be **enrolled** as a doctoral researcher.
- c) A professor at TH Köln must supervise the doctorate. A **supervision agreement** must be concluded and submitted.
- d) **Cooperation with a university authorized to award doctorates** OR acceptance for **doctoral studies at PK NRW** must be ensured.
- e) Doctoral researcher must have participated in a **seminar on good research practice** (TH Köln, PK NRW or cooperating university).

### **Funding amount:**

- The maximum grant amounts to € 1,000 per doctoral researcher.<sup>1</sup>
- It is possible to divide the funding into several applications during the doctorate.
- For funding trips in Germany and abroad, the accounting is generally based on the state travel expenses law.

### **Notes:**

- The application is usually processed within 5-10 working days. You will be informed by e-mail whether the funding is granted and will receive further information on the process.
- Applications are approved if the requirements are met, as long as budget is available.

---

<sup>1</sup> There is no entitlement to funding. If the budget for the current year has been reached, no further funding can be granted.

**Applicant details:**

Family name, first name:

Faculty:

Phone number:

E-Mail:

Supervisor at TH Köln:


**Details on the requested funding** (name, date and country of the conference/meeting/etc.):

**Amount of requested funding** (estimated costs):

**Brief comment about the necessity** of funding in the context of the doctorate:

**Checklist for application eligibility:**

- Alternative funding possibilities have been examined and are not available (e.g. funding from research projects, funding from the DAAD<sup>2</sup>, Erasmus+, the cooperating university/ PK NRW etc.).
- Supervision agreement has been presented/ is attached.
- Certificate of participation in a seminar on good research practice has been presented/ is attached.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Applicant's signature

**Note by the TH Köln supervisor:**

- The application is approved.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Supervisor's signature

---

**Internal note by Graduate Center:**

The application is      approved            rejected (reason for rejection: \_\_\_\_\_)

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Graduate Center Service Desk

<sup>2</sup> In particular the program [HAW.International: Kongress- und Messereisen](#).