



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

**08LMUMENTORING**  
Förderung des wissenschaftlichen Nachwuchses an der  
Tierärztlichen Fakultät



## Appendix 1: Eligible costs within the framework of 08LMUMentoring

All settlements are made by submitting the 08LMUMentoring application and payment form, which must be signed by both the mentee and the mentor. Expenses that have not been approved in advance by the mentor cannot be settled. Applications must be submitted by mentees in writing and must be justified.

The following are eligible for funding

1. **Auxiliary staff:** primarily to provide support in the qualification phase after the doctorate and to support academics, particularly those with family commitments, in their own research. Assistants are hired with a lead time of at least 5 weeks; it is not possible to hire them retroactively. Assistants are generally hired via the program coordinator. The assistant must have all **necessary documents** (tax identification number, copy of social security card, certificate of enrollment and, if applicable, residence permit) with them. Subsequent submission of documents is not possible.
2. **Start-up funding:** this is intended to generate data that will form the basis for obtaining further funding. The maximum funding amount is €5,000. The mentees submit a two-page project plan outlining the research objectives, the use of the funds and the time frame.
3. **International Short Visits:** these are aimed at short research projects at host institutions abroad. They serve international networking, the initiation of collaborations and the acquisition of new skills. The grants are awarded for visits lasting between 4 and 12 weeks. A lump sum of €250 per week is granted. Mentees must submit a two-page project plan and a written invitation from the host institute in advance.
4. **Conference costs:** Travel expenses to congresses are generally only reimbursed if the mentee makes a scientific contribution in the form of a presentation or poster.
5. **Childcare allowance** for childcare outside of regular childcare hours, in accordance with the criteria in the document "Scholarships for mentees with children to improve the compatibility of academic qualifications and family" (Stipendien für Mentees mit Kindern zur besseren Vereinbarkeit von wissenschaftlicher Qualifikation und Familie).
6. **Others:**
  - a) Fee for access to databases
  - b) Participation fees for trainings/ continuing education
  - c) Individual coaching or advice from external trainers,
  - d) Subsidy for publication costs, if not otherwise affordable
  - f) Research trips, if these are not otherwise eligible for funding

**The following applies to all invoices:**

Mentees are responsible for ensuring that invoices can be paid within the payment deadline.

**Travel invoices** must be submitted no later than **2 months** after the end of the trip. Only applications that are submitted with complete documentation will be processed. This includes a business trip authorization, all original receipts and, in the case of online bookings or payments, proof of payment, e.g. a copy of the credit card statement or bank statement.

In the event of **incomplete applications and/or incorrect or incomplete documents** submitted for settlement, the Commission reserves the right to make a new decision on whether to reject or approve the application.