

International Max Planck Research School for Brain and Behavior

TRAVEL GRANTS

The International Max Planck Research School (IMPRS) for Brain and Behavior is pleased to offer financial support to IMPRS fellows in the form of travel grants. IMPRS intends to offer these travel grants on a rolling basis. However, funding of grants is not guaranteed and is subject to the annual budget status. Travel to IMPRS courses or official IMPRS activities will be centrally funded and do not require a travel grant application.

The following travel grants are available:

- 1) Registration fee for Bonn Brain³ Meeting: students are encouraged to attend this conference organized by the partner institutions.
 - a. Applicant is a speaker or the first author of an abstract / poster to be presented at the conference.
 - b. Available once during the PhD project.
 - c. Amount of Travel Grant: Conference registration fee
- 2) Travel for attendance at high impact conferences (e.g. SfN, COSYNE, GRC)
 - a. Amount of Travel Grant: 1.500 EUR (maximum)
 - b. Maximum amount can be divided between multiple conferences
- 3) Research stay at partner institutions or other relevant universities; summer schools, hands-on method courses, workshops, career development events.
 - a. Available one time for a maximum of 2 months during the PhD project.
 - b. Amount of Travel Grant: 3.000 EUR (maximum)
 - c. Maximum amount can be divided between multiple courses

Who can apply for a travel grant – Eligibility?

All IMPRS students who are in good standing with IMPRS are eligible to apply for travel grants. Good standing means that all IMPRS milestones and IMPRS requirements (see IMPRS Student Handbook) have been fulfilled.

When can I apply for a travel grant?

The application deadline is a minimum of 8 weeks prior to the proposed travel date. Applications will be considered on a rolling basis throughout the year. Note that only in exceptional situations will applications be accepted at a later point in time.

How can I apply for a travel grant?

Applications must be submitted to the IMPRS Coordination office via email. The application must be combined into a **single PDF** file containing all the required information and documents as mentioned below. It is the applicant's responsibility to ensure that the application is complete when submitted.

How often can I receive a travel grant?

The maximum amount allocated for conferences and workshops can be divided and used for multiple conferences or workshops. Once the employment relationship between the PhD student and the employing partner institute is finished, PhD students are no longer eligible for travel grants.

Who decides if I receive a travel grant?

Applications will be pre-screened by the IMPRS Coordinator. If the application is complete and meets basic eligibility requirements, it will be forwarded to the designated members of the IMPRS Teaching Committee for consideration.

When will I know if my travel grant application is approved?

The goal is to reach a decision within 3 – 4 weeks of submission of the complete travel grant application. If there is a delay in processing, a status update will be sent by email.

What if I need a visa to travel?

It is the responsibility of the IMPRS PhD student to secure any required travel visa from the appropriate authorities. Often this process takes an extraordinary amount of time so plan accordingly. Visa-related costs can also be covered through the IMPRS travel grant, and should be included in the cost estimation.

What if the grant does not cover all my costs?

The total amount of any grant you receive may not cover all your costs to attend the conference or course. You will have to secure other funding support or cover the remaining costs yourself.

What if paying the conference/course fees up front is not financially feasible for me?

You should inform the IMPRS Coordinator as soon as possible. Although travel grants typically reimburse your costs after the trip, we can find individual solutions in this case. A partial advance payment might be possible.

APPLICATION FOR TRAVEL GRANT

What do I need to submit to apply for a travel grant?

In addition to the specifics listed below, for *all* travel grants you must submit:

- One- to two-page CV, including education (start date of PhD (and with IMPRS, if different), enrollment date at a university for degree, expected completion date of degree, honors/awards, and publications).
- Half-page statement of recommendation / agreement to travel proposal from your thesis supervisor. The letter should include support for the scientific work that the student will be publicly disclosing and approval of the dates of travel away from the lab.

1) What do I need to submit if I want to attend [the Bonn Brain³ Meeting](#)?

- a. Copy of your abstract that would be submitted for the conference. If a travel grant is awarded, awardees have to submit proof of abstract submission and acceptance before disbursement of travel funds.

2) What do I need to submit if I want to attend a **high impact conference**?

- a. Half-page describing what you hope to achieve by attending the conference. This should cover how the conference topic relates to your own work, and how you think attending the conference will benefit you in terms of scientific progress in your thesis and your career. It should be clear why the conference you selected is particularly appropriate compared to other meetings in the field.
- b. Copy of your abstract that would be submitted for the conference (if applicable).

3) What do I need to submit if I want to **attend a summer school, methods course, workshop, or career development event**?

- a. Half-page describing what you hope to achieve by attending the course/event. This should cover how the topic relates to your own work, and how you think attending the course/event will benefit you in terms of scientific progress in your thesis and your career. It should be clear why the selected course/event is particularly appropriate compared to other courses in the field.
- b. Copy of your application that would be submitted for the course. If a travel grant is awarded, awardees have to submit proof of application submission and acceptance in the course before disbursement of travel funds.
- c. Following the course, IMPRS fellows are required to submit a brief report that will be used for evaluation of the grant program and to inform subsequently supported students.

4) What do I need to submit if I want to **conduct a research stay abroad***?

- a. One to two page abstract of the PhD project within which the research stay is to be carried out including lab PI, location, and contact information.
- b. Letter of motivation by the applicant. This should make clear at which stage the PhD project currently is. It should also make clear in which ways the research stay will benefit the PhD project and the candidate.
- c. Letter from host PI describing the proposed stay (collaboration, etc.).
- d. Following the research stay, IMPRS PhD students are required to submit a brief report that will be used for evaluation of the grant program and to inform subsequently supported students.

* IMPRS for Brain & Behavior is part of the Network of European Neuroscience Schools (NENS), and IMPRS PhD students are eligible to apply for NENS Exchange Grants (<https://www.fens.org/careers/networks/nens/nens-grants/exchange-grants>).

Applicants are expected to spend a period of one to three months at a NENS member school of their choice in a different European country for the purpose of methodological training.

The exchange grants cover travel and accommodation costs of up to **3.000 EUR**.

Application deadlines: biannually – on **15 April** and **15 October** (midnight, Brussels time)

If a NENS partner program is chosen, IMPRS PhD students should apply for a NENS Exchange Grant before they apply for an IMPRS Travel Grant.