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# LMU Doctoral Research Training I Event Funding

A. Program Guidelines

B. Application Guide



# A. Program Guidelines

## I. Content of the grant

**LMU Doctoral Research Training I** is part of the "LMU Academic Career Program" and is designed to support events initiated by doctoral candidates and/or professors and focused mainly on doctoral researchers at LMU Munich (e.g. doctoral days, symposia, workshops). As a rule, the venue should be the LMU; in justified cases, the event can also take place at another location in Munich or in the surrounding area.

Events within the framework of third-party funded doctoral programs (e.g. DFG-RTG, CRC-IRTG, ENB-IDK) cannot be supported.

## II. Eligibility to apply

The applications should be developed by the doctoral candidates or jointly with the professor(s) involved. Applications are submitted via the professor.

## III. Amount of funding

Each applicant may apply for funding of up to €3,500 within a calendar year, but not more than €2,500 per event. The funds must be spent by **30.04.2026**.

## IV. Application and selection procedure

Applications can be submitted to the GraduateCenter<sup>LMU</sup> until **01.06.2025**. The form of the applications and the required information are bindingly defined in the guidelines. Precondition for the application is a preliminary consultation by the GraduateCenter<sup>LMU</sup>. Applicants are requested to contact the GraduateCenter<sup>LMU</sup> at least 3 weeks before the deadline.

The GraduateCenter<sup>LMU</sup> usually decides on applications within 6 weeks according to the selection criteria.

## V. Selection criteria

In selecting projects, the GraduateCenter<sup>LMU</sup> is mainly guided by the following criteria, which must be convincingly presented in the applications:

- Novelty of the project
- Feasibility of the project
- Participation of the doctoral candidates in planning, organisation and implementation
- Added value resulting from the event for the doctoral candidates of LMU
- Perspective for future projects

## VI. Reporting obligations

No later than **8 weeks after** the funded event, at the latest, however, with the final billing, a **factual report** (approx. 3 pages) and a **financial report** (approx. 1 page) must be submitted to the GraduateCenter<sup>LMU</sup>. This report must clearly state the type, scope and audience of the event, its added value for the participating early career researchers at the LMU and the use of the approved funds. Applicants will receive a corresponding template on approval.

## B. Application Guide

### I. General information

1. The signed application must be submitted
  - as a printed copy and
  - in electronic form (pdf file)to:  
GraduateCenter<sup>LMU</sup>  
Geschwister-Scholl-Platz 1  
80539 München  
graduatecenter@lmu.de
2. The application must not exceed 4 pages. Further documents relevant to the application may be attached (e.g. Call for Papers, preliminary program of events or overview of the planned program, list of speakers, etc.).  
  
Please use the font "LMU CompatilFact" (11pt) or "Arial" (11pt) and a line spacing of 1.5 lines.
3. For further information please contact the GraduateCenter<sup>LMU</sup>: graduatecenter@lmu.de

### II. Structure of the application

#### 1. General data (max. 1 page)

##### 1.1. Faculty

##### 1.2. Applicant

Name:  
Office address:  
Phone:  
E-Mail:

Munich,

< Signature >

##### 1.3. Co-applicants

Name:  
Office address:  
Phone:  
E-Mail:

##### 1.4. Topic or title of the planned event to be funded

#### 2. Description of the planned event (max. 2 pages)

The content description of the project should answer the following questions:

- What type of event is it? In what format should it take place?
- What is the topic and scope of the event?
- When and in what time frame should the event take place?

- How many doctoral researchers from LMU will be involved in the event and in which roles (e.g. as organizers, participants, speakers, moderators, listeners)?
- In what way are LMU doctoral researchers involved in the planning, organization and implementation of the event?
- What will the extended circle of participants probably look like (please indicate the number of participants, e.g. doctoral candidates from other institutions, postdocs, guest researchers, international researchers)?
- Which professors are involved in the project (please state names and, if applicable, universities)?
- What is the added value of the event for doctoral researchers at LMU?
- What perspectives does the event offer for future projects?
- What is the current planning status?

### 3. Requested funding (max. 1 page)

Only direct project costs (e.g. consumables, travel costs) can be requested.

- Cost items that can be attributed to the **basic equipment cannot be financed**.
- **Publications** such as conference proceedings or similar **cannot be financed**.
- **A maximum of 5 %** of the funding amount may be used **for hospitality costs**.
- The funds are primarily intended to **benefit the doctoral candidates**.

The **underlying calculation** in each case is to be made transparent in the application.

The amount of funding provided by third parties or the other sources from which funding is requested must be indicated.

The following table is binding for the application:

	Year	Amount	Explanation
Consumables			<printing costs, hospitality costs, etc.>
Travel costs			<travel expenses, accommodation costs, etc.>
Other costs			<rents, allowance, etc.>
<b>Requested funding in total</b>			
Third party cost contribution			

Following the funded event, the actual use of funds must be justified to the Graduate-Center<sup>LMU</sup> in writing in a **factual and financial report**. For further details, please refer to the Guidelines (point VI) and, if applicable, the letter of approval.