

## THE GLOMAR FUNDING SCHEME

### General objectives

The GLOMAR funding scheme aims to offer the opportunity for GLOMAR PhD students to (a) participate in activities that complement their education as a scientist and (b) practice and improve their proposal writing skills.

### Eligibility

GLOMAR funding proposals may be submitted by all GLOMAR PhD students who apply for financial support for an activity that is scheduled within the first three years of their PhD project (irrespective of the duration of funding of the PhD project!) and for activities with projected costs of more than 150 €. A precondition is that the applicant has submitted minutes of their thesis committee meetings in regular (6 months) intervals.

### What can be funded?

The GLOMAR funding scheme is based on public funds. Funding for PhD student activities can therefore be granted only for those activities that are directly related to the PhD student's education, such as conferences, workshops, courses, summer schools, research placements etc. Membership in societies or activities such as ice breakers or excursions are generally excluded from GLOMAR funding.

GLOMAR cannot provide funding for any activities that are directly related to the PhD project, such as laboratory analyses, field trips for sampling or student helpers.

More specifically, funding can be granted for

- Travel costs
- Conference / course / workshop fees
- Accommodation
- Daily allowance
- Costs that are directly related to the travel, such as e.g. Visa fees

### Funding for Research Placements

From the point of view of the Graduate School, the main aims of a research placement are to get to know a different research system, build a network, and maybe learn new methods. Therefore, the duration of the stay should be **at least 2 months**. Funding for shorter research placements can only be funded in exceptional cases (e.g. if the applicant has a family member to take care of or if the host institution is closed for holidays). Poor time management of the applicant will not be accepted as a valid reason for a shorter stay.

### Maximum funding

GLOMAR can provide financial support for up to 75% of the total expenses that are incurred for the planned activity. The remaining 25% need to be covered through other funds (e.g. project funds, work group budgets or other funding agencies, such as the DAAD).

***Funding will be reduced to less than 75% if the mandatory requirements described in this document are not entirely met.***

Furthermore, a maximum amount of funding is available for each activity:

Proposed activity	Maximum funding
<b>Conferences / Workshops etc.</b>	3,000 EUR per PhD student during their PhD term
<b>Courses / Summer Schools etc.</b>	One activity per PhD student during their PhD term
<b>Research Placements</b>	4,000 EUR per PhD student during their PhD term

### Review process

Applicants are expected to submit a proposal that closely follows the mandatory requirements described in this document.

The main criteria for a positive decision are the relevance of the activity for the applicant's PhD project and a sound justification of the costs (see also 'Mandatory Requirements' below).

**The funding decision is based on the overall quality of the proposal.**

Along with the funding decision, the applicant will receive written feedback by an anonymous reviewer which aims to help the applicant improve future proposals.

### Reporting

Receiving public funds always requires reporting after the activity has been completed. PhD students who received funding from GLOMAR are expected to submit a report with (a) photo/s no later than 14 days after they returned from their trip. The report is to be submitted to the GLOMAR Office ([early-career@marum.de](mailto:early-career@marum.de)).

The report is also meant to provide information for other PhD students who plan to attend the same conference, do a research stay or similar. GLOMAR credit points will only be appointed if a report and a photo(s) have been submitted.

At least one of the photos must show the PhD student in an 'official situation' (e.g. in front of a poster, next to a conference center or in the lab).

## MANDATORY REQUIREMENTS

*If any of the following requirements are not met, the total amount of funding may be reduced.*

Chapter 1 '**Description of the PhD project**' is an abstract of the PhD project. It should focus primarily on those aspects which are relevant for the proposed activity. The abstract should not contain any references. The word limit of 300 words is not to be exceeded.

Chapter 2 '**Relevance**' is the core of the funding proposal. Whether funding will be granted depends on a sound specification of the benefits of the proposed activity for the PhD project. Make sure to justify how THIS particular conference or course (or this particular institution that you plan to visit for a research placement) is important for YOUR personal PhD project or further career. Your relevance chapter should not be a text that could be exchangeable for any student and any activity. The word limit is 600 words when applying for funding for a research stay and 300 words for all other activities. The word limit is not to be exceeded.

Chapter 3 '**Travel and cost plan**' presents the applicant's travel schedule as well as the envisaged costs. Both must be presented in the form of a table. If the information presented in the table needs further explanation, text or a footnote may be added. The explanatory text must not repeat the information presented in the table.

Chapter 4 '**Annexe**' is a list of the documents that are attached to the proposal form. Documents that are missing are not to be listed since they will not appear in the annexe. Receipts and booking confirmations are not to be part of a GLOMAR funding proposal. Proof of costs must be presented no earlier than upon reimbursement of travel costs.

Chapter 5 '**Additional explanations**' can be used to explain, for example, why a funding proposal has been submitted late or why a required document is still missing. Explanations must be very brief and focus on the facts. If explanations are not necessary, this chapter should be deleted.

### Formal requirements

- The proposal must be **submitted no later than 3 months prior** to the beginning of the proposed activity. Any delay will lead to a reduction of funding. Nonetheless, the delay must be explained in chapter 5. Missing mandatory documents that are out of the applicant's scope must not delay the proposal submission but should be filed subsequently as soon as possible.
- The **proposal form** must be filled in completely.
- The **Proposal ID** comprises the applicant's last name, the number of proposals submitted in the year of application - separated by a hyphen (e.g. Smith01-2015 or Li02-2015). Composite names are separated with a hyphen (e.g. de-Jong01-2015). Case sensitivity must be followed as shown in the examples. Umlaute must be written as *ae*, *oe* or *ue* respectively. The actual proposal ID replaces the term "Proposal-ID".

- **Chapters** of the GLOMAR proposal form (the numbering system) must be kept as given. Chapters must not be added or changed. Line numbers must be kept.
- The whole document must be written in the same font style and font size as provided in the forms.
- All information presented such as titles, dates, venues, addresses or costs must be correct.
- Units (dates, currency etc.) must be presented in a common format throughout the whole document.
- All abbreviations must be spelled out when first mentioned in a text.
- **Travel plan and cost plan:** A travel and cost plan consists of short and precise table entries. It must not be a narrative (“I plan to ... and then I will ...”). If further explanations of the travel route or the cost items are necessary, they can be presented in foot notes but must be short and precise as well.  
Information regarding the source / recommendation of travel or accommodation details are not to be presented in the proposal, unless the applicant wishes to explain an exceptionally high price that otherwise the reviewers might wonder about. Proof of costs must be presented no earlier than upon reimbursement of travel costs  
 When writing this section, applicants should bear in mind that the reviewers need to be able to understand it without further questioning.  
 If the applicant plans to add holidays to the proposed trip, this must be mentioned.  
Applicants must not mention that they chose the cheapest price or an early-bird rate because this is taken for granted and is a precondition for receiving funding.
- Prices presented in the cost plan must be lump sums; approximations are not valid. Some of the rules referring to planning and booking of a journey are explained below.
- Values in the cost plan must be rounded up with an accuracy of one Euro or any other respective currency (e.g. 30.21 EUR → 31 EUR; 200.56 US\$ → 201 US\$).
- The website that was used for currency conversion must be cited along with the date of the currency conversion. This is important since conversion rates constantly change. Applicants may for example use <http://www.oanda.com/currency/converter/>
- The following **documents to support the GLOMAR funding proposal** must be submitted:

Proposed activity	Required documents
<b>Conferences / Workshops etc.</b>	Submitted abstract
<b>Courses / Summer Schools etc.</b>	- Letter from the supervisor to explain how the PhD student’s research will benefit from their participation - Written confirmation from the GLOMAR office that the activity will count towards the applicant’s GLOMAR curriculum
<b>Research Placement</b>	- Letter of agreement from the supervisor - Letter of acceptance/ invitation from the host - Brief work plan including a Gantt chart as its core part

- All documents must be combined into **one single PDF** named “Proposal *Proposal-ID*” (e.g. Proposal Smith01-2019.pdf).
- **Submission** to the GLOMAR Office ([early-career@marum.de](mailto:early-career@marum.de)) via e-mail with the subject line “Submission of Proposal *Proposal-ID*” (e.g. Submission of Proposal Smith01-2019.pdf)

## Rules referring to planning and booking a journey

- **Travel:** Applicants are expected to choose the cheapest means of travel that is reasonable for their proposed journey. There are cheap tickets available for flights and train (“Sparticket / Sparpreis”) if the journey is booked well in advance. Thus, applicants are expected to book their journey as early as possible. In many cases this means that they should not wait for the funding decision from GLOMAR. Tickets with flexible return times must be avoided and may only be bought in well-justified cases.
- **Accommodation** presented on the conference web site is usually an expensive choice. Applicants should make sure to check their options and to get quotes from different hotels.
- **Daily allowance** is calculated on the basis of the duration of a trip and on the rate that applies for the destination. Travel days are considered to be work days.  
**Short term journeys:** For Germany the rate is 6 EUR for 8 to less than 14 hours, 12 EUR for 14 to less than 24 hours and 24 EUR for 24 hours. For all other countries, daily allowance is listed on a web page presented in the ‘Resources’ section of the GLOMAR web page.  
If meals are provided, daily allowance is shortened by 20% for breakfast and 40% for lunch and dinner respectively.  
Applicants are expected to calculate the daily allowance they are eligible for. In case of any doubts, administration can provide help.  
**For research stays**, daily allowance is granted by GLOMAR as a grant of 400 EUR per month.
- **Holidays:** Every business trip may be prolonged by 5 weekdays of private holidays. If this limit is exceeded, the applicant must cover the full costs of the trip.
- A *Dienstreiseantrag* (**business trip application**) needs to be submitted in any case to the own institution. People who are not employed at MARUM need to submit a *Dienstreiseantrag* to MARUM in addition.
- Due to legal implications, **advance payments** can only be given to GLOMAR students who are employed at the University of Bremen.

Please also read the “Guidelines Travel Expenses for GLOMAR funded Trips” that you will find under ‘resources’ on the GLOMAR web page: <https://www.marum.de/en/education-career/GLOMAR/resources.html>