

Guideline for the Young Scientists Mentoring Programme of the University of Klagenfurt

Objectives: The Young Scientists Mentoring Programme (YSMP) financially supports one-year mentoring partnerships between early career researchers of the University of Klagenfurt and internationally recognised scholars from foreign universities (or research institutions) as well as any associated research stays. The focus lies on advancing one's research project, acquiring knowledge concerning structures, processes and the rules of the game within the sphere of international science, and personal career development. Early career researchers are integrated into the respective scientific community at an early stage, resulting in new contacts and cooperation opportunities. The programme is announced annually, each spring.

Funding requirements

- Applicants are high-performing doctoral candidates or postdoctoral researchers whose research project has reached an advanced stage (after approx. two years).
- Doctoral candidates must be registered at the University of Klagenfurt as their primary affiliation; postdoctoral researchers must be employed by the University of Klagenfurt.
- Mentee and mentor must have agreed on entering a one-year mentoring partnership.
- Participants should plan for an extended time at the host institution.
- In terms of the subject, the research project must match the academic profile of the mentor and the host institution.

Eligible costs

A maximum of **€ 4,000** for the following expense categories:

- travel costs for
 - rail tickets (2nd class)
 - flight tickets from 750km (economy class)
 - public transportation
 - travel by car (0.21€/km) if sufficient justification is provided
- accommodation costs
- costs for career-relevant coaching or participation in conferences or workshops which are directly linked to the stay abroad
- travel and accommodation costs for a short-term stay on the part of the mentor at the University of Klagenfurt within the context of the YSMP project

Funding procedure

- The application must be submitted to the Research Council by e-mail (doc.service@aaau.at).
- The informal application must be accompanied by the following documents:
 - letter of motivation (including rationale for the choice of mentor and host institution as well as information on planned activities and goals of the one-year mentoring partnership)
 - curriculum vitae of the applicant (including list of publications, if applicable)
 - description of the thesis or habilitation project (3-4 pages; esp. title, research question, research design/methods, current state of the work)
 - expressive written declaration of commitment by the mentor
 - letter of recommendation from one of supervisors or the head of department at the University of Klagenfurt
 - list of estimated costs
- The Research Council reaches a decision following a competitive selection procedure.

Project completion and settlement

The project must be completed no later than November 30 of the year following the date of approval by submitting the following documents to Doc.Service (doc.service@aau.at):

- request for reimbursement
 - detailed overview of all expenses¹
 - original invoices (including proof of payment, i.e. copy of the credit card statement, copy of the bank statement, confirmation of receipt of payment)
 - account details: Reimbursement will be made to the applicant's personal bank account and to the mentor's account in the case of expenses resulting from a stay at the University of Klagenfurt.
- final report (1-2 pages) with regard to the following points:
 - organisation of the mentoring partnership (meetings/research stays)
 - benefits of the mentoring partnership and the research stay(s)
 - if applicable, any (unexpected) challenges

Contact

Doc.Service (doc.service@aau.at)

¹ For better clarity, the individual cost positions and all corresponding receipts and proof of payment are to be numbered.