Information sheet
Support for young researchers

Who?

• The Faculty of Science supports the participation of members of the low Mittelbau (PhD students matriculated at the Faculty of Science and Postdocs) at International Meetings (Symposia, Conferences, Workshops, Summer schools, etc.) in order to promote a permanent scientific education and allow young academics to set up their own networks. Precedence will be given to people who can show that they have no other sources to finance the participation in the meeting.

Requirements?

• The meeting must be publicly announced, have an international character and it must allow some “networking” with scientists of different levels.

• There must be either a selection for admittance or a presentation (talk or poster) has to be given.

• Support will be given at most once every four years per person.

How to apply?

• The application has to be submitted before the meeting. It should be submitted to Ms Esther Fiechter (fiechter@itp.unibe.ch) by e-mail.

• The application should be accompanied by the CV of the candidate and a conference announcement as well as a confirmation for the talk or poster or a confirmation of the selection or admittance.

Maximal support?

• Young researchers can apply for up to CHF 2'000.-.

Deadlines?

• There are three deadlines per year (March 31, June 30 and October 31)

Reimbursement of the expenses?

• In order to reimburse your expenses, please send Prof. Laine (email laine@itp.unibe.ch) a report (1-2 pages) about the conference, describing your contribution, how it was received, what you found interesting about the conference, etc. For the reimbursement you have to fill out an online expenses form and upload all receipts after the conference. Please log in at https://eforms.unibe.ch to perform the necessary steps. After the question "Who performs the account assignment?" please select third party, search for person Esther Fiechter and select her.

• If the expenses are to be refunded to your private account, we also need a proof that you have paid the expenses and not your institute. Please upload a copy of your credit card invoice or bank debit statement in addition to the receipts. If your institute has paid the expenses, we need an internal invoice with all receipts (this form can be obtained from your institute’s secretary). The reimbursement must be credited to the same account from which the expenses have been debited.