

➤ Career Fund: Planning Meeting

Information Sheet

(as of May 2026)

1. General

The 'Planning Meeting' supports work on a proposal for external funding and is open to postdoctoral researchers from all faculties who do not hold a professorship.

The purpose of a planning meeting is to allow researchers and their planning group to concentrate on drafting and finalising their application. For this reason, funding is provided for groups of up to five people, at least three of whom must be affiliated with the University of Koblenz. One person acts as the lead applicant and sole point of contact for the Career Fund. Student assistants are not expected to participate in planning meetings.

Planning meetings may only take place on regular working days – not on Saturdays, Sundays or public holidays. If a planning meeting is scheduled for a Saturday, this must be approved by the Human Resources Department as far in advance as possible. It is the responsibility of the applicant to ensure compliance with these regulations.

To avoid double funding, projects that have received financial support from other university funds are excluded from funding. Furthermore, projects that have already received support under the "Planning Meeting" funding line cannot be funded again.

Applications to fund a planning meeting must be submitted at least four weeks before the planned stay.

A committee decides on the award of funding, always in accordance with the university's applicable guidelines and with regard to the criteria of appropriateness and cost-effectiveness. If funding is granted, a new application for a "Planning Meeting" can only be submitted in the following year.

If funding is granted, the decision is based on the submitted application and the parameters listed therein. Any changes therefore require prior consultation with the Career Fund. If this is not done and the resulting costs consequently exceed the agreed funding, there is no guarantee that the Career Fund will cover the costs.

2. Financial Conditions

The “Planning Meeting” provides funding of up to 380 euros per group member – resulting in a maximum total of 1,900 euros for groups of five.

In addition, costs may be added for a seminar room whose size and facilities are appropriate to the number of participants and the purpose of the planning meeting.

The funding may be used to cover a maximum of two nights’ accommodation, including meals, at a hotel in the local area. If the actual expenditure is less than the maximum funding amount, there is no entitlement to payment of the difference.

Travel costs for university members cannot be reimbursed and must be borne by the individual. However, for insurance reasons, participants must submit a business travel application in which they explicitly waive their right to reimbursement.

The stated amounts represent the maximum funding that can be applied for in case of a planning meeting lasting two full days with two nights’ accommodation, including meals. If the planning meeting involves fewer or no overnight stays, or fewer meals, the funding amount will be reduced accordingly.

When submitting the application, you must also hand in a quote or quotes for a planning meeting. The costs for the various expenses (accommodation, meals, seminar room) must be listed separately on the quote(s).

The University’s guidelines on travel and hospitality expenses and procurement must be observed, as must the principles of economy and efficiency. If the accommodation costs for a single person and/or the total costs exceed the relevant limits, two comparative quotes must also be submitted.

It is the responsibility of the applicant and the relevant team to familiarise themselves with these guidelines.

Costs that do not comply with the University’s guidelines, as well as those that exceed the requested costs and/or the maximum funding amount, must be borne by the applicant and their group themselves.

Bookings made after the application is submitted and before the official commission decision is issued are made at own risk.

Planning meetings booked prior to the application cannot be funded.

Further information will be provided to grant recipients upon receipt of the notification of approval.