

Reimbursement of Expenses related to Research and Training

Doctoral researchers and advanced MA students can apply for reimbursement of **research- and training-related expenses**. The funding is primarily intended to contribute to travel costs, accommodation and fees to attend workshops or conferences, as well as unanticipated research expenses that are not covered by the applicant's department or research grant.

Applications may be sent throughout the year. Reimbursements are made twice per year, usually in May and November. To apply for reimbursement, send the following documents to info.csls@unibe.ch:

For funding **up to CHF 300**:

- 'Application for reimbursement' form with list of expenses and your bank account details
- All relevant receipts that document your expenses
- Programme of the conference/ certificate of attendance at workshop (if applicable)

Additional requirement for funding **over CHF 300**:

- An application letter (ca. 300 words) that provides a more detailed account of your expenses and explains how the research activity, training or output in question contributed to your dissertation and/or career development

Note that costs related to conferences can only be reimbursed if you the applicant gave a presentation and/or organised a panel. Please highlight your name in the conference programme to make your contribution more visible.