



November 2019

**Universität Zürich - Freie Universität Berlin  
Berlin-Zürich Travel Fund**

Freie Universität Berlin (FUB) and Universität Zürich (UZH) have been strategic partners since spring 2017. With the goal of strengthening cooperation in research and teaching, UZH and FUB have established a travel fund to cover travel and accommodation expenses for scholars visiting their colleagues at the respective institutions. The funding seeks to contribute to the networking of researchers and to the internationalization of teaching.

The travel fund is open to researchers of all disciplines. Joint activities in research and/or teaching can be funded. A maximum of 300€ per person for travel and 169€ per night for accommodation can be covered (according to the German Travel Expenses Act). Group activities are fundable as well, in that case only one application, indicating all participants, should be handed in.

For reasons of sustainability, applicants may consider to travel by train.

**Selection criteria**

Funds are granted on a “first come, first serve” basis. The number of grants per institute/faculty is limited. Funding decisions are based on the utility of the activity for the establishment of sustainable partnerships in research/teaching and institutional connections between UZH and FUB. Applications can be handed in by both senior faculty (professors) and/or junior researchers (PhD students or Post Docs).

**Submission of applications**

Applications can be submitted throughout the year at the end of each month, using the application form. Please also submit the following documents:

- Short CV of the applicant (max. 2 pages; in case of group activities please attach CVs of all travelling academics)
- written statement of agreement of the host institution
- For young researchers: Statement of support of your institute/faculty

Please submit your application electronically at your home institution to:

At Freie Universität Berlin:

Center for International Cooperation  
Hans-Martin Meis  
Tel: +49 (0)30 838 73942  
Email: [hans-martin.meis@fu-berlin.de](mailto:hans-martin.meis@fu-berlin.de)  
[www.fu-berlin.de/cic](http://www.fu-berlin.de/cic)

At Universität Zürich:

International Relations Office  
Carmen Richard  
Tel: +41 (0)44 634 4186  
Email: [carmen.richard@int.uzh.ch](mailto:carmen.richard@int.uzh.ch)  
[www.uzh.int.ch](http://www.uzh.int.ch)