

DAAD K1 form: a user's guide

1. Antragsteller/in (Applicant)

This is relatively straightforward: who are you, have you got a PhD, what's your highest degree (plus when was it awarded, with what grade), and what's your current position and employer.

2. Angaben zum Kongress (Details of the conference)

First part wants the (exact) title of the conference, where and when it's taking place, and what your travel dates are. Then they want to know:

- are you giving a (keynote) lecture?
- what kind of contribution are you giving? Is it a panel, a presentation (if so how long), a poster, or something else?
- has your contribution already been accepted? (The presentation of something is a precondition of receiving support.) If so, is your confirmation enclosed (beigefügt) or will it be sent on later (nachgereicht)?
- Title
- Are you doing other stuff, like chairing?

3. Tagungsgebühren (Conference fees)

Specify the early-bird fee, the membership cost (if necessary), and the abstract fee. Evidence needs to be provided for all these. An "abstract fee" is seemingly a thing where you have to pay to submit an abstract(!). It is most likely that this will not apply (so tick the "entfällt" box).

4. Anderweitige Förderungen / Drittmittel (alternative support/third party)

Are you getting money for this conference trip from a third party? Options are:

- no
- not yet decided. An application will be made by:
- yes, approved from (organisation)

If the answer is not "no", then fill out the second part: the following are (a) being applied for or (b) promised:

- general
- accommodation or hotel costs
- flights/vehicle costs
- conference fees

5. Bisherige Förderungen im Kongress-/Vortragsreisenprogramm (previous)

Have you already been supported by this mechanism? If so, when was the last support?

6. Antragsberechtigung / Fristen (application eligibility/time limits)

You can't apply to this program if at the time of the conference one of the following

conditions obtains:

- you got your PhD more than 5 years ago, and you're now in non-university employment
- you got your PhD more than 5 years ago, and you got money out of this program within the last 24 months
- you got your PhD within the last 5 years, and got money from this program in the last 12 months
- you are a PhD student, and you got money from this program in the last 12 months

7. Pflichtanlagen (necessary enclosures or attachments or something)

Please enclose the following with the first upload of your application to the portal:

K1 This very form

K2 An explanation of the significance of the proposed conference participation for your current work and future plans, the significance of the event for your area of specialisation

K3 Abstract

K4 Only for PhD students and those who got their PhD in the last five years: your most recent academic certificate (with grades)

Please send the following by 1 month before the start of the conference (at the latest):

K5 Confirmation of participation from the conference organisers

K6 Evidence of support from a third party or an statement that you're not getting such support [ask Maria for such a statement]

K7 Screenshot of the conference home page, as evidence of:

1. Conference duration
2. Cost of participation
3. Cost of membership, if applicable
4. Abstract fee, if applicable

K8 For PhD students: a statement from the supervisor

K9 Optional: evidence of awards or distinctions received, likewise information or evidence, which could be useful for the assessment of your application

9. Kenntnisnahme und Erklärung (Notice and Explanation)

I have read and understood the following:

- applications will only be accepted if the attachments K1-K4 (K4: only if applicable) are included. It's not permitted to send them on later. [Now, one might question the wisdom of putting this condition ON ATTACHMENT K1, rather than (say) in the actual application portal itself. Do not raise this with the DAAD.]
- The attachments K5-K9 (K8, K9: only if applicable) must be submitted later (**unsolicited and via the portal**). If not, my application will be eliminated from further consideration on formal grounds.
- I've read the DAAD's description of this program, in the currently valid version. I accept the conditions set out there.

This declaration of intention becomes effective at the sending of this form, and is legally binding. I further confirm the correctness of my application.

Lebenslauf (CV)

All time details should be given with month and year. Please enter details of your CV only in this form.

The sections are: personal details, (pre-doctoral) studies, doctoral studies, relevant stays abroad, professional activities, and information about children/caring responsibilities [I think, not super certain about that last one].

Publications list

Please name all publications which have been published within the last five years. Please list "peer review" and "other publications" separately throughout. Please give all publications with journal (if applicable), year, title, and all authors. Please list all details of your publications only in this form. Categories are:

Journal articles

Book contributions

Books

Conference proceedings

Other (e.g. presentations, poster presentations, etc.)