



Criteria for Financial Aid within LMUMentoring

To obtain a reimbursement, it is necessary to submit a mentoring form that has been signed by both mentee and mentor. Costs, which have not previously been approved by the mentor will not be covered.

The following costs are eligible for financial aid:

1. **Student assistants/scientific assistants for mentees:** especially during qualification periods after completion of a doctorate and to support scientists/academics in conducting their own research, especially those with family responsibilities. Hiring of an assistant must take place at least 5 weeks in advance; payment for help already hired is not permitted. Hiring will be done through the Program Coordination office. Assistants being hired must have all the necessary documents (tax identification number, copy of social security documentation, student papers, or if necessary, a copy of a residency permit). It is not possible to submit documentation at a later date.
2. **Travel grants:** In order to get approval for a scientific meeting, an individual scientific contribution is generally required. Support for any other travel activities, e.g. workshops, field work, or lab visits can also be granted; generally a written trip report to the mentor is required upon return.
3. **Equipment and books:**
 - a) Laptops: these must be included in the mentee's or mentor's departmental inventory, and upon the mentee's departure, they must remain within the appropriate department.
 - b) Equipment, which is non-standard equipment in the department: the same conditions apply as for laptops.
 - c) Books: these must be included in the departmental book catalogue, and upon departure of the mentee or mentor, they must then be handed over to the departmental or university library.
4. **Service contracts**, i.e. for document editing or formatting.
5. **Additional costs:**
 - a) Access to databases;
 - b) Participation in ongoing education;
 - c) Individual coaching or advice from external trainers;
 - d) Printing-cost grants (sponsorship of printing costs via LMUMentoring must be mentioned in the foreword);
 - e) Low-volume, custom print jobs;
 - f) Research trips, if they are not covered by any other source.
6. **Further costs** not mentioned above must be discussed with Program Coordination.

Costs which are not eligible for financial aid:

- Food and beverages at events, seminars, conventions, or catered gatherings;
- Standard Software, computer accessories, maintenance and repair costs, printer cartridges, office, or lab supplies

For all financial aid requests:

The mentee is responsible for ensuring timely payment of all expenses and invoices. If late payments are made due to the late submission of an invoice, and if a fine results because of this, the mentee is responsible for covering this expense.

Travel expenses must be submitted to Program Coordination no later than two months after completion of a trip. Only those applications submitted with complete documentation will be processed. Complete documentation includes a trip approval, all original travel receipts and invoices, and proof of any online payments (i.e. copies of credit card or bank account statements).

The requester is obliged to submit documentation that is neatly organized and comprehensible for third parties. In the case of inaccurate or incomplete documentation that has been submitted for expense reimbursement, the program coordinator reserves the right to forward the request and documentation to the mentor. The program coordinator will then decide once again whether the request should be accepted or rejected!