Symposia
Frequently Asked Questions

1. **Is it possible to submit applications for events involving not only a scholarly community but also a general audience?**

   This initiative is addressed to the scholarly community. In principle, it is not intended to involve a general audience. However, in justified exceptional cases it is possible to invite representatives of various parts of the civil society to separate parts of the event (for example: evening lectures). Please note that expenses only for participants actively involved in the event can be funded.

2. **When will the dates for the “Symposia Weeks” be announced?**

   Dates for “Symposia Weeks” will be listed on the website in springtime for the following year.

3. **How many dates of the “Symposia Weeks” have to be specified as possible dates for an event?**

   It is sufficient to specify one date within the Volkswagen Foundation’s “Symposia Weeks”. Please invite the prospective participants for this particular date.

4. **Do the symposia have to take place in Herrenhausen Palace, Hanover or can they also be organized at the applicant’s local research institution?**

   Generally, the symposia have to take place in Herrenhausen Palace. In duly justified exceptional cases, however, symposia can take place at the applicant’s local research institution. Such exceptions can be events relying on special conditions like local research infrastructure such as specific labs, archives, or specific collections.

5. **What are the guidelines for travel expenses? How can travel expenses be calculated?**

   Please enter reasonable estimated costs for the respective travel itineraries of the participants. The guidelines for travel expenses of your research institution (Landesreisekostenrecht) or the Federal Travelling Expenses Act (“Bundesreisekostengesetz”) have to be observed.

6. **How can childcare costs be calculated?**

   Childcare will not be provided at Herrenhausen Palace. Please identify a childcare service yourself and ask for a quote.

7. **Is there any template for the program? How should the program be drafted?**

   The Foundation does not provide a template for the program. When drafting the program, please include the names of the speakers and titles of their presentations. For the review process, a detailed program is highly relevant. It is important that the objectives specified in the application are carefully translated into the program.
Please make sure that there is enough time for discussions and exchange of the participants. Young researchers (doctoral candidates and post-doctoral researchers) have to be actively involved in the program; they should not be singled out into a separate panel for young researchers.

8. **Is there a financial framework for open access publications?**

   Costs for open access publications may vary, depending on the publisher and the volume of the publication. Please enquire about potential publishers. It is also possible to publish in institutional repositories, etc.

9. **What is the maximum sum of funding?**

   There is no maximum sum of funding. All budget plans will be checked considering the envisaged reasonable use of the funds and its efficiency.

10. **Can applications from abroad (i.e. from outside of Germany) be submitted?**

    a. Collaborations with researchers from abroad are welcome.
    
    b. The main applicant has to be employed by an academic institution in Germany.

11. **Can an application be submitted by several researchers?**

    a. Collaborations of researchers are welcome (also interdisciplinary groups of applicants).
    
    b. In general, more than 2 co-applicants do not seem reasonable, but are formally possible.
    
    c. In the electronic application system the main applicant can invite co-applicants.

12. **Can I submit an application that I have submitted to other funding agencies at the same time?**

    No.