

## Information on the CRC 1218 and mito-RTG

Full text: DFG-Guidelines:

The CRC 1218 and mito-RTG are operating according to the currently applicable DFG-Guidelines and applying regulations and guidelines of the University of Cologne and associated institutes.

### WHOM TO CONTACT

Responsible person	Tasks
<b>Julia Vorobieva</b> Phone: +49 221/ 478 84255 E-mail: <a href="mailto:jvorobi1@uni-koeln.de">jvorobi1@uni-koeln.de</a>	General <b>secretary</b> matters; website update or Twitter posting on behalf of the CRC; CRC-related bills; request for repair budget; travel/meeting support and gender-budget support requests; MitoClub; reimbursements.
<b>Katerina Vlantis</b> Phone: +49 221/ 470 7728 E-Mail: <a href="mailto:katerina.vlantis@uni-koeln.de">katerina.vlantis@uni-koeln.de</a>	Every issue that involves full or associated <b>mito-RTG</b> members (involving both PhD students and Postdocs). Please contact as soon as you hire on the CRC grant or associate a PhD student or Postdoc.
<b>Heike Brucherseifer</b> Phone: +49 221/ 478 84297 E-Mail: <a href="mailto:heike.brucherseifer@uni-koeln.de">heike.brucherseifer@uni-koeln.de</a>	<b>Budget</b> -related inquiries; Gender Board issues, DFG guidelines, outreach activities, D7
You can reach <b>all three of them</b>	<a href="mailto:sfb-1218@uni-koeln.de">sfb-1218@uni-koeln.de</a>

### TRAVEL COSTS

- CRC 1218 travelling funds are available for travelling and are used primarily to promote active participation - *in particular of the PhD students and Postdocs of the mito-RTG* - in national or international conferences, technology workshops and visits to the labs of international and national collaboration partners.
- You have to send a [Request for travel grant](#) to the [CRC Office](#) before (ideally 4 weeks in advance) your business trip. An active participation in case of travelling to a conference (talk, poster etc.) is required and should be documented (i.e. the programme of the event and/or the invitation e-mail for presenting a poster or a talk). Please, add some kind of evidence (abstract, poster file in A4, programme with names) to your application form or after your trip.

### GENDER FUNDS

- The CRC 1218 avails funds to promote gender equality. In order to help creating a sustainable work-family balance for working mothers and fathers and to improve the promotion of female young scientists in their career the CRC supports all activities to promote the career development of female scientists and working parents, also by providing financial support for university programmes and skill enhancement courses geared at female career options.
- *For example, Maternity leave fellowships:*  
 To minimise loss of scientific progress and hence career advancement during pregnancy and the first months of motherhood the CRC 1218 finances support by providing scientific support personnel in the lab.

## GENDER FUNDS (CONTINUED)

- The [Genderboard](#) is composed of Mafalda Escobar-Henriques (A03) and Matteo Bergami (A07) and meets quarterly together with Katerina Vlantis from the mito-RTG and Heike Brucherseifer from the CRC office. If you have any questions, please feel free to contact the Genderboard or the [CRC office](#) or Katerina Vlantis from the mito-RTG.

## mito-RTG

### 1. What to do when becoming a mito-RTG member PhD student or Postdoc?

- Contact Katerina Vlantis, [katerina.vlantis@uni-koeln.de](mailto:katerina.vlantis@uni-koeln.de). She will arrange for an onboarding meeting and inform the new member about her/his rights and duties and is the person to contact for support or advice with administrative academic matters, questions regarding the PhD procedure, consultations and career related questions during the PhD or postdoctoral period.
- For PhD students coming from other universities, please inform Katerina already before the student arrives in Cologne, to initiate preparatory administrative processes with the **Doctoral Office** and the graduate schools the PhD candidate will be a member of (i.e. Graduate School for Biological Sciences - [GSfBS](#); Cologne Graduate School Chemistry - [CGSC](#), Interdisciplinary Program Molecular Medicine – [IPMM](#), Graduiertenschule Human- und Zahnmedizin – [GSHZ](#)).
- PhD students and their supervisors are expected to sign and comply with a “supervision agreement”, defining the duties and rights of all parties involved (PI supervisor, PhD student and the mito-RTG). This applies for both, CRC 1218-financed and associated PhD students. The form is provided by Katerina.

### 2. The obligations of mito-RTG members

- Mito-RTG members, both PhD students and Postdocs, irrespective of whether they are associated members or funded through the CRC 1218, are expected to actively participate in the curricular activities of the CRC 1218 and the mito-RTG.  
<https://sfb1218.uni-koeln.de/mito-rtg/mito-rtg-programme>  
<https://sfb1218.uni-koeln.de/mitoclub-seminars>  
Events are announced on the websites above and via e-mail by the CRC 1218 office and the scientific coordinator of the mito-RTG.
- The mito-RTG also organises training elements (seminars and workshops) for soft and professional skills. Participation in these trainings is offered to mito-RTG members who are regularly and actively participating in the above-mentioned events.

### 3. Short-term fellowships

- The possibility to apply for three kinds of doctoral fellowships, eligibility criteria and mode of application are communicated by Katerina Vlantis, [katerina.vlantis@uni-koeln.de](mailto:katerina.vlantis@uni-koeln.de). In case of questions or requests, please contact her.
- Please note that candidates receiving a short-term fellowship through the mito-RTG become members of the mito-RTG and the CRC 1218. PhD students supported by a fellowship and their supervisors are expected to sign and adhere to an agreement stipulating the rights and duties of all parties involved. You will receive these forms from Katerina Vlantis once an application for a fellowship is granted by the mito-RTG steering committee.

### Short-term fellowships (*continued*)

- Students supported by fellowships are expected to take part in the curricular activities of the CRC 1218 and mito-RTG. I.e. they are expected to attend MitoClubs and other CRC organised seminars, attend the mito-RTG events, participate and present at CRC 1218 and mito-RTG retreats and international symposia / scientific meetings organised by the CRC 1218 and mito-RTG.
- If students supported by a fellowship decide to stay in a laboratory of a CRC 1218 PI to do their PhD, they remain mito-RTG members and cannot become members of other DFG-funded graduate programmes. Information mentioned in "**The obligations of mito-RTG members**" apply.

## FREQUENTLY ASKED QUESTIONS – FAQs

### 1) How to request travel support

**(includes travel costs and registration fees for online events)**

- The travel grants are intended to promote active participation - in particular of the PhD students and Postdocs of the mito-RTG
- If you want to attend a meeting, please contact your supervisor / lab head. If your attendance is approved and attendance should be funded by the CRC 1218, fill out the [request for travel grant](#) and apply 4 weeks in advance. After your application is reviewed and approved, there are two possibilities of financing.
  - You pay in advance and ask for reimbursement afterwards
  - You would like to have 80 % of your estimated travel costs paid out in advance (only possible if you apply as earliest as possible / minimum 5 weeks before your trip)

Please note that during the SARS-CoV2 pandemic different rules and adjustments regulating business travels may apply. **Therefore, always check for information and the current forms to be submitted on the website** of the [UoC's travel department](#).

### 2) How to request gender fund supports?

Please contact the office regarding your request for financial support (f.e. maternity leaves, fellowship, courses), for reimbursement or any other issues in advance.

### 3) Do you want to post your paper on Twitter?

- The official twitter account of our CRC: @CRC\_1218
- Please contact the office via email or send directly a direct message by twitter

### 4) Do you have an idea for an outreach activity?

Contact the [CRC office](#) (→Heike Brucherseifer) for the further planning