



UNIVERSITÉ  
DE LORRAINE

DOCTORAT



# Terms & Conditions

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## CALL FOR APPLICATIONS

### DrEAM programme:

International mobility support for PhD students

### EPISODE 17



Launch of the call: 14 February 2025

Deadline for applications: 25 April 2025

Contact: [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr)

## > CONTEXT AND OBJECTIVES

Since 2019, the Université de Lorraine has been supporting the international mobility of its PhD students by offering outgoing mobility grants to carry out research stays of 2 to 6 months in a research structure abroad. Called Doctor, Explore and Achieve More! (DrEAM), this programme is set up as part of the Initiative Lorraine Université d'Excellence (LUE) and aims to:

- encourage PhD students to gain international research experience, thereby enabling them to conduct their doctoral research work in a different environment, develop their scientific network and open up to new perspectives,
- strengthen the international visibility of the Université de Lorraine and the research activities carried out in Lorraine,
- foster the development of scientific collaborations with global research players.

## > ELIGIBILITY CRITERIA

To be eligible, the applicant must be enrolled in a doctoral programme at the Université de Lorraine or in one of LUE partner institutions at the time the application is submitted and for the duration of the stay.

Applicants who have an LUE doctoral contract are also eligible, provided that the consumption of the credits allocated to the research project justifies it.

Applicants who have already benefited from a DrEAM mobility grant may apply for a new destination, but priority will be given to first-time applicants.

**Eligible mobility projects must:**

- Be a real opportunity for the applicant to discover a new cultural and scientific environment (no previous link between the host structure and the applicant's academic background).
- Take place in an academic research structure (excluding companies) that has agreed to host the applicant in a letter of invitation.
- Be part of a structured research partnership (existing international agreement, LEA/LIA, IRN, Labex, Hubert Curien Partnership, etc.) or one in the process of being structured with the host structure.
- Correspond to the completion of a research programme accepted jointly by the home supervisor(s) and the host structure, which undertakes to provide scientific supervision of the project on site.
- Last between 2 to 6 months, which may be divided into several stays of at least 2 months each, as part of an overall project.

- Be completed within the 36 months following the first enrolment in full-time PhD and within the 72 months following the first enrolment in part-time PhD.
- Be for a future mobility project. No application for a mobility that has already started will be accepted.
- In the case of a cotutelle, be carried out in a country other than the country of cotutelle.
- Have obtained the agreement of the thesis supervisor, head of research unit, head of doctoral school as well as the applicant's employer if different from UL (CIFRE, EPST, etc.).

Incomplete applications and/or applications submitted after the deadline will not be considered.

## > FINANCIAL SUPPORT

The mobility grant provides financial support to help cover the expenses related to the mobility project but is not meant to fully cover them. To ensure that the applicants will be able to meet their basic needs for the duration of their stay, they must prepare a sustainable provisional budget well ahead of their departure. The Université de Lorraine shall not be liable for any financial difficulties faced by applicants during their stay.

The mobility grant includes:

- **Funding of the return journey** to the host structure abroad, up to a maximum of €1,500, based on the economy fare. If the stay is split, only one return journey is supported.
- **A travel allowance package** to help cover part of the cost of staying in the host country (meals, accommodation, ground transportation) and associated costs (visa, insurance policy, registration fees...)\*

This package amounts to 20% of the per diem rate for civilian State employees in force in the host country<sup>1</sup> and may not exceed €5,000. The calculation of the travel allowance package also takes into account the other mobility grants the applicant may receive (e.g. ERASMUS+).

<sup>1</sup> [https://www.economie.gouv.fr/dgfip/mission\\_taux\\_chancellerie/frais](https://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais)



**\*For applicants who are attached to a joint research unit managed by a French public scientific and technological research institute<sup>2</sup>** (either CNRS, INRAE, INRIA or INSERM), this package will be managed according to the rules of this institute. These applicants are therefore encouraged, when preparing their application, to check with their laboratory administration for the eligible expenses for this grant, so that they can draw up their provisional budget accordingly.

For mobility projects in Canada, applicants can also apply for a Globalink Research Award under the MITACS programme. Under certain conditions, this programme can provide additional funding to the DrEAM mobility grant of up to CA\$3,000. Research stays must last between 12 to 24 weeks and the DrEAM mobility grant awarded must amount to at least CA\$6,000.

More information can be found at: <https://www.univ-lorraine.fr/content/mobilite-au-canada>.

## > TIMELINE

Call opens	14 February 2025
Application deadline	25 April 2025
Applications reviewed by the Selection Committee	7 May 2025
Applicants notified of funding decision by My Doc'Door International Office	Late May 2025

## > APPLICATION PROCESS

Applicants must submit the following materials **online through their ADUM personal space** by the specified deadline:

- Filled out [application form](#), including the opinions and signatures of the thesis supervisor, head of research unit and employer if different from UL
- **Detailed CV** of 2 pages maximum including produced publications and posters
- **Letter of invitation from the host structure** specifying the dates of the stay (an email invitation from the host structure can be accepted)
- **Quotes** for return travel to the host structure abroad (train and/or plane tickets) and for accommodation.

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<sup>2</sup> There are currently 4 of them at UL: LRGP, ATILF, CRPG and LCPME

My Doc' Door International Office checks the eligibility and completeness of the application once it is submitted through ADUM and then sends it to the head of doctoral school for their opinion and signature.

All opinions and signatures, except those of the head of doctoral school, must therefore have been obtained by the applicant before submitting the application through ADUM.

In case of difficulty in submitting the application through ADUM, applicants can send it to the generic address: [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr)

## > APPLICATION SELECTION PROCESS

Applications are assessed by the Doctoral Internationalisation Committee on the basis of, but not limited to, the following criteria:

- Relevance and expected added value of the mobility project to the doctoral research work and career plan
- Relevance of the mobility project to the applicant's personal development
- Contribution of the mobility in building a professional network
- Contribution of the mobility to the acquisition of new subject-specific and transferable skills
- Quality and relevance of the existing partnership or partnership opportunities with the host structure
- The extent to which the project is supported by the thesis supervisor

Submission of an application does not automatically entitle the applicant to funding, even if it meets all the programme eligibility criteria. The Committee is and remains fully sovereign in its decision on the awarding of grants and their amounts, according to the available budget.

Following the Committee's assessment of the application, the outcome (whether positive or negative) is notified in writing to the applicant's university email address. For successful applicants, this notification specifies the amount of the grant.

The Université de Lorraine reserves the right to communicate the information submitted in response to this call and to publish on its websites and social media, the names, home laboratories and host structures as well as the research projects of the selected applicants.

## > GRANT PAYMENT TERMS

### Before the mobility

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- The total amount of the mobility grant is paid to the home laboratory of the grant recipient. Payment should be made within one month of the award announcement, but may take longer during busy periods.

The laboratory and the recipient are notified by email when payment is made.

The laboratory then manages this grant and makes it available to the grant recipient in accordance with the terms and conditions provided by the travel policy of the Université de Lorraine adopted by the Board of Directors on 9 July 2019<sup>3</sup>.



**For recipients attached to a joint research unit managed by a French public scientific and technological research institute**, the grant is managed and made available to them in accordance with internal travel policy of this institute. Recipients from these joint research units are required to contact their laboratory administration well ahead of their departure to find out about the eligible types of expenses and the procedures to be followed to ensure that their expenses are reimbursed.

- **A mission order<sup>4</sup>** must be drawn up on the Notilus online travel management platform and validated before departure. This mission order enables the recipient to:
  - book their train and/or plane tickets if they choose the offers of the UL travel agency
  - request a grant advance of 75% of the daily allowance package
  - be covered by the UL mission insurance for the duration of the stay abroad in case of accidents in the workplace

The mobility projects of recipients from a laboratory classified as a restricted area (ZRR) or that are planned in a risk zone are subject to the prior opinion of the Defence Security Officer, which may extend the validation process of the mission order.

Recipients are therefore encouraged to start this process as soon as they are notified that the grant was paid to their laboratory, have obtained all the necessary travel documents and have set the exact mobility dates, and **no later than one month before departure**.

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<sup>3</sup> Politique de voyage relative aux déplacements professionnels adoptée par le CA du 9 juillet 2019

<sup>4</sup> Ordre de mission, also commonly referred to as “OM”

Once the mission order is validated, the advance is usually paid 15-20 days before the mission start date.

However, the laboratory may ask the accounting agency to pay the advance immediately if the recipient so requests.

Recipients must contact their laboratory administration to find out what types of supporting receipts/documentation, if any, they should provide for reimbursement upon their return.

Recipients employed by an institute other than UL to carry out their PhD must also anticipate and follow their employer's pre-departure procedures and requirements (mobility request, mission order ...).

- **A mobility agreement** must be signed between the grant recipient, the host structure and UL to specify the hosting conditions, the amount of the funding granted, the nature of the activities to be carried out during the stay and the intellectual property rules.

A mobility agreement template will be provided by My Doc' Door to the selected applicants. If the host structure requires use of its own template, the above information must be included.

## During the mobility

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Grant recipients must:

- Send a certificate of arrival, duly signed by the host structure, **within 1 week of starting the mobility** to [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr).
- Keep the original expense receipts and supporting documents which the home laboratory may request for reimbursement or send them on a regular basis during the mobility.

## After the mobility

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Within 1 month of returning from the mobility, grant recipients must:

- Send a completion certificate specifying the actual start and end dates of the stay, duly signed by the host structure to [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr).

- Complete the activity report sent on their return by My Doc'Door to provide an overview of their results and their conditions of stay.
- Complete expenses claims with the support of their home laboratory in order to receive their grant balance.

The recipient must provide any supporting receipts/documentation requested by their laboratory.  
The grant will no longer be available 1 month after the end date of the stay.

**Failure to submit all the mobility documents required above will result in the grant recipient repaying the full amount received.**

Recipients can have their mobility recognised by credits as part of the “Acknowledging your scientific path” section, under “Stays in a laboratory” of the UL doctoral training scheme. To this end, they must declare it as an external training course on their personal ADUM space and attach their completion certificate.

## > MODIFICATION RULES

Any modifications to the mobility project for which the grant has been awarded (postponement, cancellation, interruption or reduction in length of stay) must be reported without delay to My Doc' Door International Office for consideration: [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr).

If the stay is actually shorter than initially planned, the grant will be revised in line with the actual length of the stay and may result in the non-payment of the balance of the grant, a reduction in the balance still to be paid, or a request for refund of part of the grant already received by the recipient.

If the stay is shorter than the minimum eligible length (2 months), a full refund may be requested.

If the stay is longer than initially planned, no additional grant will be awarded.

If the stay is cancelled after expenses have already been incurred from the mobility grant, the recipient will be required to refund the full amount received, unless the cancellation is due to force majeure (health or medical reasons, death of a close relative, etc.), duly documented and after examination.



## > FAQ

### What are the eligible academic host structures?

“Academic research structure” refers to any place doing research with a scientific community, excluding companies. The most common host structures are therefore research laboratories or departments within foreign universities. Outside the university sector, it may also include, but is not limited to, a research centre or institute, an industrial laboratory, a museum or a library.

You can therefore choose where to carry out your research stay among a wide range of research facilities, as long as your choice enables you to fully immerse yourself in a new research environment with the scientific support of a team of researchers specialised in your research field.

### What does it mean in practice that the mobility must take place as part of a structured research partnership or one in the process of being structured? What if there is no such partnership with the host structure where I would like to carry out my research stay?

The mobility project must ideally involve a foreign host structure with which UL and/or the home laboratory has a structured or emerging research partnership. This implies an active collaboration formalised for example by the signing of an international cooperation agreement, the granting of a funding for a joint research project, the creation of an international or European associated laboratory...

If there is no official partnership between UL or your laboratory and the intended host structure, your application is still eligible. The mobility can also take place as part of a long-standing informal scientific collaboration between, for instance, the candidate’s UL supervisor(s) and the foreign host research team. These existing links must be described in the dedicated section of the application form so that the Commission can assess the quality of the partnership opportunities with this structure.

### How to know if there is a partnership with the host structure where I would like to go?

Your thesis supervisor(s), and more generally your home laboratory, are most likely to provide you with the precise nature of their cooperation – formalised or not – with this structure if it has been developed at their level.

The cooperation service of the UL International Relations Office (DRIE) can provide information on the structured international partnerships of the UL, established at the institutional level with foreign universities mainly: [drie-cooperation-contact@univ-lorraine.fr](mailto:drie-cooperation-contact@univ-lorraine.fr).

If you failed to find any existing partnerships or previous forms of collaboration with the intended host structure, either at your laboratory or at the UL level in general, you can still submit your project and the Commission will consider the partnership opportunities your mobility could lead to.

### **Are field works eligible for the DrEAM support?**

No. DrEAM is not meant to support the PhD student's research work that would only aim at collecting data to take their thesis forward and that could be done alone. Mobility projects with fieldwork objectives only, such as consulting archives, collecting samples or conducting interviews are not eligible.

DrEAM is meant to allow PhD students from UL to have a fulfilling international research experience that will benefit their doctoral training at large. The aim is to fund an immersion in another scientific environment where the PhD student conducts their research in close connection with a community of researchers working in the host country. Visiting different cities of the foreign host country without a defined host structure and scientific supervisors is thus considered ineligible.

### **Is a research stay in my country of origin eligible?**

It depends on where you have lived and studied before. If you have grown up and studied in this country, a mobility project there is not eligible for the DrEAM support. Going back to a country where you have lived for many years would necessarily limit your cultural discovery and immersion, while it is actually what DrEAM is meant to allow you to experience. If you have the nationality of that country but you have spent most of your life in France or in another country, this destination is then eligible.

### **Can I be eligible for DrEAM if my research stay is shorter than 2 months?**

No. A stay of less than 2 months is not eligible as it is not long enough to allow the candidate to fully immerse him/herself in the culture of the host country and structure. However, you are given the possibility to split your project into several stays of 2 months if you cannot be away for too long. DrEAM will only bear one round trip in this case.

### Can I be eligible for DrEAM if my research stay is longer than 6 months?

Yes, but you should keep in mind that the DrEAM support will not exceed 6 months and therefore make sure that you have the necessary financial resources to carry out the remaining time of your stay. We still recommend you to mention the total period of stay in your application form, even if it is longer than 6 months, so that the Commission can fully grasp the scope of the project.

### Can I be eligible for DrEAM more than once?

Yes. PhD students from UL can apply for DrEAM several times during their 3 years of full-time PhD (or 6 years of part-time PhD). The projects submitted must however concern different destinations. In the event of high demand and limited credits, the Commission reserves the right to give priority to first-time applicants.