



How to spend your money within the Biomentoring program

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To manage one's own budget is part of being a PI and getting used to it, is part of the mentoring program. Hence, get used to making decisions on how to best spend it, navigating administrative rules and finding your way of bookkeeping.

On what can I spend money?

The money can be spent similarly to most funds provided by the university (e.g., professors' budgets). This means you can use it for equipment, student assistants (HiWis), conferences, travel costs, guest invitations, language courses, consumables, and essentially anything required for work. However, certain regulations apply, for example, when booking flights, hotels, food expenses and equipment (see below). It is also important to note that these regulations are similar but not identical to those governing third-party funding. For instance, organizations like the DFG do not allow you to purchase basic equipment (computers, furniture, pipettes) from project funds as they argue that they provide overheads to the university for these types of expenditures.

How do I spend money?

Bring receipts to the dean's office as the BioMentoring money is handled and administered there.

Until when do I have to spend the money?

Like many public funds, the Biomentoring budget must be spent within the calendar year, or it will expire. Be aware that final invoicing ("Rechnungsschluss") typically occurs in early December, and deadlines for international payments may be even earlier. Don't worry if you exceed or fall slightly short of your budget by a few Euros. However, if you anticipate being significantly over or under budget, consider coordinating with your fellow mentees to borrow or lend funds across the year-end, and be sure to inform the dean's office about any such arrangements.

How much money can I spend?

The BioMentoring program receives €40,000 annually, which is distributed equally among all active mentees. At the start of the year, €3,000 is set aside for workshops and other common expenditures. Any unused funds are redistributed at the end of the year. The dean's office will inform you at the beginning and towards the end of the year about the amount allocated to you, but it is good practice to keep track of your own expenses as well.

What happens to equipment when I leave LMU?

You are allowed to use equipment as long as you remain at LMU, but as with all equipment purchased with LMU funds, it legally belongs to LMU. Unfortunately, there is no legal solution to allow you to keep equipment after you leave LMU, even though the BioMentoring program is intended to support individuals, whether through equipment or consumables. That said, you may have priority to purchase the equipment from LMU at a price calculated based on depreciation rules (e.g., the value of a laptop may be close to zero after five years). For more details, please check with the dean's office. Keep this in mind when deciding whether to spend your funds on equipment.