

Instructions for filling out the Financing Plan

Please be sure to observe the following detailed form-filling instructions.

If the form-filling instructions *in the financing plan* do not correspond to *these form-filling instructions*, please be sure to note that the instructions here in this programme-specific form-filling guide shall apply!

In drafting your financing plan, please observe the funding regulations set out in Attachment 1!

Fields shown in grey in the financing plan cannot be filled out manually. They are filled in automatically from information provided in other entries in your application/financing plan. Fields shown in white must be filled in manually.

In table “B – Gesamt-Einnahmen” (total revenues) and table “C – Gesamt-Ausgaben” (total expenses) you are asked for details about the financial volume of your project that are then to be broken down into greater detail on the following pages. Some of the required entry fields (shown in grey) are filled in automatically with data from other parts of your financing plan (page 3 ff.).

We therefore recommend that you wait to fill in the still missing fields in tables B and C of the financing plan until you have finished entering the detailed data on the subsequent pages (as of page 3).

Page 1: General Information (Allgemeine Angaben), Total Revenues (Gesamt-Einnahmen)

Table A: General Information (Allgemeine Angaben), these fields are filled in automatically as you enter your information into the application form.

Table B: Total Revenues (Gesamt-Einnahmen)

This is where **all** foreseeable project revenues are to be stated. (Total revenues are also to be documented later in the final report. Corresponding records of the documentable revenues are to be kept on file at your higher education institution).

Own inputs made by the German and foreign higher education institution in the form of existing staff and infrastructure (use of offices, laboratories, rents, etc.) are to be stated as non-documentable revenues. This is where estimated figures can be stated on a **realistic basis** but without needing to be **documented individually (i.e. no supporting documents)**.

A corresponding arithmetical calculation of these non-documentable revenues is to be attached to the application.

Page 2: Table C: Total Expenses (Gesamt-Ausgaben)

Each of these expense items is to be entered into one of the following table sheets. **These expenses are automatically transferred to Table C.**

The applied for DAAD funding amount per budget year is computed from your corresponding entries in Table C, in the column “aus DAAD-Mitteln” (from DAAD resources).

Please be sure to note that all documentable expenses relating to the project must be stated in the individual tables, not only those expenses which are to be funded by DAAD resources.

In addition, the non-documentable expenses per funding year must be entered into Table C (4.1 and 4.2) analogous to Table B (Total Revenues [Gesamt-Einnahmen]).

All documentable expenses are also to be detailed later in the final report and corresponding records of the documentable expenses are to be kept on file at your higher education institution.

Regarding the individual expenses tables (1.1 to 3.2):

Please be sure to list all measures separately according to the respective budget year!

For example, if you wish to send two German students to the partner higher education institution in each budget year, then a line item with two students must be entered for each budget year.

All expense tables have 100 lines, leaving sufficient space available to you!

Page 3: 1.1 Domestic staff (academic and non-academic staff members) (Personal im Inland [wiss. Personal/Mitarbeiter und nicht wiss. Personal])

Only for pay-scale employees!

Here a selection can be made via the arrow keys; in addition please provide a **brief** but precise description of the respective activity (the view is a little limited, longer entries can only be read electronically).

Please additionally state the duration of deployment per budget year in the application (column "Zeitraum von bis" [duration from to]), the "Entgeltgruppe sowie Stufe" (pay group and level), and the gross amount.

In the column "Stellenanteil %" (share of jobs %) you state what percentage share of jobs is attributable to the project activities. Please note that these employees must be correspondingly released from their normal duties or additional staff must be brought in to work on the project.

Page 4: 1.2 Domestic assistants (student/academic assistants) (Hilfskräfte im Inland [studentische/wissenschaftliche Hilfskräfte])

Here again a selection can be made via the arrow keys; in addition please provide a **brief** but precise description of the respective activity (here again the view is a little limited, longer entries can only be read electronically).

In addition please state the planned hours of deployment per budget year (column "Gesamtstunden Förderzeitraum" [total hours in funding period]) and the hourly rate.

Here please also state assistants employed via a fee contract or a contract for work and services.

Page 5: 1.3 Staff abroad (Personal im Ausland)

Here again please provide a short but precise description of the respective activity (column "Funktion/Aufgaben/Status" [function/tasks/status]) of the people working for the project at the foreign partner higher education institution.

In addition please state the monthly remuneration or hourly rate.

If these are *employees* of the partner higher education institution, the column "mtl. Entgelt" (monthly remuneration) is to be filled in (analogous to Table 1.1).

In the case of *assistants* (analogous to Table 1.2) please fill in the hours ("Gesamtstunden im Förderzeitraum" [total hours in funding period]) and in column "Berechnungsgrundlage" (calculation basis) the hourly rate.

Page 6: 2.2 Project staff mobility (Mobilität Projektpersonal)

Only applies to **employees** of the applicant institution and the foreign (possibly also German) partner institution(s) (e.g. project leader[s] and other employees responsible for project implementation).

Column “Qualifikation/Funktion/Status” (qualifications/function/status): educational level or academic degree, function/activity in the project

Column “Grund der Reise” (purpose of visit): here occasion/measure in the project: e.g. “guest lecture”, “participation in workshop”, or the like

Column “Berechnungsgrundlage” (calculation basis): cf. Attachment 1! Expenses for travel between the partner higher education institutions are usually only reimbursable for economy class flights/second class rail travel.

Page 7: 2.3 Project staff subsistence expenses (Aufenthalt Projektpersonal)

Here please state the corresponding **subsistence expenses for employees** of the applicant institution and the foreign (possibly also German) partner institution(s) (e.g. project leader[s] and other employees responsible for project implementation).

Column “Qualifikation/Funktion/Status” (qualifications/function/status): educational level or academic degree, function/activity in the project

Column “Grund des Aufenthalts” (purpose of stay): here occasion/measure in the project: e.g. “guest lecture”, “participation in workshop”, or the like

Column “Berechnungsgrundlage” (calculation basis):

Subsistence expenses for **German** academic staff in keeping with the **German Federal Travel Expenses Act (BRKG)**.

Subsistence expenses for project staff at the **partner higher education institution**: Please note the **funding framework set out in Attachment 1** (cf. table under 3.2. – Subsistence allowances).

In the columns “Anzahl” (number), please state the **number of days and/or months** corresponding to the planned duration of stay.

Page 8: 2.4 Material resources in Germany and abroad (Sachmittel Inland / Ausland)

Column “Berechnungsgrundlage” (calculation basis): no entry is necessary here.

But **please be sure to observe Attachment 1 regarding type and maximum level of expenses** that can be applied for from DAAD resources!

Page 9: 3.1 Mobility of scholarship holders (Mobilität geförderte Personen)

Hier werden alle Angaben zu den Beförderungsausgaben der im Projekt geförderten Personen von Partnerhochschule zu Partnerhochschule erbeten.

Column “Qualifikation/Funktion/Status” (qualifications/function/status): educational level or academic degree, function/activity in the project

Column “Grund des Aufenthalts” (purpose of stay): occasion/measure in the project: e.g. “study visit”, “participation in workshop”, or the like

Column “Berechnungsgrundlage” (calculation basis): **cf. Attachment 1!** Expenses for travel between the partner higher education institutions are usually only reimbursable for economy class flights/second class rail travel.

Page 10: 3.2 Subsistence allowance of scholarship holders (Aufenthalt geförderte Personen)

Here please provide all details of the subsistence expenses of the **scholarship holders** in the project.

Column “Qualifikation/Funktion/Status” (qualifications/function/status): educational level or academic degree, function/activity in the project

Column “Grund des Aufenthalts” (purpose of stay): occasion/measure in the project: e.g. “study visit”, “participation in workshop”, or the like

Column “Berechnungsgrundlage Ausschreibung” (calculation basis of invitation to tender):

Please note the funding framework for foreign and German participants set out in **Attachment 1 (3.2. Subsistence allowances)** and the scholarship holder rates set out in Attachment 1.1. for foreign long-term scholarship holders.

In the columns “Anzahl” (number), please state the ***number of days and/or months*** corresponding to the planned duration of stay.