

## Funding conditions

### Stage 1: Preparation of project application

#### Eligible expenditures

#### 1. Personnel for project implementation and support

##### 1.1 Personnel in Germany

- Research personnel
- Research assistants
- Student assistant
- Administrative personnel

#### 2. Material expenditures

##### 2.1 Fees (see Annex 6 DAAD's fee table)

- Reasonable fees for external experts/trainers (no personnel from the beneficiary or consortium partner) for the internal competence development based on DAAD's fee table.  
Standard remuneration rates in DAAD's fee table apply to fee-based activities in Germany.
- Fees for lecturers from other German universities can only be paid in justified exceptional cases.
- Fees for external IT and media experts (e.g., IT consultants, media designers, instructional designers, etc.) based on the fee schedule TVöD Bund, Part III - Activity characteristics for special employee groups, 24. Employees in information technology

Expenses for travel and accommodation for the above-mentioned experts/trainers can be claimed in addition to the fee according to BRKG principles on the basis of supporting documents. Notwithstanding the BRKG, only train trips in 2nd class and flights in economy class may be claimed.

##### 2.2 Mobility of project personnel

Mobility expenditures of the grant recipient's personnel under BRKG. Notwithstanding the BRKG, only train trips in 2nd class and flights in economy class may be claimed.

##### 2.3 Accommodation of project personnel

Accommodation expenditures (daily and overnight expenses) of the grant recipient's personnel under BRKG.

##### 2.4 Material expenditures in Germany

- Consumer goods
- External services (e.g., IT consulting / support, legal consulting, catering)
- Room rental (rents for conference and event rooms including conference technology)
- Other (e.g, participation fees, licenses)

## Stage 2: Project implementation

### Eligible expenditures

#### 1. Personnel expenses for project implementation and support

##### 1.1 Personnel in Germany

- Research personnel
- Research assistant
- Student assistant
- Administrative personnel

Note: For the initialisation and sustainable anchoring of digital internationalisation projects at the university, the university management can proportionally approve professorships via teaching load reduction or semester sabbaticals (proportionally). The exemption can be compensated by teaching assignments and/or (blended) guest professorships.

#### 2. Material expenditures

##### 2.1 Fees (see Annex 6 DAAD's fee table)

- Reasonable fees for external experts / trainers (no personnel from grantee or consortium partner), e.g., on the internal competence development and media professionalisation
  - International based on DAAD's fee table
  - In Germany, only the standard remuneration rates of the DAAD's fee table apply
- Fees for external IT and media experts (e.g., IT consultants, media designers, instructional designers, etc.) based on the fee schedule TVöD Bund, Part III - Activity characteristics for special employee groups, 24. Employees in information technology
- Fees for lecturers from other German universities can only be paid in justified exceptional cases.

Expenses for travel and stay for the above-mentioned experts/trainers can be claimed in addition to the fee according to BRKG principles on the basis of supporting documents. Notwithstanding the BRGK, only train trips in 2nd class and flights in economy class may be claimed.

##### 2.2 Mobility of project personnel

Mobility expenditure of the grantee's project personnel under BRKG. Notwithstanding the BRGK, only train trips in 2nd class and flights in economy class may be claimed.

##### 2.3 Accommodation of project personnel

Accommodation expenditures (daily and overnight expenses) of the grantee's project personnel under BRKG.

## 2.4 Material expenditures in Germany

- Consumer goods
- Assets: Acquisition of hardware up to max. 10,000 Euro / financial year, and software up to max. 20,000 Euro/ financial year
- External services (e.g., IT and media consulting / support, catering, bus companies)
- Room rental (rents for conference and event rooms including conference technology)
- Expenditure on public relations and communication (e.g., Internet presence, newsletter)
- Other expenditures (e.g., teaching materials)

## 3. Funded individuals

### 3.1 Mobility of funded individuals (Germany-Abroad, Abroad-Germany)

#### German and foreign students/graduates and foreign teachers:

- One-time country-dependent and status-related mobility allowance according to Annex 7
- Mobility expenditure of German teachers according to BRKG. Notwithstanding the BRKG, only train trips in 2nd class and flights in economy class may be claimed.

### 3.2 Accommodation of funded individuals

You can apply for accommodation allowance in accordance with Annex 7 for

- short-term stays of up to six months for students (e.g., participation in project-related summer schools, student projects and conferences)
- German and foreign teachers for participation in project-related measures (e.g., qualification measures, continuing education measures, train-the-trainer, peer-to-peer counseling processes, expert exchange, workshops, conferences, concept workshops, etc.)
- Guest lectures lasting up to six months

Expenditure for stay (daily and overnight money) for German teachers according to BRKG.

#### Note:

- For the health insurance of foreign participants, it is recommended to take out insurance via the DAAD group fee, if no such insurance can be acquired abroad.
- For German students, an 35 Euro/month insurance contribution can be claimed.
- Arrival and departure are each half a day.