

## Expenditure eligible for funding

All costs that are necessary for project implementation (implementation of the measures) are eligible for funding. This includes in particular

### Personnel resources for project implementation and support

#### Personnel in Germany (employees of the grant recipient)

- Research associates
- Student assistants
- Research assistants
- Other personnel (e.g. project coordinators)

#### Personnel abroad (employees of the partner institution in the context of forwarding, adequate remuneration in line with local standards)

- Research associates
- Student assistants
- Research assistants
- Other personnel (e.g. project coordinators)

Personnel costs include the gross salary paid by the employer. Annual bonus payments are only eligible for funding during the appropriation period and only insofar as the payment date is within this period.

Personnel costs should not account for more than 30% of the total expenditure. If there are difficulties in employing student assistants to undertake project-related administrative activities, applications can instead be submitted for expenditure on TVL employees (salary group 8) if required.

### Equipment funding

- **Fees**
  - Up to EUR 250 per day for external experts and service providers (not for employees of the grant recipient and the higher education institutions involved in the project) for lectures and workshops; not for curricula development. In addition to the fee, mobility and residence expenses can be applied for and claimed in line with the principles of economic efficiency and frugality. External experts are considered funded individuals.
  - Fees for support staff (e.g. for assistance at conferences or workshops)
  - For translations of training materials and project-related teaching and learning materials, flyers, brochures, etc.
- **Travel expenses for project personnel**
  - Expenditure for travel and flights for employees of the grant recipient and of the higher education institutions involved in the project, can be submitted and claimed according to the relevant federal or state law (BRKG/LRKG). By derogation from these laws, compensation is only available for second class rail travel and economy class flights.
  - Expenditure for travel and flights for employees of the partner institution abroad (forwarding recipient) can be asserted in line with the principles of economic efficiency and frugality and based on supporting documents.

Funding is generally only available for travel costs from the location of the higher education institution or the partner universities involved in DAAD funding.

- **Stays of project personnel**
  - Expenses for accommodation and meals for up to one month can be submitted and claimed for the funding recipient's personnel under BRKG/LRKG.
  - Residence allowances for employees of the foreign partner institution (see table **Residence allowances**). The residence allowance arises on the first day of the stay (for the entire stay). Suitable evidence must be provided, for example in the form of a hotel bill. The residence allowance settles all costs related to the stay.
  
- **Equipment funding in Germany/outside Germany**
  - Consumables (expenditure for printing and photocopying, toner, ink, etc.)
  - Non-consumables (funding up to an amount of EUR 5,000 is available for small-scale equipment to improve the set-up at the foreign partner institution; up to EUR 10,000 can be granted in justified individual cases of South-South partnerships, or if partner institutions with insufficient capital are involved)
  - Printing/publications/advertising and public relations (expenditure for flyers, brochures, posters, etc.; online formats, e.g. for developing, setting up and servicing communication and learning platforms, online presences, e-journals, online libraries)
  - External services (companies commissioned to provide services such as translations, creation of websites, development, set-up, servicing of communication and learning platforms, online presence, e-journals, online libraries)
  - Other costs

Expenditure for

    - Teaching and learning materials, training, teaching and specialist books, specialist media, etc.;
    - Software, licences;
    - Visa fees;
    - Necessary vaccinations and malaria prophylaxis;
    - Fees for transferring money abroad;
    - Health insurance contributions;
    - Discipline-specific excursions
    - **Participant allowance (EUR 50 per participant per day)** for holding events (workshops, conferences, etc.)
      - The participant allowance includes costs for technical equipment, room rental and coffee breaks. The participant allowance arises at the start of the event. Evidence must be provided in the form of a participant list signed by the participants.

## Funded individuals

- **Travel expenses for funded individuals**

### **From the German higher education institution to the partner country (and vice versa)**

- Expenditure for travel and flights for funded individuals on the grant recipient's side (members of higher education institutions that are not involved in the project, external experts, students, doctoral candidates, academics holding a PhD, professors, etc.) can be submitted and claimed in line with the principles of economic efficiency and frugality. Only 2nd class train trips (irrespective of their duration) and economy class flights are eligible for funding.
- Expenditure for travel and flights of the foreign partner (project partner of the German higher education institutions) can be claimed in line with the principles of economic efficiency and frugality. Only 2nd class train trips (irrespective of their duration) and economy class flights are eligible for funding.

### **Between two partner institutions (South-South)**

Expenditure for travel can be asserted in line with the principles of economic efficiency and frugality and based on supporting documents. Only 2nd class train trips (irrespective of their duration) and economy class flights are eligible for funding.

### **Within the partner country**

Expenditure for travel and flights can be applied for and claimed in exceptional cases. Approval from the DAAD must be sought individually.

- **Stays of funded individuals**

Residence allowances for **foreign** funded individuals staying in Germany to take part in the following activities: Research, discipline-specific course/workshop, internship, studies, teaching, etc.

<b>Status</b>	<b>Daily rate</b> (up to day 12) (in EUR)	<b>Monthly rate</b> (from day 13) (in EUR)	<b>Daily rate</b> in the final month (in EUR)
Students (up to 5 months)	50	861	29
Doctoral candidates, academics holding a PhD, doctors licensed to practice medicine (up to 5 months)	80	1,200	40
Researchers holding a PhD and professors (up to 1 month)	(up to day 22)	(from day 23)	
	89	2,000	67

Residence allowances for **German** funded individuals staying in the partner country and in South-South exchange to participate in discipline-specific courses, workshops, summer schools, etc.

<b>Status</b>	<b>Daily rate</b> (up to day 12) (in EUR)	<b>Monthly rate</b> (from day 13) (in EUR)	<b>Daily rate</b> in the final month (in EUR)
Students (up to 5 months)	55	see <b>Attachment 3</b>	see <b>Attachment 3</b>
Doctoral candidates, researchers, lecturers, assistants, etc. (holding an MA degree or equivalent, up to 5 months)	85	see <b>Attachment 3</b>	see <b>Attachment 3</b>
Researchers holding a PhD and professors (usually up to 1 month)	(up to day 22)	(from day 23)	
	89	2,000	67

The residence allowance arises on the first day of the stay (for the entire stay). Evidence of the stay must be provided in the form of a participant list signed by the participants or in another suitable form (e.g. an accommodation invoice). The residence allowance settles all costs related to the stay.

The arrival and departure day are each considered a separate day.

**Note:**

It is essential that foreign guests are informed of the necessity of sufficient insurance cover. If it is not possible to take out overseas health insurance in their home country, it should be ensured that the foreign participants register for insurance immediately upon arriving in Germany.