

## Fact Finding Missions (2022)

### 1. Programme objectives

The German Academic Exchange Service (DAAD) receives funding from the Federal Ministry for Economic Cooperation and Development (BMZ) to support the Fact Finding Mission Programme.

Funding is provided for fact-finding missions by professional delegations from German Higher Education Institutions (HEIs) in order to establish initial contacts with potential project partners in DAC countries (Belarus is excluded; see note in '11. Application') and to support the establishment and expansion of long-term cooperation.

Visits to one or more universities as well as negotiations with other institutions (embassies, ministries, DAAD branch offices, development cooperation organisations, etc.) are intended to identify the needs of the partner institutions and prepare an application for a BMZ-funded partnership programme.

The aim of the programme is to prepare a longer-term and contractually bound cooperation at faculty or institute level that is geared towards structural improvement at the partner higher education institutions.

### 2. Eligible measures

#### Eligible measures / activities are:

Preparatory visits by professional delegations from German higher education institutions to potential project partners.

In order to intensify the preparation of a cooperation project and to clarify the partner structure, funding can also be provided for visits to Germany by the international partners following the visit by the German side. **This return visit must be organised by the German partner university.**

#### **Not eligible for funding:**

- Travel of individual persons
- Travel of students and non-university staff
- Representative visits without professional reference and excursions
- Research visits or trips to initiate a mere research cooperation
- Projects already funded by other institutions
- Applications with a funding volume below 3,500 euros

### 3. Grant expenditure eligible

#### Material resources

- Mobility of project personnel

Expenditure for mobility for employees of the applicant university from Germany to the foreign university location in accordance with BRKG/LRKG (with the following restrictions: Economy class flights, 2nd class rail travel; taxes and security charges included)

**Cancellation fees are not eligible.** Cancellable flights should be booked if possible.

- Stays of project personnel
  - Expenses for the stay (accommodation and meals) for employees of the applicant university at the foreign university location can be applied for and claimed in accordance with the BRKG/LRKG.
  - Expenses for the stay (accommodation and meals) for participants of the foreign partner institution in Germany of up to 96 euros/day.

**Arrival and departure day can be declared as one day each.**

- Material resources Germany/abroad
  - Others
    - Visa costs
    - Expenditure for necessary vaccinations for employees of the applicant higher education institution
    - Visa costs and health insurance for foreign participants, max. EUR 30 per person

#### 4. Forwarding

It is possible to forward the grant for project funding (in whole or in part) if this is necessary to achieve the purpose of the grant.

The expenditure items that are to be forwarded must be marked accordingly in the budget of the application for project funding to the DAAD.

If, at the time of the application for project funding (before conclusion of the contract), the intended onward transfer is not yet known in concrete terms, the expenditure which is to be passed on, if applicable, can initially be shown in the budget as separate expenditure. If the forwarding of the grant only becomes concrete after the contract has been concluded, the DAAD's approval must be obtained by means of an amendment application (adjustment of the project description and the financing plan).

The funding is forwarded based on a forwarding contract.

The forwarding recipient's proof of use and the corresponding audit certificate must be enclosed with the proof of use submitted to the DAAD.

#### 5. Type of financing

Funding will be provided as deficit financing.

The applying higher education institution participates with its own funds or third-party funds. These must be indicated in the financing plan. Own contributions such as permanent staff and infrastructure on the German side and the partner higher education institution(s) are to be entered as non-accountable revenue/expenditure. Together with the application, a calculation of the non-accountable revenue resp. expenses has to be submitted.

#### 6. Funding period

The funding period (incl. time for preparation and follow-up) begins on 01/07/2022 at the earliest and ends on 31/12/2022 at the latest.



## 7. Amount of grant

The **maximum amount** of the DAAD grant is

- **EUR 15,000** for a trip length of max. 14 days
- **EUR 20,000** for a trip length of max. 21 days (incl. return visit or trips to several neighbouring countries)

## 8. Disciplines

The programme is open to all subject areas.

## 9. Target group

Funding is intended for employees of German higher education institutions

## 10. Eligible applicants

Eligible for application are German higher education institutions represented by their departments or institutes.

## 11. Application

*Notice:*

*Due to Russia's attack on Ukraine, the DAAD has suspended all institutional forms of cooperation with partners in Belarus until further notice. Against this background, no applications for project funding with partner institutions in Belarus are possible.*

Applications must be completed in full and submitted by the stipulated deadline exclusively via the DAAD online portal ([www.mydaad.de](http://www.mydaad.de)).

### **Application documents:**

- Project application (in the DAAD portal)
- Financing plan (in the DAAD portal; **see important information: Aid for completing the financing plan**)
- Project description (see **form template**; attachment type: project description)
- In case of Forwarding: Project description and financing plan of the forwarding recipient (attachment type: additional financial information)
- Calculation and detailed description of non-accountable income and expenditure (**see project description**)
- Endorsement by the university management, see **form template** (attachment type: programme-specific attachments).

The application documents must be named according to the guidelines and submitted under the specified attachment type by the application deadline.

After the application deadline, the DAAD will neither request any documents nor consider any additionally supplied documents or changes, including changes to the financing plan. Incomplete applications will be excluded from the selection procedure.

## 12. Application deadline

The application deadline is **18/05/2022**.

### 13. Selection procedure

#### Selection of applications for project funding

The DAAD decides on funding on the basis of the evaluation of the applications by a selection committee.

Applications are assessed according to form- and content-related criteria, with special consideration of relevance to development policy.

Projects with particular relevance to development policy are those whose planning and implementation indicate approaches for a long-term cooperation and whose objective is structural improvement at the partner higher education institution.

#### Selection criteria:

- (1) Plausibility of the project application
  - Project objectives fit the programme objective
  - Assignment of the measures to the objectives of the project as well as their temporal course
  - Necessity of the expenditure for the implementation of the measures
- (2) Reaching multipliers, functionaries and decision-makers at the potential partner universities
- (3) Involvement of non-university partners
- (4) Benefits for the partner countries
- (5) Appropriate expenditure planning

### 14. Attachments

1. Overseas daily and overnight accommodation allowance (ARVwW BRKG)

### 15. Form-templates

- Project description
- Endorsement by the university management

### 16. Important information

- Information concerning mobility with handicap and chronic disease
- OECD DAC list
- Aid for completing the financing plan

### 17. Contact

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Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

With financial support from the



Federal Ministry  
for Economic Cooperation  
and Development