



**GOALS OF THE PROGRAMME**

**FUNDING FRAMEWORK**  
**Fact Finding Missions (2024)**

**1**

The German Academic Exchange Service (DAAD) supports the programme "Fact Finding Mission" using funds from the Federal Ministry for Economic Cooperation and Development (BMZ).

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 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 long-term and contractually bound cooperation at faculty or institute level that is geared towards structural improvement at the partner universities.

**Ecological sustainability**

The DAAD has set itself the goal of further reducing its ecological footprint as an organisation and funding body. Within the framework of project funding, the DAAD should strive to plan and implement projects in a way that conserves resources, the climate and the environment. This applies in particular to mobility/travel and, depending on the type and scope of the project, may also relate to procurement and awarding, event management or marketing and public relations. (Information on this is voluntary and not yet relevant for selection).

**Diversity**

In its diversity agenda, the DAAD defines diversity, equal opportunities and inclusion as important goals for international academic exchange. Talented people should also be given the opportunity to contribute their diversity and different perspectives within the framework of project funding. Projects must be planned and realised with this cross-cutting objective in mind. People with disabilities and chronic illnesses can be funded separately (see information sheet "Information on mobility with disability and chronic disease").

**2**

Eligible measures / activities are:  
Preparatory visits by professional delegations from German higher education institutions to potential project partners.

**ELIGIBLE MEASURES / ACTIVITIES**

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

**ELIGIBLE EXPENDITURE**

**3**

**Material resources**

**MOBILITY OF PROJECT PERSONNEL**

Expenditure for mobility in accordance with BRKG/LRKG (with the following restrictions: Economy class flights, 2nd class rail travel; taxes and security charges included)

**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 amounting to 96 euros/day (as a lump sum). 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.

**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

**FORWARDING**

**4**

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.

#### FINANCING TYPE

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Funding will be provided as deficit financing.

#### FUNDING PERIOD

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The funding period (incl. time for preparation and follow-up) begins on 01/05/2024 at the earliest and ends on 31/12/2024 at the latest.

#### GRANT AMOUNT

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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)

#### FIELDS OF STUDY

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The programme is open to all subject areas.

#### TARGET GROUP

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Funding is intended for employees of German higher education institutions

#### APPLICATION-ELIGIBLE

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

#### APPLICATION

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*Note:*

*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)).

- 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.

## APPLICATION DEADLINE

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The application deadline is 23/02/2024.

## SELECTION PROCEDURE

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### Selection of applications for project funding

The DAAD decides on funding based on 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) Relation of the project to the programme objectives as well as assignment of the measures of the project to the project objectives and their chronological course
- (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

## ATTACHMENTS

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1. Overseas daily and overnight accommodation allowance (ARVwV BRKG) 2024

## FORM- TEMPLATES

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- Project description
- Endorsement by university management
- Substantive report

## IMPORTANT INFORMATION

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

## CONTACT

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## FUNDED BY

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Federal Ministry  
for Economic Cooperation  
and Development