



PURPOSE AND GOAL

FUNDING FRAMEWORK

Fact Finding Missions (2025)

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

Funding is provided for fact-finding trips by specialist delegations from German universities 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 and discussions with other institutions (embassies, ministries, DAAD field 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 departmental or institute level, which is geared towards structural improvement at the partner universities. Ideally, this will result in successful joint funding applications in one of the BMZ-funded DAAD partnership programmes.

Ecological sustainability

The DAAD has set itself the goal of further reducing its ecological footprint as an organisation and sponsor. In the context of project funding, the aim should be to plan and implement projects in a way that conserves resources, the climate and the environment. This applies in particular to mobility/travelling and, depending on the type and scope of the project, can also relate to procurement and awarding, event management or marketing and public relations. Further information on the climate-sensitive implementation of international university cooperation in DAAD project funding can be found in the [handout](#).

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 disabilities and chronic illnesses"). Further information on diversity and equal opportunities in DAAD-funded projects can be found in the [handout](#).

ELIGIBLE MEASURES

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Eligible measures are Initiating trips by specialised delegations from German universities to potential project partners.

For more intensive preparation of a cooperation project and clarification of the partner structure, trips to Germany by the foreign partners can also be funded following the trip by the German side. **This return visit must be organised by the German partner university.**

Not eligible for funding:

- Travelling by individuals
- Travelling by students and non-university members
- Representative trips without a technical focus and excursions
- Research trips or trips to initiate a pure research collaboration
- Projects that are already being funded by other organisations
- Applications with a funding volume of less than 3,500 euros

ELIGIBLE EXPENDITURE

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Material resources

MOBILITY OF PROJECT PERSONNEL

Expenses for travel/flights can be applied for and claimed in accordance with BRKG/LRKG; in deviation from this, train journeys only 2nd class and flights only in economy class.

STAY OF PROJECT PERSONNEL

- Expenses for the stay (accommodation and meals) for employees of the funding recipient at the foreign university location can be applied for and claimed in accordance with BRKG/LRKG.
- Participants from the foreign partner institution in Germany can apply for and claim a lump sum of 121 euros/day for their stay (accommodation and meals).
 - › The flat-rate subsistence allowance is payable on the first day of the stay and must be evidenced by a list of participants signed by the participants (this must be attached to the interim/utilisation certificate upon request by the DAAD).
 - › The accommodation allowance covers the cost of board and lodging as well as accident and liability insurance.

Arrival and departure each count as one day.

MATERIAL RESOURCES INLAND/ABROAD

- Miscellaneous
 - Visa fees
 - Expenses for necessary vaccinations for the grant recipient's staff
 - Health insurance for foreign participants (maximum 30 euros/person)

FORWARDING

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

The **project description** must list the measures and associated objectives of the on-lending recipient(s) in addition to the project's own measures and objectives. The entire project must therefore be addressed (including the forwarding level).

In the **financing plan**, the expenditure items of the on-lending recipient(s) must be labelled separately from the recipient's own expenditure items (e.g. with "WL"). This means that the expenditure of the entire project (including the on-lending level) must be shown in the financing plan.

If the intended onward transfer (recipient, specific content, etc.) is not yet known at the time of the application for project funding (before the contract is concluded), the expenses that would be incurred by a possible onward transfer recipient must first be shown in the financing plan as own expenses and their necessity must be justified in the project description. As soon as the actual onward transfer of the grant becomes known (after conclusion of the contract), a change application for project funding (adaptation of the project description and financing plan) must be submitted to the DAAD.

Forwarding takes place on the basis of a forwarding agreement.

The audit certificate on the proof of utilisation of funds by the on-lending recipient must be attached to the proof of utilisation of funds by the funding recipient, which must be submitted to the DAAD.

TYPE OF FINANCING

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Funding is provided by way of shortfall financing.

The grant is subject to the proviso that own funds, third-party funds and other funds are brought in to finance the project. If own funds, third-party funds and other funds are contributed in the form of income/expenditure that cannot be documented, these must be plausibly presented in the financing plan and project description.

FUNDING PERIOD

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The funding period begins on **1 April 2025** at the earliest and ends on **31 December 2025** at the latest.

AMOUNT OF GRANT

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A grant can be applied for as follows:

- For a maximum trip duration of 14 days up to a maximum of **15,000 euros**
- For trips lasting a maximum of 21 days (including return visits or trips to trips to several neighbouring countries) up to a maximum of **20,000 euros**

SPECIALISATIONS

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The programme is open to all disciplines.

TARGET GROUP

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Employees of German universities and employees of universities in the target countries.

APPLICANTS AUTHORISED

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State and state-recognised German universities are eligible to apply.

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.

The application for project funding must be submitted in full in German or English and by the deadline exclusively via the DAAD portal (www.mydaad.de). In addition, the following documents must be uploaded in the "**Attachments**" tab:

- Project description incl. calculation and detailed presentation of income/expenses not to be documented, see **form template** (attachment type: project description)
- Endorsement by the university management, see **form template** (attachment type: programme-specific attachments)

After the application deadline, changes to the financing plan, the project description and subsequently submitted or amended documents will no longer be considered.

APPLICATION DEADLINE

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The application deadline is **26 November 2024**.

SELECTION PROCEDURE

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Selection of applications for project funding

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

SELECTION CRITERIA

- (1) Relation of the project to the programme objectives and allocation of the measures of the project to the project objectives and their chronological sequence
- (2) Active involvement of coordinators and decision-makers at potential partner universities at the potential partner universities
- (3) Involvement of non-university partners
- (4) Benefits for partner countries
- (5) Appropriate expenditure planning

ATTACHMENTS

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- Daily and overnight allowances abroad (ARVwV BRKG)

FORM TEMPLATES

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- Project description
- Endorsement by university management
- Factual report

IMPORTANT INFORMATION

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- Leaflet "Information on mobility with disabilities and chronic illness"
- Handout "Climate-sensitive implementation of international university co-operation in DAAD project funding"
- Handout "Diversity and equal opportunities in DAAD-funded projects"
- OECD DAC list

CONTACT US

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Federal Ministry
for Economic Cooperation
and Development