PROJECT FUNDING

FUNDING FRAMEWORK

Centres for German and European Studies (ZDES): New Centre for German and European Studies in Poland 2027-2031

PURPOSE AND OBJECTIVES

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The German Academic Exchange Service (DAAD) funds the implementation of a new **Centre for German and European Studies in Poland** at a Polish university with funds from the Federal Foreign Office (AA). The centre is being funded as part of the "Centres for German and European Studies"-programme (Centres for German and European Studies (CGES) - DAAD).

The purpose of the funding is to provide a young generation of Polish researchers and students with application-oriented, interdisciplinary, regional, and contemporary expertise on Germany and Europe. The centre is intended to contribute to intensifying academic cooperation between Poland and Germany in the humanities and social sciences and to strengthening interdisciplinary cooperation on topics related to Germany and Europe. In this context, close, preferably institutionalised, cooperation with one or more German universities is desirable. In addition to cooperation in research and teaching, this cooperation should be reflected in particular in intensive bilateral mobility (physical and virtual). Cooperation with the global network of DAAD-funded centres for German and European studies (hereinafter referred to as centres) also plays a special role, and the new centre in Poland is intended to be an active and visible part of this network.

The objectives of the funding programme are:

1: The interdisciplinary teaching and tutoring offered and the research conducted by the centres / partner universities on topics related to Germany and Europe are strengthened.

2: Graduates/alumni of the centres apply their knowledge of topics related to Germany and Europe and act as multipliers.

3: Current research results related to Germany and Europe are accessible to specialists and the wider public.

4: Approaches to ensuring the sustainability of the centres in terms of personnel, infrastructure and content have been implemented.

5: Regional and supraregional professional networks on Germany- and Europe-related topics between (international, including German) actors from science and education, politics, business, media and civil society, as well as between the centres, are established or expanded.

- With regard to the funding logic and the results (outputs), programme objectives (outcomes) and longer-term effects (impacts) of the funding programme, please refer to the impact framework in the **Guide to results-oriented project planning and monitoring** (see **Annex 1**). In addition to guidance on impact-oriented project planning and the impact framework, this also contains the indicator catalogue for the funding programme. The above-mentioned documents are particularly relevant for stage 2 of the application process.

Project objectives must be defined for all programme objectives.

Ecological sustainability

The DAAD has set itself the goal to further reduce its ecological footprint as an organisation and funding body. Within the framework of project funding, the planning and implementation of projects should strive to be resource, climate and environmentally friendly. This applies in particular to mobility/travel and, depending on the type and scope of the project, may also relate to procurement and contracting, 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 (as yet only available in German).

Diversity

In its diversity agenda, the DAAD defines diversity, equal opportunities and inclusion as important cross-cutting goals for international academic exchange. Thus, talented individuals should be given the opportunity to contribute diversity and different perspectives in the context of project funding. Projects must be planned and realised in accordance with this cross-cutting objective. Additional funding can be provided for persons with disabilities and chronic illnesses (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.

2 TWO-STAGE APPLICATION PROCEDURE

The application and selection of projects take place in two stages:

Stage 1: Expression of interest – submission of a project outline

Applicant universities are first required to submit a project outline (see also point 11 Application).
The outline should include in particular:

- A description of the planned measures related to research, teaching and public relations;
- a description of the existing structures (including personnel), experience (e.g. degree programmes or relevant course portfolio, previous relevant research topics) and collaborations at the university on which the new centre is to be based;
- a description of how the project contributes to the objectives of the programme (see above);

- a description of the planned cooperation with one or more German universities and with the network of existing centres for German and European studies.

Two to three concepts will be selected on the basis of the project outlines submitted.
The universities whose concepts will be selected will then be invited to submit an application for funding for a Centre for German and European Studies in stage 2.

Stage 2: Application for funding for a Centre for German and European Studies

In the second stage, a specifically developed funding application for the project must be submitted (see also point 11 Application).
The full application must in particular:

- specify the measures outlined in the outline and substantiate them with a detailed work and time schedule,
- specify clear project objectives and measurable indicators that are consistent with the programme objectives (see **Annex 1, Guide to results-oriented project planning and monitoring** with results framework and indicator catalogue),
- develop a concept for the personnel, structural and content-related sustainability of the planned centre,
- include statements on alumni work, visibility in the international centres' network and bilateral mobility (physical and virtual),
- present the planned contributions to the programme objectives.

3 ELIGIBLE MEASURES

Funding is provided for measures at the Centre in the areas of research, teaching and public relations, in particular

- the expansion of project-related research on the development of the Federal Republic of Germany in contemporary history and the present day, as well as European integration with a special focus on German-Polish relations;
- the establishment and expansion of interdisciplinary teaching and tutoring programmes, including through the development, testing and implementation of new degree programmes (primarily Master's/doctoral programmes) and a simultaneous increase in the quality of education in the graduate programmes of the relevant subjects;
- the intensification of public relations work on Germany- and Europe-related topics for specialist audiences and the interested public.

Eligible measures are:

Carrying out research, study and teaching stays with a German and/or European focus **worldwide**:

- Research stays – usually short stays – as part of final theses, dissertations and research projects and work that are not funded by a scholarship, for students, doctoral candidates, postdoctoral researchers and experienced scientists
- Study visits – usually short stays – that are not funded by a scholarship, e.g.:
  - German language courses (preferably in Germany) for international students and doctoral candidates
  - Specialist courses on topics related to Germany and Europe for students, doctoral candidates, postdoctoral researchers and experienced scientists
  - Training courses (e.g. for job applications) for students and doctoral candidates
- Teaching stays or teaching activities within the framework of German-Polish exchange programmes and at the centres

Awarding of scholarships for German-Polish exchange

- Study scholarships
  - For students from Poland to Germany or from Germany to Poland
- Research scholarships
  - For students, doctoral candidates, postdoctoral researchers and experienced scientists from Poland to Germany or from Germany to Poland
- German language course scholarships for students and doctoral candidates

Development/implementation of marketing and public relations measures, including, for example:

- Promotion of the work and services of the applicant institution
- Provision of information on Germany and Europe-related topics for the general public
- Holding high-profile lectures
- Establishing and maintaining an online presence, primarily via social media, virtual platforms (such as LinkedIn), websites and other media formats
- Activities aimed at specifically involving the public
- Cooperation with other academic, cultural and political institutions with links to Germany and/or Europe, e.g. German Embassy, DAAD branch office in Warsaw, Goethe-Institut, Polish research institutions

Organising and/or participating in events with a German and/or European focus worldwide, as well as planning and steering meetings:

- Events
  - Workshops/seminars (especially courses)
  - Symposia/conferences
  - Excursions/study trips with Germany as the main destination

- Summer/winter schools
- Alumni events
- etc.

› Planning and steering meetings
- Advisory board meetings
- Management meetings

Alumni work/development of concepts for alumni work

› Alumni work (e.g. creation of databases, events)

The measures can be supported by the use/development of digital formats (e.g. virtual exchange formats, digitally supported events).

4 ELIGIBLE EXPENDITURE

All expenditure necessary for the implementation of the project (implementation of the measures) is eligible for funding. This includes in particular:

Personnel resources for the administration and coordination of the centre

- research associates
- research assistants
- student assistants
- other personnel

Personnel expenditure includes the gross salary paid by the employer. Annual bonus payments under collective agreements are only eligible for funding during the approval period and only insofar as the payment date falls within this period. Other individual and collectively agreed one-off payments are only eligible for funding if the DAAD has issued a regulation to this effect and communicated it.

Material resources

HONORARIA (not for own staff)

- for visiting scientists and guest speakers in the context of events, teaching assignments, moderation, seminar management, consulting and evaluation for experts in Germany and abroad (see **Annex 2, Schedule of Honoraria**)
- for other assignments, e.g. web design and texts, editing, translations in accordance with the remuneration for comparable activities locally

Expenditure for mobility and, if applicable, accommodation can also be applied for and claimed in accordance with the principles of economic efficiency and frugality. These expenses, which do not relate to the fee itself, must be included in the fee agreement.

MOBILITY OF PROJECT PERSONNEL

Expenses for travelling/flights can be applied for and claimed in accordance with the principles of economic efficiency and frugality. Rail travel (regardless of duration) is limited to 2nd class and flights are limited to economy class.

STAY OF PROJECT PERSONNEL

Expenses for the stay (accommodation and meals) can be applied for and claimed in accordance with the principles of economic efficiency and frugality.

MATERIAL RESOURCES INLAND/ABROAD

- Consumables (e.g. expenses for office supplies)
- Assets (e.g. computers, projectors, software, licences, host fees)
- Rent (e.g. rental of conference rooms)
- Printing/publications/advertising and public relations (e.g. flyers, brochures, posters, scientific publications)
- External services (companies commissioned to provide services and procurement, e.g. catering, coach travel, IT services, translations)
- Other expenditure (e.g. purchase of teaching materials)

Funded persons

MOBILITY OF FUNDED PERSONS

- **Mobility scholarships or mobility allowances** for **students and doctoral candidates** **in the amount of €309 each** for travel from Poland to Germany and back or from Germany to Poland and back for longer study and research stays (scholarships) as well as for participation in events or shorter (usually up to 22 days) study or research stays (allowances)
  - › The mobility scholarships must be specified as a benefit in the grant agreement.
  - › The mobility allowance arises from the first day of the trip and must be evidenced by a list of participants, signed by the participants. The mobility allowance covers all expenses associated with the trip (including travel and flights as well as expenses for visas, vaccinations, excess baggage, baggage insurance, etc.).
- **Mobility allowances** for **researchers** **amounting to €309 each** for travel from Poland to Germany and back, or from Germany to Poland and back, for research and teaching stays and to participate in events
  - › The mobility allowance arises from the first day of the trip and must be evidenced by a list of participants, signed by the participants. The mobility allowance covers all expenses associated with the trip (including travel and flights as well as expenses for visas, vaccinations, excess baggage, baggage insurance, etc.).

- **Expenses for mobility** for **participants** in measures for which no mobility scholarships/allowances apply can be applied for and claimed in accordance with the principles of economic efficiency and frugality.

RESIDENCE OF FUNDED PERSONS

- **Residence scholarships or accommodation allowances** for **students and doctoral candidates at Polish universities** (see **Annex 3**) for longer study and research stays (scholarships) as well as for participation in events or other shorter (usually up to 22 days) study or research stays (allowances) in Germany
  - The residence scholarship must be specified as a benefit in the grant agreement.
  - The accommodation allowance arises on the first day of the stay and must be evidenced by a list of participants, signed by the participants. The accommodation allowance covers the costs of accommodation and meals as well as health, accident and liability insurance.
- **Accommodation allowances for university lecturers from Polish universities** (see **Annex 3**) for research and teaching stays and for participation in events in Germany
  - The accommodation allowance arises on the first day of the stay and must be evidenced by a list of participants, signed by the participants. The accommodation allowance covers the costs of accommodation and meals as well as health, accident and liability insurance.
- **Residence scholarships or accommodation allowances** for **students and doctoral candidates from German partner universities** (see **Annex 4**) for longer study and research stays in Poland (scholarships) and for participation in events or other shorter study or research stays (usually up to 22 days) in Poland (allowance)
  - The residence scholarship must be specified as a benefit in the grant agreement.
  - The accommodation allowance arises on the first day of the stay and must be evidenced by a list of participants, signed by the participants. The accommodation allowance covers the costs of accommodation and meals as well as health, accident and liability insurance.

Expenses for the stay (accommodation and meals) for **participants** in measures for which no residence scholarships/accommodation allowances apply can be applied for and claimed in accordance with the principles of economic efficiency and frugality.

TYPE OF FINANCING

5

Funding is provided by way of **fixed-sum funding**.

- The grant is subject to the condition that own funds, third-party funds and other funds amounting to at least the same amount as the grant applied for are contributed to finance the project. These must be presented in **form template 4 Explanation of overall financing**.

FUNDING PERIOD

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The funding period begins on 1 January 2027 at the earliest and ends on 31 December 2031.

Shortly before the end of the first five-year funding period, an evaluation will be conducted on behalf of the DAAD. If the evaluation result is positive, funding will be continued for a further five years. However, the project must be designed in such a way that its long-term continuity is ensured even after the DAAD funding has expired.

GRANT AMOUNT

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A grant of up to EUR 1,375,000 may be applied for, to be allocated across the financial years of the approval period as follows:

2027: 275,000.00 euros
2028: 275,000.00 euros
2029: 275,000.00 euros
2030: 275,000.00 euros
2031: 275,000.00 euros

DISCIPLINES

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Funding is provided for disciplines dealing with Germany- and Europe-related issues, German history, language, literature and culture, and German law, with a focus on history, politics, law, economics, literature and philosophy.

TARGET GROUP

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Students, doctoral candidates, researchers, outstanding public figures for guest lectures and workshops, prospective students and alumni.

ELIGIBLE APPLICANTS

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Universities in Poland are eligible to apply. Joint applications from several Polish universities or joint applications from Polish and German universities are also permitted.

APPLICATION

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Stage 1: Expression of interest

The expression of interest must be submitted in complete form and in due time in German or English exclusively via the DAAD portal (www.mydaad.de).

Application documents relevant for selection:

- **Application form** (in the DAAD portal)
- Preliminary **financing plan** (in the DAAD portal)
- **Project outline** (see **form template**; attachment type: project description)
- **Letter of intent from the university management regarding long-term support for the centre** and, where applicable, proof of third-party support for the project (e.g. funding agencies and state governments) in the form of a co-financing declaration or letter of intent (attachment type: programme-specific attachments)
- **Cooperation agreement** if the project is to be supported by several universities (attachment type: programme-specific attachments)
- **Explanation of overall financing** (see **form template**; attachment type: supplementary financial information)

The completed form templates must be uploaded to the portal under the "Attachments" tab.

Stage 2: Application for funding for a centre for German and European studies

The application must be submitted in full and on time in German or English exclusively via the DAAD portal (www.mydaad.de).

In addition to the **application form** and the revised **financing plan,** the following documents are relevant for selection and must be uploaded in the "Attachments" tab:

- **Project description** (see **form template**; attachment type: project description)
- **Project planning overview** (see **form template**; attachment type: project planning overview)
- Revised **explanation of overall financing**, if applicable (see **form template**; attachment type: supplementary financial information)

APPLICATION DEADLINE

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Stage 1: Expression of interest
The application deadline is 31 March 2026.
Stage 2: Application for funding for a centre for German and European studies
The application deadline is 31 August 2026.

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 expressions of interest (stage 1) and of the applications (stage 2) by a selection committee.

SELECTION CRITERIA

(1) Technical and content-related quality of the project in relation to the achievement of the project and programme objectives (weighting: 70%)

Particular consideration will be given to:

- the quality of the applicant university or universities in the context of national evaluations and international rankings
- the Germany- and Europe-related research of the scientists involved in the project
- the quality of teaching and support services for students and doctoral candidates
- the quality of the concept for implementing an interdisciplinary Master's programme in the field of German and European studies
- existing and planned bilateral mobility programmes
- Existing and planned German language courses
- Existing and planned partnerships with German and other European universities, as well as collaborations with other stakeholders from academia, politics, business, media, education and civil society
- Potential connectivity to the existing DAAD centre network and contribution to networking
- Concepts for personnel and (infa)structural sustainability
- Concepts for alumni work
- Quality assurance concepts
- Commitment of the applicant university(ies) and amount of their contribution to the project

(2) Quality and rigour of project planning (weighting: 15%)
(3) Impact of the project on the individual target groups and areas addressed beyond the funding period of the project (weighting: 5%)
(4) Consideration of diversity (weighting: 5%)
(5) Climate-sensitive project organisation (weighting: 5%)

Note: For stage 1 of the application process (expression of interest), only the selection criteria specified under (1) relating to the technical and content-related quality of the project in terms of achieving the project and programme objectives will be taken into account.

SCHOLARSHIP SELECTION PROCEDURE

14 Selection for scholarships

The grant recipient awards scholarships based on the recommendations of a selection committee appointed by the recipient.

- Public announcement of the scholarship offer
- Composition of the selection committee
- Selection criteria
  - › Academic performance (i.e. university grades)
  - › Personal suitability (social, political and cultural engagement, motivation for studying, expected academic success)
- Awarding of the scholarship
  - › per scholarship contract (e.g. "Scholarship offer" and "Declaration of acceptance")

› Handing over of a scholarship certificate (here: Naming of the DAAD, the sponsor, concrete description of the scholarship benefits and their amount, e.g. residence and mobility scholarship, tuition fees)

The selection procedure must be described in the project description.

15 ANNEXES

1. Guide to results-oriented project planning and monitoring (including results framework and indicator catalogue)
2. Schedule of Honoraria
3. Residence scholarships/accommodation allowances for students, doctoral candidates and university lecturers from Polish universities in Germany
4. Residence scholarships/accommodation allowances for students and doctoral candidates from German partner universities in Poland

16 FORM TEMPLATES

- Project outline (stage 1 only)
- Project description (stage 2 only)
- Project planning summary (stage 2 only)
- Explanation of overall financing
- Confirmation of project assistance

17 IMPORTANT INFORMATION

- Information sheet "Information on mobility with disabilities and chronic illnesses"
- Handout “Climate-sensitive implementation of international academic cooperation in DAAD project funding”
- Handout “Diversity and equal opportunities in DAAD-funded projects”

18 CONTACT

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