PROJECT FUNDING

THE GERMAN VERSION OF THIS DOCUMENT SHALL BE LEGALLY BINDING

FUNDING FRAMEWORK

Internationalisation of Universities of Applied Sciences (UAS) 'UAS.International' (Short-term Activities 2027)

1 PURPOSE AND OBJECTIVE

The German Academic Exchange Service (Deutscher Akademischer Austauschdienst - DAAD) supports the funding programme 'Internationalisation of Universities of Applied Sciences (UAS)' with funds from the Federal Ministry of Research, Technology and Space (BMFTR).

With this programme, the DAAD wants to advance the internationalisation of universities of applied sciences (UAS) in a broad and structural way. The process of internationalisation should be strategically anchored and sustainably implemented at all university levels and across all groups: from students, via teaching staff and researchers, through to administrative staff.

The Short-term Activities programme line supports the development of cross-disciplinary strategic partnerships and sustainable networks in teaching, research and knowledge transfer involving partners from the areas of science, academia and practice in Germany and abroad. New joint activities with partners and the development of concepts, products and processes are intended to enable the intensification of partnerships.

This programme line is offered in addition to the funding of three-year projects and is also intended to contribute to the long-term establishment and maintenance of strategic partnerships and networks.

The objectives of the funding programme are

1: Networks and strategic partnerships between UAS and German and foreign partners from the areas of teaching, research, practical applications and knowledge transfer have been initiated, intensified and established.
2: Implementation of the developed concepts and/or (knowledge-based) products relating to teaching, research and/or HEI management has been initiated.
3: International and internationalisation skills have been established within administration, research and teaching at the UAS.

Regarding the funding logic and the outputs, programme outcomes and impacts of the funding programme, see the results framework (see **Annex 1**).

Project outcomes do not need to be defined for all programme outcomes. However, at least one project outcome must be defined for the programme outcome 1.

For impact-oriented project planning, see the guide “Impact-Oriented Project Planning and Monitoring.”

TARGET GROUP

2

Bachelor’s students, Master’s students, doctoral candidates, university faculty, university staff, professors, alumni

ELIGIBLE MEASURES

3

Eligible measures are:

- Design and implementation of events to foster networking with partners from industry and academia, e.g.,
  - collaborative (digital) educational programs (e.g., summer schools)
  - conferences and meetings
  - international university days
  - exhibitions

- stays in Germany and partner countries by
  - students and doctoral candidates
  - Faculty
  - Representatives of industry partners (e.g., as part of short-term stays for lecturing, consulting, or networking)
  - University administrative staff (e.g., job shadowing at foreign partner universities)
  - Alumni

- Development of concepts, products, and/or processes, e.g., for
  - implementing cooperative degree programs and developing curricula
  - Adaptation of administrative processes to support internationalization (e.g., coordinated digital recognition procedures, transparent module catalogs, student data exchange, development of common standards in academic programs and teaching)

- Design and implementation of continuing education and professional development programs with partners from academia and industry

ELIGIBLE EXPENDITURE

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

Personnel resources for project implementation and support at the applicant institution

- research associates (wiss. Mitarbeiter)

  Note:
  This also includes assistant lecturers (visiting academics), provided that an employment relationship is formed with them.
- research assistants (wiss. Hilfskraft)

- student assistants (stud. Hilfskraft)
- Other personnel (e.g., administrative staff of the International Office)

Personnel expenditure includes the gross salary paid by the employer. Regular and/or one-time special payments are eligible for funding only on a pro-rata basis for employment during the approval period and only to the extent that the payment date falls within that period.

Material resources

HONORARIA (not for own personnel)

- for activities such as consulting, moderation, conducting workshops, translation, interpreting, and substitute teaching, in an appropriate amount; the appropriateness must be documented in a note.
- for local staff (in the partner country) for comparable activities at rates customary in the region

Expenditure for mobility and, if applicable, accommodation can also be applied for and claimed in accordance with the principles of efficiency and economy. These expenses, which do not relate to the honoraria itself, must be included in the honorarium agreement. Only flights in economy class can be claimed.

MOBILITY OF PROJECT PERSONNEL

Travel and airfare expenses may be requested and claimed in accordance with the federal travel expenses act (BRKG)/state travel expenses act (LRKG); in deviation from this, flights can only be claimed in economy class.

Note:
CO2 offsets are not eligible for funding.

STAY OF PROJECT STAFF

Expenses for the stay (accommodation and meals) can be applied for and claimed in accordance with the federal travel expenses act (BRKG)/state travel expenses act (LRKG).

MATERIAL RESOURCES

- Consumables (e.g., test tubes, paper)
- Assets (e.g., software, laboratory equipment)
- Room rental (e.g., rental of external conference rooms)
- Printing/publications/advertising and relations activities (e.g., flyers, brochures, posters, scientific publications)
- External services (e.g., catering, subject to the hospitality limit of 32 euros (gross) per person per meal; transportation; IT services)
  Note:
  Catering expenses are considered reasonable up to 5,000 euros.
- Other (material resources)
  - e.g., teaching and learning materials, participation fees
  - Reimbursed expenses per second-level recipient (to be marked in the funding plan with “WE Name”)

Funded individuals

MOBILITY OF FUNDED PERSONS

Mobility allowances (mobility between Germany and the destination country and vice versa)

› For stays in Germany and in partner countries as part of an event or short-term activity (e.g., job shadowing, short-term research stays, coordination meetings), a mobility allowance may be applied for and claimed per person (see **Appendix 4**).

The mobility allowance becomes effective on the first day of the trip and must be documented by a participant list signed by the participants. This must be submitted along with the interim/expenditure report. The mobility allowance covers all expenses related to the trip (including not only travel and airfare but also expenses for visas, vaccinations, excess baggage, luggage insurance, etc.).

- Travel within Germany

Participants in events or short-term activities can claim expenses for flights and travel within Germany in line with the principles of economic efficiency and frugality.

RESIDENCE OF FUNDED PERSONS

Accommodation allowance (incoming)

› Participants from practice partners and partner universities attending events or short-term activities in Germany may apply for and claim a residence allowance as follows:

Status	**Increased daily rate** (Stay up to 22 days) (euros)	**Monthly rate** (starting on the 23rd day) (euros)	**Daily rate** (for the last incomplete month of a stay lasting several months) (Euro)
Students and Graduates	45	992	33
Doctoral students	63	1,400	46
Postdoctoral researchers	89	2,000	67
Experienced researchers	96	2,150	72
Professors and researchers in comparable positions	103	2,300	77

› **Students and doctoral candidates from Germany** may apply for and claim subsistence allowance for participation in events or short-term activities in the host country (see **Appendix 5**).

The subsistence allowance becomes effective on the first day of the stay as part of a course or short-term activity and must be documented by a participant list signed by the participants. This must be submitted along with the interim/expenditure report. The subsistence allowance covers expenses for lodging and meals as well as health, accident, and liability insurance. It is

recommended to obtain insurance through the DAAD group plan if such insurance cannot be purchased abroad.

- For representatives of practice partners, external researchers, and alumni (outgoing participants), expenses for the stay (lodging and meals) may be applied for and claimed in accordance with the principles of cost-effectiveness and economy when participating in events and short-term programs in the host country.

- Stays within Germany
  Expenditure relating to stays (accommodation and meals) of participants in events or short-term activities can be applied for and claimed in line with the basic principles of economic efficiency and frugality.

TYPE OF FINANCING

5

Funding is provided by way of a fixed-sum financing.

The grant awarded is subject to the condition that **own funds, third-party funds and/or other funds** are contributed towards the financing of the project. Own funds, third-party funds and/or other funds that are contributed **in the form of revenues that are not to be documented, must be presented in a plausible manner both in the financial plan and project description.**

FUNDING PERIOD

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The funding period begins no earlier than June 1, 2027, and ends no later than December 31, 2027.

GRANT AMOUNT

7

A grant of up to 40,000 euros may be applied for.

FORWARDING

8

The forwarding 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 condition under which the applicant institution is permitted to forward the grant is that it

- possesses the necessary expertise for the forwarding of the grant, to ensure proper project implementation at all times, and
- has its own internal audit unit which carries out an in-depth audit of the interim/final reports of the sub-grant recipient.

The forwarding of the grant takes place on the basis of a written sub-grant agreement under private law. The sub-grant agreement must be based on an application for project funding (consisting of a project description and a financial plan) of the sub-grant recipient.

The **project description** provided by the applicant institution must present the entire project, including the part carried out by the sub-grant recipient, in a transparent and plausible manner. In the **financial plan** of the applicant institution, the revenues and expenditure for the entire project and the total expenditure of the sub-grant recipient(s) must be shown under 'Other material resources', which must be identified, for example, by '*Sub-grant Recipient Name*'.

In case of a successful application, the grant recipient (formally applicant institution) must include in its own interim/final report the audit opinion on the in-depth audit, as well as the interim/final report (consisting of a substantive report and numerical evidence, including a list of receipts) of its sub-grant recipient. Upon request by the DAAD, all documents relating to the forwarding of the grant must be submitted.

9 DISCIPLINES

The programme is open to all fields of study.

10 ELIGIBILE APPLICANTS

Eligible applicants are state-run and state-recognized German universities of applied sciences, as well as dual universities.

11 SUBMISSION OF APPLICATIONS

Note:
Due to Russia's invasion of Ukraine, the DAAD has suspended all institution-based forms of cooperation with partners in the Russian Federation and Belarus until further notice. Consequently, no applications for project funding involving partner institutions in the Russian Federation and Belarus will be accepted.

A maximum of two applications may be submitted per university.
The project description must explain how the project supports strategic partnerships and how the concepts developed will be implemented in the future so that as many people as possible at the university can benefit from them.
A previously funded short-term project is not eligible for additional funding. If an application has connections to projects that have already received funding, these must be explained in the project description.

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

- Project description, see **template** (Attachment type: Project description)
- **Optional:** Graphical impact diagram (Attachment type: Programme-specific attachments)

- **Optional:** Graphical project plan (e.g., GANTT chart) (Attachment type: Programme-specific attachments)
- **Optional:** Exemplary (media-based) teaching/learning concept for course offerings (max. 2 pages) (Attachment type: Program-specific attachments)

Any additional documents submitted will not be considered in the selection process.

After the application deadline has passed, changes to the funding plan or the project description, as well as documents submitted late or with amendments, will no longer be considered.

12 APPLICATION DEADLINE

The application deadline is January 13, 2027.

13 SELECTION CRITERIA AND PROCEDURE

Selection of Applications for Project Funding

Applications are selected through a panel review and a partially randomized selection process. The DAAD decides on funding based on the evaluation of the applications by a selection committee.

SELECTION CRITERIA

(1) Subject specific and overall quality of the project regarding the achievement of the project and programme objective (weighting: 55%)
(2) Quality and rigour of the project planning (weighting: 15%)
(3) Impact of the project on the individual target groups and areas addressed beyond the project's funding period (weighting: 20%)
(4) Consideration of diversity (weighting: 5%)
(5) Climate-sensitive project organization (weighting: 5%)

14 KNOWLEDGE SECURITY / ECOLOGICAL SUSTAINABILITY / DIVERSITY

Knowledge security

International scientific cooperation thrives on the open exchange of knowledge and trust. At the same time, issues relating to knowledge security, particularly in research projects, are becoming increasingly important. The grant recipient must therefore ensure that the project comply with the principles and rules of compliance (i.e. sanctions list checks, export control and dual-use, minimum legal and ethical standards, and good research practice).

For guidance, please refer to the BAFA – Academia website and the KIWi-Checkliste Wissenssicherheit, which also provides links to further resources.

Ecological sustainability

The DAAD has set itself the goal of further reducing its ecological footprint as organisation and funding body. In the context of project funding, efforts should be made to plan and implement projects in a way that conserves resources and protects the climate and the environment. This applies in particular to mobility/travel and, depending on the type and scope of the project, can also relate to procurement and contracting, event management, or marketing and public relations. Further information on the climate-sensitive implementation of international higher education cooperation within the DAAD's project funding can be found in the guidance document 'Climate-Sensitive Implementation of International Higher Education Cooperation in DAAD Project Funding'.

Diversity

In its diversity agenda, the DAAD defines diversity, equal opportunities and inclusion as important cross-cutting goals for international academic exchange. Therefore, talented people should be given the opportunity to contribute their diverse experiences and perspectives in the context of project funding. These cross-cutting goals should be taken in consideration in the planning and realisation of projects.

Additional funding can be provided for people with disabilities and chronic illnesses (see information sheet 'Additional Expenditure on Mobility/Accommodation for People with Disabilities and/or chronic Illnesses'). Further information on diversity and equal opportunities in DAAD-funded projects can be found in the guidance document 'Strengthening equal Opportunities and Diversity in DAAD Projects'.

APPENDICES

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1. Results Framework
2. Catalogue of Indicators
3. Overview of Mobility Funding Rates
4. Overview of Funding Rates for stays

FORM TEMPLATES

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- Project Description

IMPORTANT INFORMATION

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- Guide to ROM 'Results oriented Project Planning and Monitoring'
- Information sheet 'Additional Expenditure on Mobility/Accommodation for People with Disabilities and/or chronic Illnesses'
- Guide to 'Climate-sensitive Implementation of international Higher Education Cooperation in DAAD Project Funding'
- Guide to 'Strengthening equal Opportunities and Diversity in DAAD Projects'

CONTACT

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