

Additional call for applications

PROGRAM: International academic projects

(research/summer schools/block seminars/academic field trips)

DEADLINE FOR APPLICATIONS: **17 JULY 2023**

The program supports international academic projects of Bavarian universities with their partners in Central, Eastern and Southeastern Europe. The program aims at preparing more intensive collaboration in research and teaching.

Funding can be granted for conferences, preparation of projects and grant applications, block seminars, field trips or summer schools etc.

Maximum funding amount: 5.000 €

In the framework of this additional call, funds amounting to 40.000 € in total are available.

Guidelines for applications:

1. Who can submit an application?

The application can only officially be submitted by a lecturer or researcher of a state-run or church-aided and state-approved Bavarian university or university of applied sciences or art academy.

In case your application will be selected for funding, **the grant must be transferred to an accounting unit of an institute of higher education** (e.g. chair, faculty). Please indicate the accounting unit in your application. In addition, for processing your application we need the **e-mail address of the responsible contact person / department in the accounting unit of your university**. If several departments are involved (e.g. one for receiving the grant and an-other one for handing in the proof of use), we need all relevant contact details. Otherwise, we will not be able to process your application.

2. Partner countries

Applications with the following target or partner countries can be funded: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Estonia, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovenia, Slovakia, Ukraine.

If you want to submit an application with the Czech Republic as a target or partner country, please address to the "Bayerisch-Tschechische Hochschulagentur": www.btha.de

3. In what time frame do the funded projects have to take place?

This call is only applicable for projects that take place during the year 2023 and will be **completely finalized** (also in accounting terms) **before 30th November 2023**. Any expenses that are made or proven by receipt after 30th November 2023 **cannot be funded**. Please take into account that the approval of subsidies is exclusively connected to the project the application has been made for. A subsequent reallocation to other projects is not possible.

4. Which documents have to be handed in for the application?

The following documents must be submitted:

- [Online Application form](#) with the following information:

- Contact details of the applicant and of the partner institution(s).
 - Information about the travelers and the planned trip(s)
 - time schedule
 - total project costs
- **Cost and financing plan** ([see template](#)):
 - detailed information about the travel expenses, accommodation, meals
 - Informal **short description of the project** ([see template](#)):
 - Detailed information on the project (content, target group, status of cooperation, etc.)
 - Information on further cooperation possibilities and possibly intended applications
 - **Data protection form**

These documents are to be submitted **online** via our [StipSys Application form](#) **only**. We recommend preparing the cost and financing plan as well as the project description in advance and to have them handy for the submitting.

5. How is the disbursement of the funding amount organized?

The applicants will receive a notification by BAYHOST approximately **one month after the application deadline**, whether the application was approved or not. BAYHOST allocates the funds in case of approval by means of the Accounting Department of the University of Regensburg onto the applicants' university.

The applicants will be notified when the funds have been transferred to their university. After that, the funds can be immediately used. Please contact the finance department of your university.

If **funds** need to be **given** to **students or researchers from non-EU countries**, it is highly recommendable to do this in **cash during their stay in Germany**. Otherwise, you may experience technical difficulties while doing a bank transfer or the funding amount may be reduced by the banks.

Guidelines for the finance plan and clearance

Please make sure that your financial plan fulfils the internal rules of your university regarding costs and their amounts. In case of doubts, please ask the finance department of your university for advice.

1. Which kind of costs are eligible?

The following project-related expenses can be funded:

- Travel and accommodation costs
- Costs for meals or daily allowances
- Costs of materials and services
- Personnel costs (e.g. student assistants) and scholarships

2. To what amount is it possible to fund travel expenses?

The mobility grants program is geared to the Bavarian travel expense law (Reisekostengesetz).

Please indicate the actual or a realistic amount of travel expenses within the financial plan.

If you travel by car, a lump sum of 0,40 Euro per kilometer and 0,02 Euro per additional person in the car can only be granted if you indicate valid reasons why travelling with public transport was not feasible. Otherwise, you will receive a lump sum of 0,25 Euro per kilometer. Valid reasons must also be indicated for travelling by plane or by a rental car.

Funding of travel expenses may be granted up to the amount of the travel allowances indicated by the German Academic Exchange Service (DAAD): [Congress travel - travel allowances](#)

3. To what amount is it possible to fund accommodation expenses?

In accordance with the Bavarian travel expense law it is possible to refund costs for hotel accommodation up to the amount of **90 € per night** in cities with less than 300,000 inhabitants and up to **120 € per night** in cities with more than 300,000 inhabitants.

For a **stay abroad** please consider the following [table](#):

4. To what amount is it possible to fund expenses for meals?

It is possible to include a daily allowance for individual meals of the participants in the financial plan. The maximum amount of daily allowance **in Germany** is **17,20 €** for stays of several days in hotels that include breakfast in the price for accommodation (without hotel breakfast 21,50 €).

For a **stay abroad** please consider the following [table](#).

If you organize joint meals instead of providing the participants with a daily allowance (e.g. mensa, catering, lunch / dinner in a restaurant), the expenses per day and person must not exceed 60,00 €.

5. Is it possible to combine the mobility grants with other sources of funding?

You can also file an application, if you receive funding for the same project from another source. The source and amount of funding have to be indicated in the application. Please do also double-check with the other funding institution if they agree with an additional funding through BAYHOST.

6. Which documents have to be handed in as a proof?

The following documents have to be handed in to BAYHOST via e-mail **within four weeks** after the end of the research sojourn but not later than **30th November 2023**:

- a. **The report on expenditure of the funds** „Verwendungsnachweis“ ([see template](#)) that has been checked and confirmed by the finance department of your university including a list of receipts.
- b. **The list of receipts** – a detailed list of receipts „Einzelbelegliste“ ([see template](#))

Indicate the total amount of your expenses in the section “report on expenditure of funds” and the separate amounts in the “list of receipts”. Both documents have to be printed, then checked and confirmed by the finance department of your university. Therefore, you need to show the original vouchers and receipts to the finance department:

- Travel expenses: train tickets etc.
- Accommodation: hotel bill or bill issued and signed by private landlord
- Meals: Either confirmation of the disbursement of the daily allowances signed by the recipient(s) **or** bills for catering, joint meals etc.

The original vouchers and receipts must be kept at the university of the applicant in order to be available for possible checking. It is **not** necessary to send copies of the vouchers and receipts to BAYHOST.

The checked and confirmed report is **to be sent** to BAYHOST **by e-mail**. **Funds that remain unused** until **30th November 2023 will be retracted**, a carry-over to the next budget year is not possible. **After** this date, **no further expenditure is allowed**.

Evaluation report

Please submit an evaluation report to BAYHOST as pdf by e-mail. In the evaluation report you should exemplify to what extent the project has initiated or intensified cooperation with your international partners. Please specify if you plan further joint projects or grant applications. **Latest date** for submission is the **30th of November 2023**.

7. Questions regarding the application procedure?

Contact person for questions:

Beate Grabendorfer

Tel. 0941 / 943-5046

E-Mail: sekretariat-bayhost@bayhost.de