

Important information on the implementation of DAAD projects

1. Grant Agreements

When the DAAD awards funding, a grant agreement must be signed. Division 7 – Research and Innovation Services is authorized to sign grant agreements on behalf of the Provost. Please send your agreements either in duplicate via post or as a scan to the responsible contact person, who will arrange for them to be signed and forwarded to the DAAD. Please also include the DAAD funding plan the agreement is based on.

The agreement is not valid until it has been signed by the DAAD. Expenses and employment of staff before this date require explicit approval by the DAAD (early start of action).

2. Requests for funds

Requests for funds are generally submitted by the project leaders or their assistant via the DAAD portal. The “Factura” invoicing app must first be used to generate a voucher number for the payment reference field. (In order to avoid an invoice from being automatically sent, please also indicate “no invoice” in the app.)

Depending on the program, funds may be requested from DAAD to cover expenditures that are expected in the next 6 to 8 weeks.

3. Project support

We will be happy to answer any questions concerning administrative and financial implementation of the project.

We would be happy to provide information on the financial status of your project in terms of the budget funds available, personnel costs, funds disbursed and the current account balance.

Upon request, we will prepare a cost calculation for personnel funded by the project to allow better planning of the funds available under the personnel budget.

Hiring of staff:

It is only possible to hire employees whose workplace will be at the University of Bonn. For hiring of personnel that is stationed elsewhere, please contact the project manager responsible for your project.

4. General management and management of approved allowances

In general, the specific funding conditions for the program concerned must be observed when managing DAAD projects. When accounting for approved allowances, please also note the following:

A) Pure lump-sum funding approvals (PPP)

Information for project leads and secretariats

- Settle travel expenses as business trips with the Travel Expenses contacts in accordance with the Travel Expenses Act of the respective German state (LRKG)
- Proof only needs to be provided to DAAD for billable allowances
- Positive/negative cash amounts are balanced at the conclusion of the project

B) Mobility and accommodation allowances under various programs for

- Project personnel and guests: Settle travel expenses as business trips with the Travel Expenses contacts in accordance with the Travel Expenses Act of the respective German state (LRKG). DAAD allowances are not paid to the travelers.
- Funded individuals: Settlement based on either the DAAD lump-sum funding rates, or actual expenses incurred, with receipts.
- The DAAD accommodation allowances provide lump-sum coverage for all travel expenses incurred by the University of Bonn. Travel expenses that exceed the allowances must be funded in some other way.

Participant meals during an activity must be covered by accommodation/meal allowances. No additional catering costs/extra meal costs can be requested or billed (e.g. buffet during an event). As a rule, the University of Bonn catering guidelines must be observed.

5. Financial Statement

Financial statements must be prepared each year by the project leaders or their assistant. To do so, please enter the necessary information into the DAAD online portal and first check your figures with your contact person. As soon as everything has been clarified, submit the statement as a PDF file signed by the project leaders to your contact in Section 7.2 for review. Your contact will arrange for it to be signed by the internal review body. As soon as it has been signed by the internal review body, you will receive the financial statement back for uploading to the online portal.