

Information sheet about administration of DFG third-party funded projects

(Updates to previous version are highlighted)

General information on DFG-projects (Research Grants (SB), Research Groups (FOR), Priority Programme (SPP), Early Career Groups (NWG))

1. Approval notification

When a **project is set up as a WBS element**, you always receive a copy of the approval notification. Expenditures that were applied for, but were explicitly rejected by the DFG, must not be financed through this project.

2. Acknowledgement of guidelines of use

At the start of your project, you also receive a form for the **first request for funds**. With your **signature**, you acknowledge the [guidelines of use](#) and confirm to use funds accordingly. Please note that items regarded as **basic equipment** (e.g. laptop, printer, office furniture, office supplies) of a modern university are **nonrefundable**. Where the expense is essential for your project, please make a note accordingly on your invoice.

3. Request for payment of funds

On the form for **first request of payment of funds**, you need to enter the **date** of the actual start of the project. The **project period** begins with the first use of funds. Please refer to the approval notification for indication of the project period. Funds must be used within a maximum of one year after approval (the only exception being the Emmy Noether Group for which a timeframe of 6 months applies). The DFG reserves the right to cancel its approval of funds in cases where the deadline is not adhered to.

Please submit the form for first request for payment containing all aforementioned details to your project manager at Section 7.2. The figures will be added by the Section. All **subsequent requests for payment of funds** will be carried out by **Section 7.2** on your behalf.

4. Validity period of approved funds

The validity period of approved funds starts with day one of the period funds were initially requested for, which means on the calendar day following the day of approval at the earliest and within twelve months starting the calendar day following the day of approval at the latest.

The start of the validity period is not to be avoided by reposting. An example for reposting would be the following: Personnel are being employed in the month of January with the respective personnel expenses booked under a different account, despite the actual project starting only in February. By reposting January personnel expenses during the course of February, such avoidance would go unnoticed at first. Nevertheless, funds used prior to the start of the approval period cannot be offset. It is the project leader's responsibility that this is handled correctly. The same applies to material expenses, with one exception being DFG-approved advance use of funds.

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5. Reallocation in line with flexible funding

An approval only qualifies as flexible funding if clearly indicated as such in the approval notification. In these instances, you can use the approved amount as long as it contributes to meeting the original aim of the project. You are not to work around an explicit rejection of a specific project, the aim of the project is not to be put at risk and the aim of the project must not be altered.

Personnel and material expenses can be mutually adapted in line with flexible funding, without querying with the DFG (reallocation). This is also possible where the original approval does not specify amounts for personnel and material.

Please note: applying for pay-scale related additional requirements might not be possible (also see point 15).

Approved resources for temporary positions ("*Eigene Stelle*") are exempted from this rule and require separate agreement with the DFG.

Each reallocation needs to be explained in the accounting documents **in written form**. This can be done via a short email to your project manager at Section 7.2 stating the reasons.

6. Procurement

For procurement above €3,000 net it is **imperative** to involve Central Acquisitions - Section 5.3.

7. Procurement above €10,000

Procurement above €10,000 must be arranged via the DFG invariably. Exceptions from this rule require written approval. Where the DFG authorized universities to place orders themselves, please contact Central Acquisitions - Section 5.3 with a copy of the written proof.

8. Contracts for work and labor

Section 5.3 is in charge of concluding contracts for work and labor. Further information is available on the pages of Section 5.3.

Prior written approval from the DFG is only required where approved personnel expenses are reallocated for a contract for work and labor (point 4.6 DFG Guidelines of Use).

9. Project period extension

As detailed under point 3, the project period starts with the first use of funds. Use of the funds beyond the project period is not possible. If a project extension is necessary, please send us the completed and signed [41.45 - Project/deadline extension request](#) form promptly in advance (approximately 3–4 months before project end), which we then co-sign and forward to the DFG.

10. Report on expenditure of funds

Income and expenditures for the **first** and **second** year funds are used must be laid down in a report on expenditure of funds by **April 15** (of the third calendar year). **Thereafter**, a final report is required **every year** or at the end of each project. The **report on expenditures of funds** is produced by **Section 7.2** and will be sent to you for signing.

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11. Flat rate project grant/research bonus

Please refer to [Circular No. 40/2020](#) dating 06/04/2020 for information on the flat rate project grant and research bonus.

Should you have any questions about the flat rate project grant and the research bonus, please address them to either Mrs. Becker-Schrauth or Mr. Horn in Section 5.4. Phone: -4957 or -5636 or write an email to D5-Forschungsbonus@verwaltung.uni-bonn.de.

12. Project transfer to a different institute of higher education

Requests for a transfer of funds must be initiated by you via the DFG. The DFG must receive the report on expenditure of funds from the current university before project funds can be transferred to and continued to be used at the new university. The new university is only entitled to use any remaining funds.

13. Including DFG reference in work contracts

Contracts for employees must include the DFG reference of the specific DFG-funded project. This does not apply to contracts of assistant personnel. As a result, **rebookings with retroactive effect are no longer possible** for these contracts. (see [Circular No. 31/2020](#))

14. 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.

15. Pay-scale related additional requirements

DFG approves personnel expenses generally as standardized fixed amounts. Financing of pay scale-related payments is possible up to the approved amount. If overall approved personnel expenses of a project for the **specified period of employment** are lower than the funds for pay-scale related payments necessary for the completion of the project (pay-scale related additional requirements for personnel required for the project), **additional funds** may be made available **upon request, if the respective personnel falls in the category of approved personnel**.

Important: Applying for pay-scale related additional requirements **is not possible** where funds are dedicated to other means than pay-scale related personnel expenses, such as material expenses, costs for assistant personnel or for personnel excluded from the approved personnel categories.

In case of questions on pay-scale-related additional requirements or calculations for specific cases, please contact the respective project manager at Section 7.2.

16. Cover and extension during maternity and parental leave

Deferral of a contract due to taking maternity and/or parental leave often extends beyond project end. In such cases, it is possible to **extend the project period by the respective duration of leave taken and by the duration employment is extended, while not affecting funds**. This extension can be requested for one year maximum.

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The **costs for cover** personnel do not affect estimates for personnel expenses as they are, following prior application, approved **separately** by the DFG.

The pay and full-time equivalency of the covering worker are as per the personnel cost category and full-time equivalency which were originally approved. The covering worker's pay is funded from the budget of the office affected by the absence; the duration of employment and work hours for the position are the same as the duration of absence and the work hours for the absent staff member. If the absence of the person being covered extends past the end date of the employment contract implemented with the substitute, the term of cover employment ends at **the originally agreed end date of the employment contract of the person being covered**.

17. Publications

Publications must contain reference to DFG funding.

Referencing must adhere to the following conventions: DFG and the project must be named as "*Gefördert durch die Deutsche Forschungsgemeinschaft (DFG) - Projektnummer(n)*". A translation of DFG to the target language may be added in foreign-language publications (for example "*funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) – project number(s)*"). Please refer to the approval notification for the project number.

18. Repayment obligations

Please check, as necessary, together with your dedicated project manager, for any existing repayment obligations towards the DFG for items financed via project funds; this applies especially to vehicles and items purchased and used abroad. Where repayment obligations do exist, items no longer used for the project may need to be sold and proceeds paid back to the DFG. Settlement of proceeds against project funds is not possible in these cases.

Project specifics

19. Temporary positions

The funds "temporary positions" are aimed at, among other things, **financing of the project leader. This is not possible in other funding programs**. Please contact **Section 3.2 – Civil Servants, Scientific Staff** and **Section 3.3 – Scientific Staff** for your employment/contract extension and HR-related matters of your staff.

Important: The approval or extension of your project does not represent (a new) employment contract! Latter must be agreed with and signed by Section 3.2/Section 3.3 separately.

20. Scientific events

For all participation fees from your event which you acquire in addition to the DFG funding, please contact Ms. Trommer (-7758, trommer@verwaltung.uni-bonn.de) at Section 5.4 in order to set up a conference account. Upon completion of the project, a report on expenditure of funds needs to be submitted, listing DFG means and all other income and expenditure of

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the event. **If total income from DFG exceeds total refundable expenditures of the DFG project, you need to reimburse remaining funds to the DFG.** Section 7.2 can only sign off the report of expenditures of funds for parts assigned to the **DFG WBS element**; therefore we kindly ask you to please fill in the rest.

21. Specifics for projects of the ExIn, CRC and GS

For questions on aforementioned DFG funding, please contact the following:

Exzelle Initiative (ExIn):

Jan Seul (-7998, seulj@verwaltung.uni-bonn.de)

Collaborative Research Centers (CRCs) and Transregios (TRR's) / Graduate School (GSs):

Marina Emde (-3248, Emde@verwaltung.uni-bonn.de)