

**Important information on implementing projects with foundations (Alexander von Humboldt, Alfried Krupp von Bohlen und Halbach Foundation, German Federal Environmental (DBU) Foundation, Fritz Thyssen Foundation, Volkswagen Foundation and other foundations)**

### 1. Funding award

Your project proposal has been approved and you have received an offer of third-party funding from the foundation. Congratulations!

**Section 7.2 – Third-Party Funding & Project Management will assist you during the rest of the project life cycle and provide advice about administrative and financial implementation of the project.**

Please forward complete documentation for the approved project to your contact in Section 7.2:

- The award letter from the foundation providing funding
- All annexes to the award letter (funding guidelines, form requirements, etc.)
- Project proposal to which the award relates
- Funding plan for the project

### 2. Project start

We will set up your project account in accordance with the funding award and assign a project number/WBS element that will let you view the third-party funding account, the availability of funds and all postings allocated to the project.

We will be happy to answer any questions about administrative implementation and can offer personal advice during a kick-off meeting.

### 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.

## Information for project leads and secretariats

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### 4. Requests for funds

The funds provided by the foundation in the award letter will be requested from the funding provider during the course of the project or transferred on a quarterly basis (Alexander von Humboldt Foundation). This will take place based on an agreed payment plan.

Your contact in Section 7.2 would be happy to prepare the requests for funds/transfers and generate the voucher number required for the payment reference field of the transfer.

Please observe the format requirements for the individual funding providers.

### 5. Financial Statement

When the project is concluded, a financial statement on the use of funds must be sent to the funding provider.

Depending on the funding award and funding guidelines for the foundation, annual interim reports on the use of funds may also be required.

Please observe the format requirements for the individual funding providers.

The financial statement is prepared in coordination between the project leaders and Section 7.2.

### 6. Project end

Every project has a fixed duration and therefore ends on the date specified in the award. The duration can only be extended with the approval of the funding provider.

The final report from the project leaders documents the conclusion of the project for the funding provider.

The financial statement documents the financial conclusion of the project for the funding provider. Administratively, a project and the project account with University administration can be closed as soon as the project account has been balanced and locked.