Important reminders on handling DAAD grants

1. Grant agreements

Where the DAAD grants funding, signing a grant agreement is required. Authorized to sign grant agreements is Division 7 by proxy of the Rectorate. Please send your agreements either in triplicate via post or as scans to your dedicated contact in charge (Ms. Weber) who will prepare the signing and forward them to the DAAD. Please also submit the DAAD financing plan the agreement is based on.

The agreement becomes effective only once it has been signed by the DAAD. Expenses and employment of staff prior to this date require explicit approval by the DAAD (early start of action).

2. Requests for payment of funds

Requests for payment of funds are generally submitted by the project leader or the assistant project leader via the DAAD portal. Please always indicate the University project number as intended purpose and email a copy of the request to the person in charge at Section 7.3.

Depending on the program, requests for payment of funds may be submitted at the earliest 6 to 8 weeks before the actual release by the DAAD. The University may advance funds so that the request for payment of funds may take place retroactively at any time (at the latest by the date listed in the agreement).

3. Invoicing instructions for approved allowances

Where allowances were approved, funds must also be released as allowances. Allowances must neither be higher nor lower than the agreed total. Where travel costs were brought to account beforehand based on receipts, the report on expenditures of funds only needs to verify the approved allowance. In case of additional expenses, the Institute must absorb these. Per diem allowances cover all daily and overnight accommodation allowances as well as costs for health, accident and liability insurance.

Please also note the following which further applies to selected DAAD programs: The board of participants during an action must be covered by the per diem/board allowance. No additional catering/board expenses may be requested or claimed (e.g. buffet at an event).

Approved allowances will be paid out without submission of relevant receipts being necessary. Please request these by providing name, address, bank details, daily allowance, billed days, total amount and your signature confirming the accuracy of the information provided with the entry form.
4. Reports on expenditure of funds

Each year, the project leader or the assistant project leader shall produce reports on expenditure of funds. To do so, please enter the necessary details onto the DAAD online portal, print the forms and forward these, with your signature included, to Section 7.3. Following verification and countersignature by the internal review unit, you will receive written confirmation via email for upload back onto the online portal.

5. Deficit funding

For funding of projects costs that are not covered by own means or third parties (deficit funding), own resources (co-payment = income and expenses) must be available in order to receive proportional DAAD funding. Own resources can include e.g. permanent staff or other infrastructure.

According to the principle of subsidiarity, own resources must be used first before you can make a claim on DAAD funding. Own resources (income and expenses) must also be listed in the report on expenditure of funds. Where no proof of own resources is provided, the DAAD may request repayment of the total funding amount.

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