



Internationalization within the Excellence Strategy Call for proposals for Funds of the Excellence Strategy of the International Office

Funding Line 3: Start-up funding

for projects to internationalize research or for international research projects which, as a rule, should lead to third party-funded projects

Application Procedure

1. Check whether and to which funding line your planned project belongs and whether you are eligible to apply.
2. Write a **freely formulated application** in which you describe your project and **prepare a detailed financing plan**. Your project can be funded with a **maximum amount of 5.000,- €**. Note on the **financing plan**: Please plan the funds you need as precisely as possible, as it is generally not possible to exceed the costs you have applied for and which may be approved by a selection committee as part of the application. To help you plan, we provide a Budget Guide and Instructions for Preparing a Financial Plan. It is requested to mention the funding line for which the funds are requested.
3. Complete the **application cover sheet** and attach it to your application.
4. Have your project supported by the faculty of the University of Konstanz **and** if required by the international institution and attach documents from the partner (e.g. program, schedule, letter of interest in and support during the cooperation).
5. Send cover sheet, application with Financial Plan, other relevant documents signed and scanned as **one** PDF-file to:
finanzen.international@uni-konstanz.de
or printed
by internal letter to:
International Office
P.O. Box 207

General notes on the application procedure:

When reviewing applications, the following criteria may be taken into account - in addition to the scientific quality of the measures applied for:

1. Individual measures should be geared towards long-term collaboration with universities abroad. Individual measures should be aligned with the department's internationalization strategy.
2. In view of the limited resources available, Excellence Strategy funds should first be allocated to measures for which there are no alternative sources of funding. It is necessary to check in each case whether individual measures for which similar funding lines exist in the respective budgets (e.g. in the budgets of the Clusters of Excellence or of the Zukunftskolleg) can be financed from these budgets. Applicants are obliged to indicate in their application whether funds for the same project either have been or will be requested from other sources at the university or from external sponsors.
3. The following individuals are eligible to apply: University of Konstanz staff members or members of the university currently on a scholarship provided by an internal or external sponsor. In addition, on the side of the University of Konstanz only persons with an employment contract or a scholarship may benefit from the funding. Doctoral researchers at the University of Konstanz who benefit from the funding must be enrolled at the university. Students in the bachelor's or master's degree program are not eligible to apply. No scholarships can be awarded.
4. The application must include instruments to gauge the measure's impact or success criteria that can be verified after the measure ends.
5. A report must be presented after the measure ends which also describes its efficiency and success.
6. **The maximum sum which can be requested per application is € 5,000.**
7. Normally, funding is only provided for costs for materials and, if applicable, for student assistants.
8. For all four funding lines, it is explicitly stated that **digital or hybrid formats and Blended Mobility** are especially welcome. You can also apply for project funds in all four funding lines for measures that take place completely or partially virtually.
9. Please note that if approved, the funds must be spent by the end of November 2023 and a carryover to the next year will not be possible. In the case of travel expense claims, please note the closing dates for submission of the travel expense invoice to the HR department, which are usually around 10.11. of the respective financial year.

10. In the case of international mobility, attention must be paid to sustainable travel planning, especially with regard to CO₂ emissions during air travel.
11. For air travel the costs for CO₂ compensation must be included in the calculation. They cannot be budgeted retrospectively.

General Information on funding line 3

Start-up funding can be used for projects to internationalize research or for international research projects which, as a rule, should lead to third party-funded projects. Preference is given here to projects with scientists from partner universities or projects with scientists from universities with which closer cooperation at the departmental or university levels is planned.

Applicants: Researchers at the University of Konstanz (postdocs and professors)

Funding conditions Funding line 3

Key information to include:

- Applying researchers at the University of Konstanz
- If applicable, additional German and international researchers
- If applicable, additional institutions (German universities or universities abroad)

Justification for the application by the University of Konstanz researcher (max. 2 pages).

Applications can be submitted for start-up funding for projects that are suitable for further internationalizing research and teaching. The justification for the application must include the following aspects: Object of the project, which as a rule will be a third party-funded project; international dimension of the project; institution or foundation to which an application for the third party-funded project will potentially be submitted; presentation of the steps already taken to apply for the project and time schedule for the next steps; role of the project in the department's or the university's Internationalization strategy: In addition to contributing to the scientific objectives, to what extent will the project foster Internationalization or strengthen collaboration with international partner institutions? Note: Of course, applications for start-up funding can also still be submitted (as research initiatives and network platforms) to the Committee on Research (AFF= Ausschuss für Forschungsfragen).

Financial plan

Applications can be submitted up to a sum of € 5,000 for student assistants and/or material resources (e.g. funds for travel and accommodation for preparatory meetings).

Applications must include:

- **CVs and lists of publications** of the applicants and, if applicable, of other researchers involved in the third party-funded project or the future international partnership.
- In case of international partnerships, an **endorsement** by the department at the partner university abroad.

Instructions for the Preparation of a Financial Plan

Below you will find information on the call for proposals for Funds of the Excellence Strategy of the International Office, which costs you can claim for the different funding lines. If you have other costs not suggested below, please add them. The maximum funding for all funding lines is 5,000 €.

Depending on the funding line you are applying for, please fill in the financing plan of your measure:

Funding line 3: Start-up funding (projects for the internationalization of research or international research projects, which should usually result to an **application for third-party funding**)

Possible claimable expenses	single amount	quantity	total amount	notes:
Travel expenses (flights/rail): e.g. for travel to preparatory meetings				Actual costs of 2nd class or economy class, taxi: costs can only be reimbursed in exceptional cases.
CO ₂ compensation for air travel				€ 23,00 per ton of CO ₂ . The amount of CO ₂ can be calculated via the following website: https://www.atmosfair.de/en/offsetflight/
Accommodation e.g. for travel to preparatory meetings or visits from international guests				Foreign researchers 20 €/ per night lump sum without receipts . Staff of the university of Konstanz: 30 €/ per night lump sum without receipts . For foreign researchers .max. 95 € per night with receipt (with special justification higher amount possible) For staff of the university of Konstanz: max. depends on the country you are travelling (table „Auslandsübernachtungssätze“) / per night with receipt (with special justification higher amount possible) Only the costs necessary for the stay can be charged. Added days for private stay are not reimbursable.
Note: Remuneration and daily allowance: <u>not possible</u>.				
Student helpers				
Other costs				