



Application Guidelines

for applications within the DAAD-BMBF project „German University of Cairo (GUC): Towards excellence and international visibility in research and teaching“ for funding in 2023

I. Legal basis and prerequisites for funding

Cooperative research projects may be funded by grants within the above mentioned DAAD-BMBF project in accordance with the standard guidelines of the BMBF (BNBest-BMBF, ANBest-P). The project coordinator will be responsible to communicate them to everyone involved in the project and ensure all project members comply by the Guidelines. A selection committee convened by the GUC and the German partner Universities in Ulm, Stuttgart, and Tübingen will make a decision after duly assessing all applications and the circumstances within the framework of the budget funds available.

For a funding decision to be taken, proof of the willingness to cooperate on a long-term basis (i.e. commitment letters) must be provided. Any further organization of the cooperation shall be regulated by the partners of the collaboration. The coordinator(s) of the respective projects are responsible for the collaboration and the compliance with the guidelines of the BMBF (BNBest-BMBF, ANBest-P).

II. Definition of young academics and status of funded persons

It is highly encouraged to include young academics in the bilateral research projects. This can be students, holding at least a bachelor degree, but also academics, who attained their PhD less than five years prior to being funded. Please also be informed that for statistical reasons you need to provide information on the status of the funded academics (master student, PhD student or academic), when applying for reimbursement.

III. Preliminary Budget Calculation

A preliminary budget calculation (max. 10.000 EUR/year) has to be given over the period of one year: While the budget can be handled with some flexibility between January and December 2023, money cannot be shifted into 2024.

In order to help you with the budget calculation, we provide you with some examples. Please note that you do not receive lump sums, but the numbers below are the maximum amount allowed to be used **per person**. Payment/reimbursement can only

be arranged upon the receipt of original invoices (pursuant to the German Travel Expenses Act (BRKG)). In the run-up to a research stay, up to 80 % of the expected daily rate may be granted upon request. The daily rates at the moment amount to 24€ per day for stays in Germany and to 34€ per day for stays in Egypt. Please note that daily allowance will be reduced

- for the day of arrival and departure (by 50% each),
- for meals provided (by 20% for breakfast, by 40% for lunch and by another 40% for dinner) and
- from the 15th day by 50 %.

Workshops:

The average duration of a workshop is 2-3 days and workshops generally aim at the discussion of research results within the common research project and steps to take forward. It can take place either at the GUC or at the German cooperating higher education institution.

For Workshops in Germany

The budget includes travel costs for GUC academics traveling to the cooperating higher education institution. In exceptional cases, if the Workshop does NOT take place at the cooperating higher education institution, it might be possible to also cover travel costs of German academics.

- *Travel costs* 600 €/ person
- *Local transportation* 100 €/ person
- *Visa fee/ health insurance* 23 €/ person
- *Accommodation* 95 €/ person (including breakfast)
- *Daily allowance* 24 €/ full day (if no catering is provided)
- *Catering* max. 30 €/ person/ day

Example 1: Workshop in Germany at the cooperating higher education institution, 2 days, 5 GUC participants:

| | | |
|------------------------|---|-------------------|
| Travel costs | 5 GUC participants x 600 € | 3.000,00 € |
| | 5 GUC participants airport transportation x 100 € | 500,00 € |
| | 5 GUC participants visa/ health insurance x 23 € | 115,00 € |
| Accommodation | 5 GUC participants x 3 nights x 95 € | 1.425,00 € |
| Daily Allowance | 5 GUC participants x 2 days x 24 | 240,00 € |
| | Total: | 5.280,00 € |

For Workshops at the GUC

The budget can include only travel costs for academics of the cooperating higher education institution.

- *Travel costs* 600 €/ person
- *Local transportation* 100 €/ person
- *Visa fee/ health insurance* 23 €/ person
- *Accommodation* 125 €/ person (including breakfast)

- *Daily allowance* 34 €/ full day (if no catering is provided)
- *Catering* max. 30 €/ person/ day

Example: Workshop at the cooperating higher education institution, 2 days, 4 German participants:

| | | |
|------------------------|--|-------------------|
| Travel costs | 4 German participants x 600 € | 2.400,00 € |
| | 4 German participants airport transportation x 100 € | 400,00 € |
| | 4 German participants visa/ health insurance x 23 € | 92,00 € |
| Accommodation | 4 German participants x 3 nights x 125 € | 1.500,00 € |
| Daily Allowance | 4 German participants x 2 days x 34 € | 272,00 € |
| | Total: | 4.664,00 € |

Research Summer Schools:

Research Summer Schools are generally understood as subject-specific training. Travel can be done in both directions, average duration 4-5 days. For the budget calculation, the same amounts have to be taken as for Workshops.

Example: Research summer school at the cooperating higher education institution, 4 days, 3 GUC participants:

| | | |
|------------------------|---|-------------------|
| Travel costs | 3 GUC participants x 600 € | 1.800,00 € |
| | 3 GUC participants airport transportation x 100 € | 300,00 € |
| | 3 GUC participants visa/ health insurance x 23 € | 69,00 € |
| Accommodation | 3 GUC participants x 4 nights x 95€ | 1.140,00 € |
| Daily Allowance | 3 GUC participants x 3 days x 24 | 216,00 € |
| | Total: | 3.525,00 € |

Short Term Research Stays:

These trips are intended for single academics or a small group of people to spend a **maximum of three months** at the cooperating higher education institution to work on the common research project.

The calculation basis for travel costs remains the same as above. In terms of accommodation, hotels may only be used for a stay up to two weeks. For longer stays cheaper options such as guest houses or furnished apartments have to be used. In general, the rent/ accommodation cost per month should not exceed 700 €. In addition to the accommodation, a daily allowance of 24 € (Germany) or 34 € (Egypt) can be paid for the first 14 days of the stay.

Example: Research stay at the cooperating higher education institution, 2 months, 2 GUC participants:

| | | |
|------------------------|--|-------------------|
| Travel costs | 2 GUC participants x 600 € | 1.200,00 € |
| | 2 GUC participants airport transportation x 100 € | 200,00 € |
| | 2 GUC participants visa/ health insurance x 23 € | 46,00 € |
| Accomodation | 2 GUC participants x 700 € (max./ month) | 1.400,00 € |
| Daily Allowance | 2 GUC participants x (14 days x 24 €) + (17 days * 12 €) | 1.080,00 € |
| | Total: | 3.926,00 € |

Consumables, student helps, publications and conference participation:

You can allocate up to 20% of your overall project budget to purchase consumables, to employ student helps in Germany, to finance publications **or** to take part in conferences. In each case you need to provide an explanation, how your joint research project benefits from the planned activity. In order to receive reimbursement for **consumables**, please provide a detailed invoice with the gross costs for each consumable and the overall costs and two additional comparative offers for total invoices over 500 € net. It is **not possible** to provide several invoices from the same distributor in order to stay below the 500 €. If you plan to employ a **student help**, you need to calculate the salary for the student help according to the regulations at the German partner institution. It is not possible to employ student helps at the GUC. In order to apply for the coverage of costs for publications or conference participation, you need to provide information on (1) Costs that are expected to be incurred, (2) Topic and abstract of the presentation / article and (3) Impact factor, h-index of the conference / journal.

If **publications and public relations measures of any kind** are financed through the BMBF fund, the logo of the German Federal Ministry of Education and Research (BMBF) with the addition of the words "sponsored by the DAAD with funds from the Federal Ministry of Education and Research (BMBF)" must be placed clearly visible. This holds true for public relations of any kind, such as press releases, publications, reports, announcements, invitations, trade fairs, Internet presences, etc.

Please bear in mind that any money saved from single budget items can be used to create a new budget for additional activities or to enable more people to travel. Budget changes have to be communicated to and confirmed by the responsible administrative contact at Ulm, Stuttgart or Tübingen (see below).

Should you have any further questions concerning the application, budgeting or other issues related to the funding, please feel free to contact the following persons:

| | | |
|---|---|--|
| for projects with Ulm and other German Partner Institutions: | for projects with Stuttgart: | for projects with Tuebingen: |
| Mr. Yves Tauschwitz (yves.tauschwitz@ulm.de) | Mrs. Elena von Klitzing (elena.von-klitzing@ia.uni-stuttgart.de) | Mr. Raimund Nieß (r.niess@uni-tuebingen.de) |

The respective GUC Project Coordinator can also check your budget calculation prior to submitting your application (if sent to them at least two weeks before the application deadline). When your project is approved, you will be asked to provide a self-calculating excel table with your project budget.

At the GUC Prof. Frank Gunzer gladly stands at your disposal:
frank.gunzer@guc.edu.eg.