

Project Guidelines of the Baltic-German University Liaison Office for the Project Competition 2020

General Information

The project must improve the quality of higher education and the development of science in Estonia, Latvia and/or Lithuania, and must strengthen the scientific cooperation with Germany. Projects and project activities which are not aimed at scientific cooperation between the Baltic States and Germany but pursue an individual gain cannot be supported.

1. Project applicant

Only an employee of a state university, state-recognized university, or research institution with legal seat in Estonia, Latvia or Lithuania can apply for a project. Research institutions must be recognized as non-profit and must carry out their own research. The project has to be planned and carried out in cooperation with at least one German partner, who is a representative of state university, state-recognized university, or research institution that is recognized as non-profit and carries out their own research in Germany. Additionally, more than one partner from Germany and the Baltic States can be involved in the project. Projects in which all three Baltic States are involved obtain priority regarding the approval.

2. Deadlines for applications:

- **until 15.10.2019:** the project must be carried out and finished between 01.02.2020 and 31.10.2020
- **until 16.03.2020:** the project must be carried out and finished between 01.06.2020 and 15.11.2020

All required documents have to be submitted, at the latest, until the end of the deadline for applications **in the project application portal** until 11:59 PM (time zone of the Baltic States).

3. Required documents in German or English:

1. Project application
2. Financial plan
3. Confirmation from the German partner about the cooperation in the proposed project on a form of the University.

Incomplete and untimely applications will not be taken into account and the applicant will be automatically expelled from the competition.

4. Funding priorities

Funding priority Baltica Germanica:

The funding priority *Baltica Germanica* supports project applications where the Baltic-German relations in the past, present or future conceptually are made as the starting point of a scientific cooperation project. Such a project can, for example, relate to specific social, political, economic, cultural and linguistic conditions of existence of the Baltic States and their relations with Germany. Both, individual scientific and interdisciplinary approaches are possible. In the project applications within this priority of funding is to briefly explain the way in which the German language is involved in the project activities.

Funding priority Baltica Innovativa:

The funding priority *Baltica Innovativa* supports project applications that are dedicated to the Baltic-German university cooperation in especially innovative and application-oriented research contexts. Corresponding project applications can, for example, have a natural scientific-technical, medical, legal or university didactic background and can relate to interdisciplinary or transdisciplinary aspects. In the project applications within this priority of funding is to briefly explain the way in which the collaboration among the Baltic States is involved in the project activities.

5. Evaluation process

The decision about the eligibility of funding will be made by the commission of the Hochschulkontor, which consists of scientists from Estonia, Latvia, Lithuania and Germany. The applicants will be informed about the decision in a written form two month after the end of the deadline.

6. Assessment criteria

- The scientific quality of the project (e.g. innovation of the project)
- Definition of the project goals, which are based on sustainability and development of multiplication. This achievement will be proved by various factors (e.g. the number of participants, Advertisement, the reach of a particular target group, Visibility and presence in public and follow-up actions with or without the support of the Hochschulkontor)
- The extent of a target group (how many people participate either directly or indirectly in the project) and activities to include the target groups
- The usefulness for science in the Baltic States
- The thoroughness of planning and organizing
- The integration of the chosen partners (the scientific relevance of cooperation)

7. The public effect and the reference to the sponsor

Every project that is being supported by the Hochschulkontor should put an effort into making it known in public and increase its recognition. You should plan activities during the implementation of your project, which make your project public and sustainably visible, for example, through media coverage, public performance or the production of DVDs. In this way, the results of the project after the accomplishment can be used in a more sustainable way and a higher target audience can be reached. Through such activities, the quality of your work increases and it contributes to the overall effects of your project.

The German Academic Exchange Service (DAAD), with the resources from the Federal Foreign Office of Germany, is financing the projects of the Hochschulkontor. The project manager must include a written reference to the Hochschulkontor and its Logo in all project documents which are distributed or published (invitations, brochures, press releases, etc.). If there is any cooperation with media, the beneficiary must also clearly point out the funding of the Hochschulkontor.

8. Terms of financing

The granted financial support must be used economically and efficiently. The project manager needs to act according to good financial management rules, and he/she needs to evaluate economic advantages and efficiency of costs. The project manager must evaluate proportionality of all costs and services, service executors and goods.

8.1. The volume of financial support

The founding ceiling for a project is usually 5.000 €. The granted financial support from the Hochschulkontor to the contractor, which is determined in the contract, is a fixed amount and cannot be increased subsequently.

8.2. The method of payment

After the contract's entry into force upon need the project manager can receive the funding from the Hochschulkontor. The requested financial resources have to be expended within 6 weeks. The project manager should request only a sum that he/she can spend during this period of 6 weeks.

The project manager has to write an invoice for a payment at least 3 weeks before he/she needs the funding to the Hochschulkontor. The Hochschulkontor carries out the payment, according to the invoice, within 3 weeks after receiving the invoice. After the Hochschulkontor has carried out the payment the 6-week-term starts.

If it is possible to foresee that the received financial resources will not be spent before the end of the 6-week-term, we ask you to contact the Hochschulkontor. For those financial resources that are not spent accordingly till the end of the 6-week-term and also are not transferred back to the Hochschulkontor interest rates are raised. In indi-

vidual cases it is possible to avoid the payment of interest rates or the repayment (e.g., if the project manager is not responsible for the delayed money consumption). But please contact the Hochschulkontor, before that happens.

Post-paid invoices can also be submitted, i.e., for previous expenses. In such cases the period could be extended by several months, but it should comply with the period of funding.

The contractor writes a final invoice, considering all the previous actual expenditures of the project. After confirmation of the final project report and final project financial report the beneficiary requests the last payment. This invoice is paid out on the condition that all documents which prove the expenses are attached to the financial report and filled out correctly, and the payment is made within the period which is indicated in the agreement.

8.3. The prohibition of financial gain

A financial gain must not be the aim or goal of a project. If a financial gain is obtained during or as a result of a project, the payments made further must be repaid.

8.4. Co-funding

Co-funding by the applying institution is not a requirement for a successful application, but very welcomed. There are expenses which the Hochschulkontor cannot pay for (you can find a complete list of these expenses in point 10 of the guidelines). This implies that the applying institution might come up with its own funds. If the applying institution co-finances one of the positions mentioned in point 10 from another source, a detailed description with concrete positions for which the additional funding applies must be included.

8.5. No double financial support

The same project activity cannot be financed by two or more financial sources.

8.6. No retrospective payment

There cannot be a retrospective payment for activities that have already been finished before the approval of the project application.

9. Expenses that the Hochschulkontor can finance

1. Administrative expenses (e.g. office supplies for the project, copies)
2. Mobility expenses (see 9.1.)
 - German participants travelling to the Baltic States,
 - Baltic participants travelling to Germany,
 - Baltic participants travelling within the Baltic States.
3. Subsistence expenses (see 9.2. and 9.3.)
 - German participants staying in the Baltic States,
 - Baltic participants staying in Germany,

- Baltic participants staying in the Baltic States.
4. Catering expenses during events (e.g. coffee breaks)
 5. Salaries: the financing of these salaries should not be more than 20% of the complete financing amount for a project. The salary needs to be adequate and must match with the average wage rates. In the project application should be clearly indicated which tasks will be completed in the frame of the honorary agreement of the project.
 - 5.1. Salaries for Latvian, Estonian or Lithuanian scientists with outstanding input in project-related work, if these tasks go beyond the obligations arising from the employment contract with the university. The reasoned increase has to be shown in the project application. The salary will not be paid to scientists or professors for completing their usual work duties (lectures, preparation for seminars etc.).
 - 5.2. Salary for assistants.
 6. Expenses for printing (three estimations of costs need to be added in cases of orders above € 500).
 7. Expenses for public relation materials (preparation and printing of informational material, etc.).
 8. Expenses for the work (with its material, experiments, etc.) in laboratories: it cannot be applied for more than € 1500 for laboratory materials.

9.1. Mobility expenses

The project manager needs to act with travel expenses according to good financial management rules. Expenses for flights, train and bus are calculated according to the tickets and **should be in the economy class or 2nd class**.

Project participants travelling from the Baltic States to Germany or vice versa can obtain for a round travel the following amount of support **up to**:

Destination	Students, graduates, doctoral students, €	Postdoctoral scientists and professors, €
Estonia - Germany/ Germany - Estonia	325	400
Latvia - Germany/ Germany - Latvia	250	300
Lithuania - Germany/ Germany - Lithuania	200	250

Travels inside the Baltic States or from one Baltic state into another can be paid according to the tickets. Project managers should choose the most economic transport.

If it is necessary to use a private vehicle, the project manager should previously receive an approval from the Hochschulkontor.

The use of a taxi during the project activities is only tolerated as an exception, and its necessity needs to be justified. Lack of knowledge of the area or adverse weather conditions are not reasonable arguments. Reasonable arguments for the use of a taxi could be:

- regular transport is not available or does not run on time
- the need to use a taxi in the time period between 11.00 PM and 6.00 AM to get from or to the main mean of transportation.

9.2. Subsistence expenses for the stay of participants from the Baltic States in Germany (flat stay rate)

The persons financed by the Hochschulkontor consist of students and/or scientists who need to travel to Germany due to their involvement in projects. As they travel with scholarships issued by Germany, these travels are not considered to be business trips by employees of academic institutions. This is the reason why in this particular case the usual settlements for business trips issued by the Latvian, Estonian or Lithuanian Cabinet of ministries are not in force, but the projects follow the guidelines of the Hochschulkontor.

Project participants (students, graduates, doctoral students, postdoctoral scientists and professors) receive a flat stay daily rate for the stay in Germany.

If, e.g., a student (bachelor studies), a graduate (or a student in master studies), a postdoctoral scientist or professor travels to Germany for 1–22 days during the project, then he/she gets a daily rate between € 33 - € 89, depending on his/her academic status.

The table below shows the daily rate for participants from the Baltic States, depending on their academic status and duration of their stay in Germany. Please pay attention to this while elaborating your financial plan. Accommodation, meals and further personal expenses need to be paid with the issued daily rate.

Status	Daily rates for a short stay up to 22 days (incl.), €
Students (bachelor studies)	33
Graduates (or students in master studies)	38
Doctoral students	54
Postdoctoral scientists or professors	89

9.3. Subsistence expenses for the stay of participants from Germany and the Baltic States in the Baltic States

Expenses for a stay (accommodation and meals) in the Baltic States for participants from Germany and the Baltic States can be covered up to the rates listed in the table below.

	Latvia	Lithuania	Estonia
Daily flat rate for subsistence, €	20	16	17
Accommodation, €	80	68	71

Hotel expenses are calculated according to the invoice.

When applying for a daily allowance it should be taken into consideration that additional meals (lunch, dinner), e.g. in the time of a project event, cannot be covered. According to this, if a project participant takes part in additional meal (e.g. catering after the event) the daily rate has to be reduced by 50% per day. The project manager has to decide whether to request funding for common meals or to plan a daily rate for everybody individually.

If the stay at the same foreign area is longer than 14 days, starting with the day 15 the participant receives a daily allowance which is reduced by 10%.

10. The expenses that cannot be funded by the Baltic-German University Liaison Office are:

- 1) Salary for the project manager
- 2) Salary for the accountant
- 3) Staff costs of the involved German partner organization or institution
- 4) Rent for rooms of the project administration and project activities
- 5) Expenses for renovating or furnishing spaces (e.g. furniture)
- 6) Office equipment (e.g. printer, computer)
- 7) Expenses for consumable supplies (except office and laboratory material related to the project)
- 8) Expenses for representation material (e.g. printing of business cards, decoration, presents, souvenirs)
- 9) Travel expenses from the third countries (outside Germany and the Baltic States) to supported project activities in Germany or in the Baltic States. It is possible only in some well-grounded cases after individual assessment by the Hochschulkontor
- 10) Stay in third countries (outside Germany and the Baltic States).

11. Project reports

After accomplishing the project, the applicant submits a **final report** in German or English about the implementation of the project to the Hochschulkontor (please use the "Projektbericht 2018" ("Project report 2018")). In addition to this, the applicant submits

a **financial report** in German or English about all expenses (please use the “Finanzbericht 2018” (“Financial report 2018”). Both forms will be attached to the contract.

Both reports (the final report and the financial report) have to be filled out, using computer typing and according to the given forms, in German or English. The reports must be submitted within **the timeframe discussed in the contract**. This must be done in 2 ways: via e-mail (hochschulkontor@lu.lv) and handed in personally at the Hochschulkontor on working days, or sent by post.

The project manager must attach certified documents, which explain and prove every amount of financial aid, handing in **the final financial report** (e.g. payment orders for transfer of finances for the daily rate, according to the stated rate, transport expenses (including boarding cards), bills, receipts, contracts etc.). The project manager must hand in one certified copy of all the above-mentioned documents.

The project manager has to attach the list of participants from all events which take place during the project (lectures, seminars, conferences, etc.) in the final report.

The project manager also must attach to the final report publications, informative material and photos confirming the implementation of the planned activities, previously described at the beginning of your project, in order to consider the public relations work for the project.

12. Liability

In the case of the approval, the project leaders commit themselves to use the funds purposefully and to document this completely in a project statement. In addition, they undertake to include the Baltic-German University Liaison in their project-related public relations work, to submit a final report and to provide text and picture material for communication from the Baltic-German University Liaison Office (for example for our website or the Facebook group).

A coherent project proposal with concrete and comprehensible information regarding the project and the eligibility criteria as well as a comprehensible and realistic financial plan are the best prerequisites for a permit.

13. Privacy policy

The use of personal data, whether internal (e.g. project partners) or external (e.g., participants in an event) is subject to the EU's General Data Protection Regulation. The project managers have to act according to these guidelines. The Baltic-German University Liaison Office accepts no liability for disregarding or disregarding this privacy policy.