



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

Project funding focuses on the exchange and networking of scientists to initiate or further strengthen scientific relations and university cooperation between Germany and the Baltic States. The projects supported by the Baltic-German University Liaison Office (hereinafter referred to as "Hochschulkontor") are financed by the German Academic Exchange Service (DAAD) with funds from the Foreign Office of the Federal Republic of Germany.

The project should sustainably contribute to improve the quality of higher education and science in Estonia, Latvia and/or Lithuania and strengthen scientific cooperation with Germany in the long term. Projects that do not primarily aim a scientific cooperation between the Baltic States and Germany, but exclusively plan the individual funding of persons, **cannot** be supported.

### **Funding priority *Baltica Germanica and Innovativa***

The funding priority supports projects in which Baltic-German relations in the past, present, or future are conceptually made the starting point for a scientific cooperation project or that are dedicated to Baltic-German university cooperation in particularly innovative and application-oriented research contexts. This means that projects in any discipline can be submitted. 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 to Germany or have a natural scientific-technical, medical, legal or university didactic background, but might also contain interdisciplinary or transdisciplinary aspects. Both individual scientific and interdisciplinary approaches are possible. The project applications within this priority of funding, must contain a brief explanation of the form in which the German language is involved in the project activities or how cooperation between the Baltic States will be involved in the project activities.

### **Funding priority *Internationalisation and academic exchange***

The funding priority supports the internationalisation of teaching and the strengthening of the exchange of higher education cooperation between Germany and the Baltic

States. For example, exchange formats between master's students, doctoral students and lecturers or joint summer schools can be funded. The project applications must describe the planned idea, respectively, to what extent the requirements of this funding priority are met by the project.

### **Funding priority *Support for initiation of cooperation***

To provide a basis for further cooperation between Germany and the Baltic States, to a limited extent, the initiation of cooperation between German and Baltic universities or scientific institutions can be funded, by applying for funding to cover travel and subsistence expenses. The project applications must specify for which joint intention a cooperation is to be established.

#### **1. Project applicant and application requirements**

Only an employee of a state university, state-recognized university, or research institution in Estonia, Latvia or Lithuania can apply for a project.

The project must be planned and implemented in cooperation with at least one German partner, who is a representative of a state university, state-recognized university, or research institution in Germany. Several German or Baltic partners may also be involved in the project. Preference will be given to projects involving all three Baltic States.

#### **2. Deadlines for applications**

1st round Applications can be submitted until the **15<sup>th</sup> of October** each year: a project must be implemented and completed between **February 1<sup>st</sup>** and **October 31<sup>st</sup>** of the following year.

2nd round Applications can be submitted until the **15<sup>th</sup> of March** each year: a project must be implemented and completed between **June 1<sup>st</sup>** and **November 15<sup>th</sup>** of the same year.

All required documents must be submitted to the EasyChair **project application portal** by 23:59 (time zone of the Baltic States) at the latest by the end of the application period.

#### **3. Documents to be submitted** (in German or English as a pdf file):

1. Project application
2. Financial plan
3. Confirmation of the German partner(s) about the cooperation in the proposed project (letter with letterhead of the university/institution and signature of the project partner)

Incomplete or delayed project applications will be excluded from the participation in the project competition.

#### **4. Evaluation process**

The final decision on the funding of projects is made by the commission of the Hochschulkontor, which consists of scientists from Estonia, Latvia, Lithuania and Germany. Applicants are usually informed in writing of the commission's decision approximately two months after the application deadline.

##### Eligibility criteria:

- Scientific quality of the project (e.g. innovativeness and scientific relevance of the project, involvement and suitability of the selected partners)
- Definition of project goals that are geared towards sustainability and multiplier effects. This achievement should be proved by various factors (e.g. number of participants, advertising events, reaching a particular target group, public visibility, i.e. radiating to the public, if necessary, initiating follow-up measures with or without the support of the Hochschulkontor)
- Scope of the planned target group (number of people directly and indirectly involved in the project) and activities to involve the target groups
- Value for scientific development in the Baltic States
- The thoroughness of content and financial planning and preparation

#### **5. The public effect and the reference to the sponsor**

For each project supported by the Hochschulkontor, appropriate efforts should be made to ensure that it is known and accessible to the public. Activities should be planned in order to make the results of the project visible and sustainable, e.g. through appropriate media coverage and public presentations or by creating web content, publications, etc. Thus, a sustainable use of the project results is possible, and a larger target group can be reached.

It must be ensured that any publication/posting by the beneficiary (e.g. invitations, brochures, press releases, Social media) includes a reference to the Hochschulkontor, the DAAD, the Federal Foreign Office of Germany and - if possible - the use of their logos.

#### **6. Terms of financing**

The granted financial support must be used economically and efficiently. The project manager must act in accordance with the principles of good financial management and

consider both the economic benefits and cost-effectiveness. When using services and purchasing goods, care must be taken to ensure an appropriate cost-performance ratio.

### **6.1 The volume of financial support**

The maximum funding limit is usually 5 000 € per project, however, in justified individual cases for particularly large projects in the frame of the funding priority *Baltica Germanica and Innovativa* it may be up to 10 000 €. Funding for cooperation initiatives is limited to 2 500 €. As a general principle, the amount agreed on in the contract between the Hochschulkontor and the beneficiary cannot be increased subsequently.

### **6.2 Payment procedure**

Funding may be requested by the project manager from the Hochschulkontor as needed within the contractually stipulated approval period. The project manager should request the funds from the Hochschulkontor at least 14 days before the planned usage. The requested financial resources must be expended within 6 weeks after the disbursement by the Hochschulkontor. The project manager should request only an amount that can be spent during this 6-week period.

If the project manager can foresee that the received financial resources will not be spent before the end of the 6-week term, timely consultation with the Hochschulkontor is mandatory. As a rule, interest will be charged for financial resources that are neither spent for the intended purpose nor returned to the Hochschulkontor after expiry of the 6-week term. In certain 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).

It is also possible to settle expenses incurred during the funding period on a reimbursement basis. Based on the actual expenditure during the project, the project manager issues a final invoice. After the content of the final project report and the final financial report have been approved the beneficiary receives the payment of the remaining funding within the period (as specified in the agreement). The remaining funding will only be paid if all documents have been correctly prepared and the necessary supporting documents for the proof of expenditure have been attached.

### **6.3 Co-funding**

Co-funding by the applying institution or another partner is not a requirement for an application but is desirable. There are expenses that cannot be financed by the Hochschulkontor. A complete list of these expenses can be found under point 10 of these guidelines. This means that the project manager may also have to use his own funds for the implementation of the project. If co-financing from own or third-party

funds is planned, this must be listed in the financing plan under the column “Co-funding”.

#### **6.4 No double financial support**

Expenses incurred for the project may not be financed by two or more financial sources.

#### **6.5 No retrospective payment**

Expenditure on activities already completed before the start of the project approval period is not eligible for financing.

### **7. Expenses that the Hochschulkontor can finance**

#### 1. Travel expenses

- Baltic participants travelling to Germany and German participants travelling to the Baltic States (see 8.1)
- Mobility within the Baltic States and Germany (see 8.2)

#### 2. Subsistence expenses

- Baltic and German participants staying in Germany (see 9.1)
- Baltic and German participants staying in the Baltic States (see 9.2)

#### 3. Catering expenses during events (e.g. coffee breaks).

4. The honoraria must be reasonable and must match with the average wage rates. It must be clearly stated in the project application which tasks are to be carried out within the scope of a fee contract in the project. The fee contract and the invoice must be submitted to the Hochschulkontor together with proof of use. As a rule, no more than 20% of the requested project financing should be used for honoraria. Honoraria should **NOT** be paid to staff of the institutions involved in the project.

#### 5. Administrative expenses (e.g. office supplies for the project, copies)

6. Expenses for printing, publication, advertising and/or public relations. This includes printing and preparation of information material, advertising on social media platforms etc. For an expenditure of more than 1000 € three cost estimates must be obtained. These cost estimates must be submitted to the Hochschulkontor together with proof of use.

7. Laboratory work and materials (\*Note that, as a rule, no more than 1 500 € can be claimed for laboratory materials. Reasons must be given in the project application if the amount is exceeded. If, in the further course of the project, there is an additional requirement for laboratory materials, this must be reported to the

Hochschulkontor in advance and can be approved by the Hochschulkontor through savings on other expenses where appropriate).

## **8. Travel expenses**

The category of persons financed by the Hochschulkontor are students and scientists who travel to Germany due to their involvement in projects. These trips are not considered as business trips of university staff, therefore the business trip regulations of the Latvian Cabinet of Ministers or the business trip regulations of Estonia and Lithuania, which actually apply to such cases, do not apply here. The projects follow the relevant guidelines of the Hochschulkontor.

### **8.1 Flat rate mobility payment**

For project participants travelling from the Baltic States to Germany or from Germany to the Baltic States - regardless of their status - a mobility flat rate can be claimed in the following amount:

Destination	Flat rate, €
Estonia - Germany/ Germany - Estonia	375
Latvia - Germany / Germany - Latvia	375
Lithuania - Germany / Germany - Lithuania	350

The mobility flat rate is paid once and covers all incidental expenses related to the trip (e.g. visa fees, expenses for vaccinations, excess baggage, baggage insurance, etc.). Accordingly, both outward and return journeys are compensated. The costs for train or bus tickets so that the project participants can reach the point of arrival or departure and travel to Germany or the Baltic states are also covered by the mobility flat rate.

Proof of the flat rate: Together with the final project report and financial report, the recipient of the funding submits a list of participants as well as proof of the start of the trip (flight and/or train ticket, fuel receipts, etc.).

The mobility flat rate does not apply to different arrival and departure destinations in the Baltic States, e.g. arrival in Latvia and departure from Lithuania. In this case, the estimated travel costs in the project application are to be realistically calculated according to the principles of efficiency and economy. Reimbursement of travel expenses shall be based on actual expenditure. All receipts (bus, train, flight tickets, etc.) must be submitted to the Hochschulkontor together with the financial report.

### **8.2 Mobility within the Baltic States and within Germany**

Necessary travel expenses within/between the Baltic States and within Germany (e.g., the travel of the participants to the venue of the event) which are **NOT** related to the costs that are covered by the mobility flat rate are eligible for funding can be claimed according to the principles of cost-efficiency and economy (2<sup>nd</sup> class train ticket; flight in economy class). The receipts are to be submitted to the Hochschulkontor together with the final project report and financial report.

If private vehicles are used within the scope of the project activities, the project manager should receive prior approval from the Hochschulkontor.

The use of a taxi during the project activities needs to be justified and is only permitted as an exception after prior arrangement with the Hochschulkontor. Lack of knowledge of the area or adverse weather conditions are not valid reasons. Good reasons for the use of a taxi are given in particular, if e.g.

- 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.

Proof of use: Together with the final project report and financial report, the recipient of the funding submits a list of participants as well as proof of the start of the trip (flight and/or train ticket, fuel receipts, etc.).

## **9. Subsistence expenses for stays**

For project participants, the beneficiary can claim flat-rate subsistence payments for the duration of their stay in Germany and the Baltic States. The subsistence allowance shall be incurred on the day of arrival and may be invoked up to and including the date of departure. Arrival and departure dates shall be considered as separate days. Stays of a maximum of 22 days are funded. The duration of the stay in Germany or in the Baltic States must be justified by a sufficient detailed program of the stay.

A detailed travel program, including the date, location, activity and partners involved must be attached to the proof of use.

### **9.1 Subsistence expenses for stays of participants from the Baltic States and from Germany in Germany**

Students, doctoral students, postdoctoral researchers and professors from the Baltic States and Germany (project participants) receive a flat daily allowance for their stay in Germany (maximum 22 days), depending on the status of the project participant. If, for example, a student, a postdoctoral researcher or a professor goes to Germany as part of the project, a flat-rate subsistence allowance of 42 € - 89 € per day is paid, depending on the academic status of the project participant.

Please consider the daily rates when preparing the financial plan. A daily rate is a fixed amount that cannot be changed.

Status	Daily rates, €
Students (bachelor, master)/postgraduates	42
Doctoral students	54
Postdoctoral academics and professors	89

The flat rate for the stay is calculated from the first day of the stay at the destination (arrival day) and can be claimed up to and including the day of departure. Arrival and departure dates shall be considered as a separate day.

The daily rate must be used to cover the expenses for accommodation, meals and other personal expenses. It is irrelevant for the amount of the flat rate whether the participant e.g. attends a lunch as part of the participation in a conference. This does not change the flat rate.

Please note: The flat rate for the stay can only be claimed if the participant is staying away from his place of residence or work (at least 30 km).

Proof of the flat rate: Together with the final project report and the financial report, the recipient of funding submits the program and a list of participants for the event.

## **9.2 Subsistence expenses for the stay of participants from the Baltic States and from Germany in the Baltic States**

For the expenses of stays (accommodation and meals) of German and Baltic project participants within the Baltic States the following daily flat rates can be claimed. A daily rate is a fixed amount that cannot be changed.

Status	Daily rates, €		
	Latvia	Lithuania	Estonia
Students/postgraduates	48	48	48
Doctoral students/postdoctoral academics and professors	68	68	69

The flat rate for the stay is calculated from the first day of the stay at the destination (arrival day) and can be claimed up to and including the day of departure. Arrival and departure dates shall be considered as a separate day.

The daily rate must be used to cover the expenses for accommodation, meals and other personal expenses. It is irrelevant for the amount of the flat rate whether the participant e.g. attends a lunch as part of the participation in a conference. This does not change the flat rate

Please note: The flat rate for the stay can only be claimed if the participant is staying away from his place of residence or work (at least 30 km).



Proof of the flat rate: Together with the final project report and the financial report, the recipient of funding submits the program and a list of participants for the event.

#### **10. The expenses that cannot be funded by the Hochschulkontor**

- 1) Honoraria for members of one of the universities involved in the project (= people who are in an employment relationship with one of the universities involved in the project)
- 2) Room rental for the project administration and project activities
- 3) Expenditure for renovation and furnishing of rooms (e.g. furniture)
- 4) Procurement of economic goods (e.g. computers, printers)
- 5) Representation expenses (e.g. printing of business cards, decorations, guest gifts)
- 6) Travel from third countries (outside Germany and the Baltic States) to funded project activities in Germany or in the Baltic States. In justified cases of exception, please contact the Hochschulkontor for an individual case examination.
- 7) Stays in third countries (outside Germany and the Baltic States).

#### **11. Project reports**

After the planned project activities have been carried out, the project manager submits a **final project report** on the project implementation to the Hochschulkontor. In addition to the final project report, the project manager also submits a final report on the use of the funding, the **financial report**. Both reports are to be filled out according to the forms provided by the Hochschulkontor and written in German or English. The forms (German or English version) will be attached to the contract.

The **final project report** and the **financial report** with annexes signed by the project manager must be submitted within the contractually stipulated period after the end of the project by e-mail to the address of the Hochschulkontor - hochschulkontor@lu.lv - and in printed form by mail or in person on working days from 9.00 AM to 5.00 PM at the office.

The project manager must attach certified documents (one copy each) to the **financial report**, proving the total amount of the funding used, i.e. payment orders for transfer of flat-rate subsistence allowances and travel expenses according to the established rates (i.e. tickets, boarding cards) bills, receipts, payment orders, contracts etc.

The final project report must be accompanied by lists of participants in the events that took place within the framework of the project.

The final project report must be accompanied by publications, information materials and photos reporting the implementation of the planned activities previously described in the "Public Relations for the Project" section of the project application.

## **12. Liability**

In the event of approval, the project manager commits themselves to use the funds in an economical manner for the intended purpose and to document this completely in a project accounting. In addition, they undertake to include the Hochschulkontor in their project-related public relations work, to submit a final report, and to provide text and picture material for the Hochschulkontor's communication and public relations work (e.g. for the website or Facebook).

## **13. Privacy policy**

The use of personal data, whether by internal employees (e.g. project partners) or external parties (e.g. participants in an event) is subject to the European Union's General Data Protection Regulation. The project manager must act in accordance with these guidelines. The Hochschulkontor assumes no liability for the non-observance or non-compliance with these data protection regulations.