

Information Sheet for Applications to the Central Committee for European and International Affairs

1. What activities qualify for funding?

In general, the committee provides support for activities that further the internationalization strategy of EUF and help to make the university more European and international. Activities that particularly merit support include:

- Activities and events that increase the international visibility of teaching and research at EUF
- Projects that initiate and maintain European and international partnerships
- Initiatives that systematically increase the European and international mobility of EUF staff and students
- Initiatives that bolster “internationalization at home”

The committee’s main focus is on supporting the creation of structures and practices that promote and sustain the continued internationalization of EUF.

2. Who is entitled to apply?

- All staff members at Europa-Universität Flensburg

You may not submit the same application simultaneously to both the Central Committee for Research and Knowledge Transfer and the Central Committee for European and International Affairs.

Exceptions may be granted if the applicant transparently envisage joint funding by both committees, in accordance with the funding criteria. For example, funding for an academic conference at EUF with a strong international focus could be relevant for both committees simultaneously.

3. What kinds of expenditures can be funded?

- Project expenditures (such as teaching contracts for lecturers from abroad, representation costs, venue fees)
- Event expenditures for international conventions, conferences, workshops, etc. at EUF
- Expenditures for international study trips with EUF students
- Human resources expenditures, to a limited extent (e.g., for student assistants)
- Conference expenses in connection with active participation in prestigious international conferences
- Travel and accommodation expenses
- Expenditures arising in connection with expanding the international research infrastructure of EUF (e.g., materials, books, online services, etc.)

The following funding criteria apply to international events organized at EUF:

- The international character of the event must be clearly discernible. The committee expects at least 30% of the participants at an international event to come from abroad, following the guidelines of the German Research Foundation (DFG).
- Applications must demonstrate that they applied for external funding before submitting an application for internal funding. Applicants who have received external funds can apply for funding from the committee to cover any shortfall between the external funding allocated and the actual expenditures involved in the initiative or event. If applicants try but failed to obtain external funding, the original external funding application and any feedback supplied by the funding provider should be submitted with the funding application to the Central Committee for European and International Affairs.

Please note the advice on expenditures and reimbursement of expenditures in the appendix.

4. How much funding can I request?

- Funding is normally provided in the form of partial grants.
- The level of funding available depends on the committee's total budget and the amount of available committee funds when applications are received.
- The decision to grant or deny funding lies with the committee. Applicants are not automatically entitled to funding.

5. Is there an application deadline?

- Applications must be received, at the latest, two weeks before committee meetings. The committee meets twice each semester. The dates and the deadlines for applications appear on the committee website.
- Late applications can only be considered in justified individual cases.
- Retrospective applications for supplementary funding may be made in exceptional cases in which external funding has been granted, but was not enough to cover the actual expenditures.

6. What form should applications take and to whom should they be addressed?

- Please address your application in electronic form (with no more than one PDF attachment) to: europaausschuss@uni-flensburg.de.

7. What information must applications include?

Please take note of the separate Checklist for Applications to the **Central Committee for European and International Affairs** and follow the instructions given there.

8. Does acceptance of funding from the committee carry with it any obligations?

- Funding recipients should give the committee a short report after the funded activity has ended. This report will be published on the committee home page in the “supported projects” section, to increase the visibility of international activities at EUF.

9. Contact person for questions:

Senior Advisor for European and International Affairs:

Dr. Kerstin Neubarth

kerstin.neubarth@uni-flensburg.de, Tel. (extension): -2333, Room: DUB 216

Appendix to the Information Sheet for Applications to the Central Committee for European and International Affairs

1. Contacts within the university administration:

- Miscellaneous projects:
Mr. Kaufmann, Tel. -2807, ZV 110, Email: svn.kaufmann@uni-flensburg.de
- Teaching contracts:
Ms. Goedecke, Tel. -2793, ZV 105, Email: goedecke@uni-flensburg.de
- Travel expenses:
Ms. Kaste, Tel. -2819, ZV 115, Email: doerte.kaste@uni-flensburg.de
- Human resources:
Mr. Schuster, Tel. -2812, ZV 104, Email: schuster@uni-flensburg.de

2. Notes on expenditures and reimbursement of expenditures

Fundamental principles

- The principles of economic efficiency and economy (§ 7 State Budgetary Code Schleswig-Holstein [*Landeshaushaltsordnung SH*]) apply.
- In general, only original receipts and documentation can be accepted as a basis for reimbursing expenditures.

Miscellaneous project expenditures

Please note the **Guidelines on Funding for Representation Expenditure of Europa-Universität Flensburg**¹ and especially that:

- Reimbursement of hospitality expenses is only allowed for specific individual cases when providing hospitality is appropriate in the context of fulfilling the tasks of Europa-Universität Flensburg. This means that the official interests of the university must be clearly identifiable in every instance and that the occasion for and necessity of providing hospitality (sufficient official interest) must be adequately documented and demonstrated.

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¹ The Guidelines on Funding Representation Expenditure of Europa-Universität Flensburg are available on the intranet and can be downloaded via the following path: Intranet / Forms and Documents/ Finance Department.

- The number of guests must be greater than the number of members of the university and the participants must be documented in a list stating the institution to which each participating person belongs and identifying members of Europa-Universität Flensburg.
- The general budgetary principles of economic efficiency and economy must be observed regardless of where funding is sourced.
 - Expenses must be within the bounds of what is customary for public service and appropriate to the purpose pursued (restaurant tips, for example, do not qualify for reimbursement).
 - Participant fees covering the expenditures involved must, as a rule, be charged for conferences, symposia, and similar events.
- When claiming expenses for hospitality, the receipt for entertainment expenses [*Bewirtungsbeleg*]
 - Must be submitted in the original
 - Must be machine-generated and include a register number
 - Must include the address and tax number of the hospitality business, caterer, supplier
 - Must designate the food and beverages consumed in detail
 - Must display the date and location of consumption/delivery
 - Must display VAT
 - Must be countersigned (to affirm that the information and calculations are true and accurate)

On official travel

- The usual provisions of the German Travel Expenses Act (*Bundesreisekostengesetz*, BRKG) apply.
- Please read the “Guidance Note on Official Travel for EUF Staff” and note especially that:
 - Airfares can only be reimbursed when flying is necessary for official purposes (scheduling necessities, time savings, sole available travel option) or for economic reasons (lower travel expenditure).
 - Claims for airfares must include three documented comparison offers.
 - Overnight accommodation costs of up to €60.00 / up to €64.80 including breakfast will be recognized as necessary and unavoidable without special justification.
- Please use the forms provided by Europa-Universität Flensburg to submit your **Application for and Expenses Claim for Official Travel²**.

² These forms for applying for and making expenses claims for official travel are available on the intranet via the

Status as of:

path: [Intranet / Forms and documents / Human Resources department.](#)