

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

Objectives of the Central Committee for European and International Affairs:

The committee promotes measures that serve the implementation of EUF's internationalisation strategy and thus contribute to the Europeanisation and internationalisation of our university.

Eligible activities include:

- Activities and events that increase the international visibility of research and teaching conducted at EUF.
- Projects aimed at initiating or maintaining European and international cooperation.
- Initiatives that systematically increase the European and international mobility of EUF students and staff.
- Initiatives that support "internationalisation at home".

Who is eligible to apply:

- All scientific employees (Mittelbau), professors, other academic-, and non-academic staff of the Europa-Universität Flensburg.

Which expenses are eligible for support:

Support for the following funding categories must be co-financed (with internal budgetary resources other than those from the Committee for European and International Affairs, or through third-party funding). If applications for co-funding have not been successful, the rejection must be attached to the application. In such exceptional cases, the application may also be fully funded by the committee.

Expenses may cover:

- Project costs (e.g. teaching assignments for foreign lecturers, representation expenses).
- Costs for international conferences, workshops, and meetings.
- Costs for events at EUF that have a clear international character. At least 1/3 of the participants should have an international background.
- Costs for external venues will be funded only in exceptional cases (e.g. if they are special historical sites).

Applications addressed to the Committee for Research and Knowledge Transfer cannot be submitted to the Committee for European and International Affairs at the same time. Joint funding by both committees is not possible.

Support for the following funding categories does not need co-funding:

- Costs for international excursions with EUF students. (A contribution of at least 10 EUR per day per student is required).
- Personnel costs (nominal - e.g. for student assistants).
- Costs for active participation (panel, paper and/or a presentation) at international conferences (maximum of two applications per person per annum).
- Once-only payments for the development of the international scientific infrastructure of EUF (materials, books, equipment or similar).
- The initiation and expansion of international research and teaching cooperations.
- Funding of the annual Europe Week at EUF (up to a total of €3000.00).

What we do not support:

- Fees for guest speakers.
- Conferences without an international character.
- Hospitality costs beyond the applicable EUF hospitality guidelines.
- Stipends.

Amount of support:

- Grants depend upon the amount of the budget appropriation and the current funds available at the time of application.
- The decision to approve or reject an application is the responsibility of the committee. There is no entitlement to funding.

Guidelines for the application procedure:

Before submitting your application, please contact the Advisor for European and International Affairs for advice on your application and use the following guidelines:

- Explain and justify your application (max. 2 pages), and state how your request will contribute to the international visibility of EUF.
- State which of the aforementioned funding categories you are applying for.
- Indicate the total costs of the project and present a breakdown of the individual costs you are requesting in your application.
- If you are requesting co-financing, identify the other funding source and explain the co-financing structure.
- Provide information on whether your application has already been submitted, funded, or rejected elsewhere.
- Declare that you have not simultaneously submitted the same application elsewhere.
- Be sure to follow the [checklist for applications to the Committee for European and International Affairs](#) available on the website.
- Submit your application in electronic form (with no more than *one* PDF attachment) to: europaausschuss@uni-flensburg.de

Application Deadlines:

- Requests must be received at least two weeks prior to the committee meeting. There are at least two meetings per semester. The dates and deadlines are on the [committee's website](#).
- Late applications can only be considered (in the current meeting) in justified individual cases.
- Only for third-party funding applicants: Only in exceptional cases, may an application for additional funds be accepted where the original funds were insufficient. Otherwise, subsequent funding of applications already submitted is not possible.

Contact for questions:

If you have any questions, please do not hesitate to contact Dr. Isabella Tegethoff, Advisor for European and International Affairs: europaausschuss@uni-flensburg.de

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Appendix to the guidelines for applications to the Committee for European and International Affairs

Notes on the application, expenses and reimbursement of costs

General information:

The principle of economy and thrift applies (§ 7 of the Schleswig-Holstein State Budget Code).

Only original receipts are accepted as the basis for reimbursements.

<https://www.uni-flensburg.de/startseite-des-intranets/formulare-dokumente/abteilung-finanzen>

Representation and hospitality expenses:

Please refer to the Guideline for the Funding of Representation Expenses of the Europa-Universität Flensburg:

<https://www.uni-flensburg.de/index.php?eID=dumpFile&t=f&f=949106&token=2be65fa37ea3060b0ac5267402a9eb5119d527fb>

Business trips:

Please refer to the information sheet of the Europa-Universität Flensburg:

<https://www.uni-flensburg.de/index.php?eID=dumpFile&t=f&f=1328580&token=bd29df158f42f805bbd9b577176f6f29c343b518>