

Funding Application Guidelines

EUF Committee for European and International Affairs

Objectives of the Central Committee for European and International Affairs:

As an underlying goal, the committee promotes measures that help advance EUF's internationalization strategy and thus contribute to its Europeanization and internationalization.

The following items are particularly fundable:

- Activities and events that increase the international visibility of EUF research and teaching
- Projects that initiate and maintain European and international partnerships
- Initiatives that systematically increase the mobility of EUF student and staff in Europe and internationally
- Initiatives that support "internationalization at home"

Who may apply:

- All non-professorial academic employees (*Mittelbau*), professors, and technical-administrative (TAP) staff at Europa-Universität Flensburg.
- Enrolled doctoral students or post-doctoral students at EUF (including those working towards habilitation) who do not have employment contracts with EUF may apply via their supervisors.

Which expenses can be funded?

Support for the following funding categories generally requires co-financing, either from internal budgetary funds other than those of the Committee for European and International Affairs or from third-party funds:

- Cost of actively participating (presentation, moderation, round table) in an international conference (up to two applications per person per year).¹
- Project costs (e.g. teaching assignments for visiting lecturers from abroad, representational expenses).
- Costs associated with EUF-organized international conferences, workshops and meetings.
- Costs of events held at EUF that have a clear international character. As a rule, at least 1/3 of the participants are expected to come from abroad.
- Costs of EUF-organized events taking place at external conference venues can only be funded in exceptional cases; a statement justifying the choice of venue must be enclosed with the application.

If the applicant tried but failed to secure third-party co-financing, the funding rejection notice must be enclosed in the application. In this exceptional case, the application can also be fully funded by the committee.

¹ Per diem allowances are not eligible for funding.

Applications submitted 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 require co-financing:

- Costs of international excursions involving EUF students (a personal contribution of at least EUR 10 per day per student is required).
- Small-scale personnel costs (e.g. for student assistants).
- One-time costs for the targeted expansion of EUF's international academic infrastructure (materials, books, equipment, etc.).
- The initiation and expansion of international research and teaching partnerships.
- Funding for EUF's annual *Europawoche* (up to a total of EUR 3000).

Non-fundable costs include:

- Guest speaker fees.
- Conferences without an international character.
- Hospitality expenses not covered under the applicable EUF guidelines for representational and hospitality expenses (*Richtlinie zu Repräsentations- und Bewirtungskosten der Europa-Universität Flensburg*), and travel expenses not covered under the German Federal Travel Expenses Act (*Bundesreisekostengesetz*). Please refer to the corresponding guidelines and information sheets issued by the Department of Finance (see Annex 2) for the relevant requirements.
- Scholarships.

Amount of support:

- Funding depends on the budget allocation and the available funds at the time of application.
- The committee decides whether to approve or reject an application. There is no entitlement to funding.
- Additional funding may only be requested retroactively if the applicant received funding from a third-party but this funding was insufficient. Otherwise, it is not possible to request additional funding for previously submitted applications.

Application deadlines:

- Applications must be received at least two weeks before the committee meeting. The committee meets at least twice per semester; dates and deadlines are posted on the [committee's website](#).
- Late applications will only be considered during the current meeting if there is a justified reason for the delay in connection with a specific application.

Guidelines for the Application Procedure:

Prior to applying, please contact the EUF Senior Advisor for European and International Affairs for application guidance. Ensure that you follow these points before submitting your application:

- Give a detailed explanation and justification for your application (up to 2 pages), clearly stating how your proposal will help enhance EUF's international visibility.
- State for which funding category (out of the above-listed categories) you are seeking support.
- Indicate the total amount requested for your project and provide a breakdown of any sub-amounts.
- If you are applying for co-financing, identify the other funding source and explain the co-financing arrangement.
- State whether this application has been submitted, funded, or rejected elsewhere (e.g., by EUF research centers or third-party funding agencies).
- Confirm that you have not submitted the same application to the Central Committee for Research and Knowledge Transfer or that the subject of your application is not already being funded by that committee.
- Review the checklist for applications to the Committee for European and International Affairs before submitting your application (see Annex 1).
- Please submit your application in electronic form (a one PDF attachment) to the committee: europaausschuss@uni-flensburg.de

Contact person for questions:

If you have any questions, please contact the Senior Advisor for European and International Affairs, Dr. Isabella Tegethoff: europaausschuss@uni-flensburg.de

(Revised: March 2025)

Annex 1

Funding Application Checklist

Committee for European and International Affairs

Applications must include all of the following items in order to be considered:

- ☐ **Key personal details and subject of the application:**
 - Applicant name(s) and/or institute(s)
 - Cooperation partners and (project) staff
 - Content and organizational information about the event (title, location, duration) or planned project
 - EUF letterhead showing all contact details (cover letters in email form are not admissible).
- ☐ **Event materials** (program, abstract, invitation to presentations, etc.) or project materials (schedule, content, etc.).
- ☐ Explanation of the project's significance as a contribution to the Europeanization and **internationalization of EUF**.
- ☐ **Tabular financial plan:** List of total costs (including a breakdown of individual costs with substantiating documents and/or cost estimates) and amount of funding requested from the Committee of European and International Affairs (including a justification of the type and amount of funding requested).
- ☐ Requested funding amounts that adhere to the **Guidelines for Financing Representational and Hospitality Expenses at Europa-Universität Flensburg** (*Richtlinie zu Repräsentations- und Bewertungskosten der Europa-Universität Flensburg*) and the **German Federal Travel Expenses Act** (*Bundesreisekostengesetz*) (see Annex 2).
- ☐ **Proof that third-party funding** (institution, funding body, program line) exists or has been applied for, or an explanation of why third-party funding is not possible.
- ☐ A **single PDF document** containing the entire application and that uses the following file name format: "Application_[name]_[topic].pdf". Example: Antrag_Mustermann_Musterkongress.pdf

Please send your application as an email attachment to: europaausschuss@uni-flensburg.de.
Current submission deadlines can be found on the [committee's website](#).

Annex 2

Notes on Applications, Expenditures, and Reimbursements

General Information

The principles of efficiency and economy apply; see Section 7 of the Schleswig-Holstein state budget code (*Landeshaushaltsordnung Schleswig-Holstein*)

In principle, only original receipts are accepted as a basis for reimbursement.

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

Representational and Hospitality Expenses

Please refer to the *Guidelines for Financing Representational and Hospitality Expenses at Europa-Universität Flensburg* (*Richtlinie zu Repräsentations- und Bewirtungskosten der Europa-Universität Flensburg*)

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

Work-related travel

Please refer to the *EUF Information Sheet on Work-Related Travel* (*Merkblatt zur Durchführung von Dienstreisen*):

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