



Internationalization within the Excellence Strategy Call for proposals for Funds of the Excellence Strategy of the International Office

Funding Line 4: Intiation of new or furter development of existing partnerships.

Application Procedure

1. Check whether and to which funding line your planned project belongs and whether you are eligible to apply.
2. Write a **freely formulated application** in which you describe your project and **prepare a detailed financing plan**. Your project can be funded with a **maximum amount of 5.000,- €**. Note on the **financing plan**: Please plan the funds you need as precisely as possible, as it is generally not possible to exceed the costs you have applied for and which may be approved by a selection committee as part of the application. To help you plan, we provide a Budget Guide and Instructions for Preparing a Financial Plan. It is requested to mention the funding line for which the funds are requested.
3. Complete the **application cover sheet** and attach it to your application.
4. Have your project supported by the faculty of the University of Konstanz **and** if required by the international institution and attach documents from the partner (e.g. program, schedule, letter of interest in and support during the cooperation).
5. Send cover sheet, application with Financial Plan, other relevant documents signed and scanned as **one** PDF-file to:
finanzen.international@uni-konstanz.de
or printed
by internal letter to:
International Office
P.O. Box 207

General notes on the application procedure

When reviewing applications, the following criteria may be taken into account - in addition to the scientific quality of the measures applied for:

1. Individual measures should be geared towards long-term collaboration with universities abroad. Individual measures should be aligned with the department's internationalization strategy.
2. In view of the limited resources available, Excellence Strategy funds should first be allocated to measures for which there are no alternative sources of funding. It is necessary to check in each case whether individual measures for which similar funding lines exist in the respective budgets (e.g. in the budgets of the Clusters of Excellence or of the Zukunftskolleg) can be financed from these budgets. Applicants are obliged to indicate in their application whether funds for the same project either have been or will be requested from other sources at the university or from external sponsors.
3. The following individuals are eligible to apply: University of Konstanz staff members or members of the university currently on a scholarship provided by an internal or external sponsor. In addition, on the side of the University of Konstanz only persons with an employment contract or a scholarship may benefit from the funding. Doctoral researchers at the University of Konstanz who benefit from the funding must be enrolled at the university. Students in the bachelor's or master's degree program are not eligible to apply. No scholarships can be awarded.
4. The application must include instruments to gauge the measure's impact or success criteria that can be verified after the measure ends.
5. A report must be presented after the measure ends which also describes its efficiency and success.
6. **The maximum sum which can be requested per application is € 5,000.**
7. Normally, funding is only provided for costs for materials and, if applicable, for student assistants.
8. For all four funding lines, it is explicitly stated that **digital or hybrid formats and Blended Mobility** are especially welcome. You can also apply for project funds in all four funding lines for measures that take place completely or partially virtually.
9. Please note that if approved, the funds must be spent by the end of November 2023 and a carryover to the next year will not be possible. In the case of travel expense claims, please note the closing dates for submission of the travel expense invoice to the HR department, which are usually around 10.11. of the respective financial year.

10. In the case of international mobility, attention must be paid to sustainable travel planning, especially with regard to CO₂ emissions during air travel.
11. For air travel the costs for CO₂ compensation must be included in the calculation. They cannot be budgeted retrospectively.

General Information on funding line 4

This funding line supports measures which aim to initiate new partnerships at the departmental or university levels or to expand or further develop existing departmental or university partnerships. These can be partner visits, but other event formats are also possible. The intended partnerships should fit the Internationalization strategy of the respective department and the university.

Applicants: Researchers at the University of Konstanz, departmental administration

Funding conditions: Funding line 4:

Key information to include:

- Applying researchers or applying person in the department at the University of Konstanz
- Institution with which a partnership is to be initiated or further developed

Justification for the application (max. 2 pages)

Explanation of how the initiation of a new international partnership fits the Internationalization strategy of the respective department or of the university and to what extent it is designed for the long term. Which long-term, scientific, teaching-related or structural objectives does this partnership pursue? At which level and with which contents is the partnership or the further development of the partnership to be implemented? Does the academic reputation of the partner university correspond to the status of the University of Konstanz? How does the new partnership or the partnership to be further developed contribute to the Internationalization of teaching and research? Are there plans for student and/or lecturer exchanges and/or exchanges among administrative staff and/or for joint study programmes or research projects? As far as expanding existing partnerships is concerned: In which direction should the partnership be developed further? Which additional measures are planned? To what extent does further developing of the partnership contribute to the Internationalisation strategy of the department or the university?

Financial plan

Applications can be submitted for travel and accommodation expenses for members of the University of Konstanz for visits to universities abroad with which a partnership is planned or to be further developed or for travel and accommodation expenses for members of a university abroad for visits to the University of Konstanz. Cooperation formats in which students of the University of Konstanz attend lectures of the

cooperation partner are also possible. In this case, travel allowances (**not possible** daily allowance) may be granted.

Applications must include:

- Confirmation by the respective department that it supports a partnership with the university abroad or the further development of the partnership.
- Confirmation by the university abroad that it is interested in a partnership or in the further development of the partnership.
- In the case of existing partnerships to be developed further: Summary of activities undertaken so far in cooperation with this university.

Instructions for the Preparation of a Financial Plan

Below you will find information on the call for proposals for Funds of the Excellence Strategy of the International Office, which costs you can claim for the different funding lines. If you have other costs not suggested below, please add them. The maximum funding for all funding lines is 5,000 €.

Depending on the funding line you are applying for, please fill in the financing plan of your measure:

Funding line 4: Initiation of new or further development of existing partnerships

Possible claimable expenses	single amount	quantity	total amount	notes:
Travel expenses (flights/rail): (for members of the University of KN and/ or for members of an internat. University)				Actual costs of 2nd class or economy class, Taxi: costs can only be reimbursed in exceptional cases..
CO ₂ compensation for air travel				€ 23,00 per ton of CO ₂ . The amount of CO ₂ can be calculated via the following website: https://www.atmosfair.de/en/offsetflight/
Accommodation (for members of the University of KN and/ or for members of an internat. University)				Foreign researchers 20 €/ per night lump sum without receipts . Staff of the university of Konstanz: 30 €/ per night lump sum without receipts. For foreign researchers.max. 95 € per night with receipt (with special justification higher amount possible) For staff of the university of Konstanz: max. depends on the country you are travelling/ per night with receipt (table „Auslandsübernachtungssätze“) (with special justification higher amount possible) Only the costs necessary for the stay can be charged. Added days for private stay are not Only the costs necessary for the stay can be charged. Added days for private stay are not reimbursable..
Other costs (e.g. travel allowances for students)				Please note the upper limit of 5,000 € for the entire measure.

attending lectures at the partner university)				
Meals				40 € per person/meal (including beverages and VAT) can be applied. Flowers and tips will not be reimbursed.T
Note: Remuneration and daily allowance: not possible				