

Deutsches Stiftungszentrum

Conditions of approval

1. General notes

For tax reasons, we have to make sure that the funds approved really are only used for the purpose referred to in the notice of approval. If the requirements attached to the approval are not accounted or if this is not done within the period set, in time or in due form, or if accounting is incomplete, we have to withdraw our approval and reclaim funds already paid.

2. Approval of funds

2.1 Staffing funds

If we have approved staffing funds for you, please sign the necessary contracts (contracts for services or contracts of services) in your own name; in no circumstances will the endowment be the employer of employees paid for by the approved funds. We recommend that you limit a contract of services to the duration of the project in accordance with the legal requirements.

Please note that signing a contract for services implies a commitment to perform on the part of the contractor. However, if the party to the contract is obliged to provide his service for a certain period, a contract for services is not a legal option.

The level of remuneration has to be appropriate. Remuneration in accordance with the German statutory salary scale (TVöD) is regarded as appropriate.

2.2 Funds for material and equipment

If you are working for a non-profit making or higher education institution, the equipment procured with the endowment funds generally become the property of the institution funding the institute or the university. We request you to ensure that this equipment is marked as "procured with endowment funds". The institution you are working at receives a copy of our notice of approval for its attention.

Otherwise the endowment becomes the owner of the equipment. It provides it to you on loan for the duration of the grant. You release the endowment from any claims of third parties arising from the property. We decide what happens to the apparatus when the duration of the grant expires.

2.3 Travel expenses

If we have approved funding of travel expenses for you, we request you to use these funds and render an account of them in accordance with the fiscal requirements.

3. Withdrawal, administration and accounting of funds

3.1 We request you to withdraw the funds via a deposit account of a cash office (e.g. a third-party account of the university) or some other tax-privileged institution if possible. In this case, in addition to numerical accounting, a statement issued by the institution that the original receipts are on hand there and can be inspected and that they are deposited in accordance with the tax and budget law regulations will suffice as proof of the employment of funds.

If this is not possible, you can also withdraw the funds via a private separate account. In this case, in addition to numerical proof of the employment of funds, we require the originals of all receipts. Please understand that we are unable to accept expenditures without proof of the

employment of the respective funds and have to reclaim these funds. Receipts are not required for funds approved in a lump sum for subsistence expenses (overnight accommodation, extra expenses for board in accordance with the tax regulations).

You are only required to submit account statements to the endowment if specially requested to do so. However, you are under the obligation to us to keep account statements for five years after the final account.

- 3.2** Please withdraw the funds (possibly in instalments in accordance with a fund withdrawal plan yet to be submitted) with the enclosed "request for funds". Please bear in mind that four to six weeks may pass between the withdrawal of funds and payment.

An approval means that we have earmarked part of our funds. So please understand that we will use the funds for another purpose one year after the date of issue of the approval if they have not been withdrawn by then or amendments to the application and this approval have been agreed with the foundation.

The approved funds are not tied to budgetary years and are not forfeited at the end of an accounting year.

- 3.3** Please account the funds already claimed on the "Proof of employment of funds" form with each new request for funds.

For material, conference and travel allowances the amount approved is initially cut by 10%. The balance will be paid as soon as we have received the above-mentioned proof of the employment of funds when the project has been completed.

If we have approved staffing funds for you, we request you to account for them using the enclosed form "Proof of employment".

Please observe the date for the final account.

Funds not used are to be repaid immediately, and together with submission of the proof of employment at the latest.

4. Publications

The results of your work should be published with reference to support by the endowment. Please provide us with two specimen copies in this case.

In the exceptional case of your research not being published, we request you to add the final report you are required to compile for the endowment in accordance with the regulations for your grant to the library of the institution you are working at. In this case, we request you to obtain a corresponding statement from the library or institute management. If this procedure is not practicable for you, we will assume that receipt of the approval will imply your consent to our referring to the project funded mentioning your name and our giving any interested third parties the opportunity to have a look at your research report in return for remuneration of your own costs.

5. Right to reclaim funds

We are obliged to reclaim the grant if the funds have not been used in accordance with the approval or with the conditions attached to the approval.