



## **Regulations on the use of funding provided by Saarland University's Internationalization Fund**

On the recommendation of the Internationalization Committee of the University Senate, the University Board has adopted the following regulations governing the use of funding awarded to projects by the university's Internationalization Fund. The grants awarded by the Internationalization Fund are budgetary funds and are therefore subject to the university's budgetary principles, as amended. Grant holders must therefore comply with the financial guidelines issued by the university's Accounting and Finance Division. For more information, please visit the [Accounting and Finance Division's website](#).

### 1) Provision of funds:

- 1.1. Once the grant award notice has been issued, the International Relations Division will pay the approved funds to the financial centre specified by the applicant on its funding application form. Expenditure associated with the approved project must be charged to the appropriate accounts.
- 1.2. A final report that includes a financial statement must be submitted three months after the end of the project funding period. A document template for the final report is available on the [Internationalization Fund web page](#). The completed report should be sent to [intfonds@uni-saarland.de](mailto:intfonds@uni-saarland.de). At the end of the project, any unspent funds exceeding 10% of the approved grant will be claimed back. The beneficiary may retain unspent funds if the residual amount is less than 10% of the grant allocated. No additional funding will be provided for project expenditure that exceeds the approved grant amount.

### 2) Use of funding:

- 2.1. Funding provided by the Internationalization Fund may be used to cover university staff costs (during the grant period) as well as project operating costs, which may also include expenditure on contract teaching assignments, graduate research assistants, student assistants and travel. The funds may not be used to purchase equipment (for example laptops).
- 2.2. Grants are approved and must only be used for the intended purpose specified in the funding application. The applicant is responsible for any costs incurred beyond the approved grant amount.
- 2.3. As the funds are only to be used for their designated purpose, they cannot be used by the grant holder to offset budget shortfalls.