



## Guidelines on the use of funding from the Internationalization Fund of Saarland University

On the recommendation of the Internationalization Committee of the Senate, the University Board has adopted the following guidelines on the use of funding for projects funded within the framework of the Internationalization Fund. The funds approved from the Internationalization Fund are budgetary funds which are subject to the budgetary principles, as amended. They must therefore comply with the guidelines of the Accounting and Finance Division of Saarland University.

(Relevant excerpt from the budgetary principles (item 2.6): *"The Research Fund, Internationalization Fund, Teaching and Studying Fund, Restructuring Fund, Strategy Fund and the Digitalization Fund are centrally distributed and allocated to the budgetary units in addition to the financial framework via the project costs\* fund (Sachmittelfonds) or personnel costs\* fund (Personalmittelfonds) in accordance with the resolutions of the responsible bodies."*)

### 1) Provision of funds:

1.1. The approved funds will be allocated by the Internationalization Unit in the International Relations Division to the project costs fund of the applicant's budgetary unit as specified on the application form after the confirmation of funding has been issued. The expenses related to the measure must be assigned accordingly.

1.2. A final report including a financial report must be submitted three months after the end of the project period for which funding has been applied. The template for the final report will be sent to you together with the confirmation of funding and must be submitted to [intfonds@uni-saarland.de](mailto:intfonds@uni-saarland.de). Any unused budget above the amount of € 250 must be refunded. Remaining funds under this amount may be kept. No compensation will be provided for any additional expenditure incurred.

### 2) Use of funding:

2.1. Personnel expenses (corresponding to the funding period) and project costs (including teaching assignments, research assistants and student research assistants and travel expenses) are eligible for funding from the Internationalization Fund. The funds may not be used to purchase equipment (for example laptops).

2.2. The funds are approved for the specified purpose; they are only available to use for the purpose for which funding was applied. If the calculated or allocated funds are not sufficient, the applicant is responsible for funding the additional expenditure.

2.3. As the funds are only to be used for their specified purpose, they may not be used by the person(s) responsible for the project to compensate for budget deficits.

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\*For budgetary control purposes, Saarland University differentiates between personnel costs (Personalkosten) and project costs (Sachkosten). Personnel costs refer to the university staff budget, which covers all employment contracts for professors, academic staff, administrative and technical staff and other members of the workforce with the exception of student assistants, who are paid from project budgets. Personnel budgets can only be used to fund university staff positions and may not be used for other expenditure. Project costs (Sachmittel) include all eligible expenditures permitted by law, such as office supplies, assistants (Hilfskräfte), teaching contracts (Lehraufträge), contracts for work and services (Auftragsarbeiten, Werksverträge) and other permitted categories, which can also include staff costs.