

# CALL FOR PROPOSALS 2022

## Fostering European Technological & Digital Sovereignty Education & Knowledge

### 1. Regulations for financing

At TUM, the financing of the GFA proposals is subjected to specific regulations. For your planning, you can use the [DFG regulations](#) for orientation (esp. chapters 3.2, 27.3 and 28.1.3).

Please note that the following costs **cannot or only in very specific cases be financed** via GFA funding:

- Catering:
  - o If you are planning to provide lunch for the participants of your project (e. g., your summer school), this **cannot be financed** by the GFA.
  - o Only acts of courtesy (e.g., coffee, tea, fruit, etc.) **can be financed** by the GFA.
- Basic equipment (e.g., computers, tablets) **cannot be financed** by the GFA.
- Equipment which can be used for purposes outside of the GFA project in a portion considerably bigger than for purposes inside of the GFA project (e.g., t-shirts for a summer school which still can be worn years after a one-week summer school) **cannot be financed** by the GFA.

As a prerequisite, the TUM schools and faculties take part of the GFA projects contributing 20% of the project expenses. The coordination with the persons in charge will be managed by the GFA.

### 2. Workflow for applications

To avoid complications please provide a detailed budget planning in tabular form within your call for proposals form so that the GFA can check for eligibility of costs in the review process.

For costs that cannot be financed by the GFA please look for different solutions, e.g.:

- By financing these expenses via the 20% contribution of your school or faculty
- By applying for additional funding, e.g.:
  - o DFH/UFA: [scientific events like workshops and summer schools](#), open until 15 June
  - o DFH/UFA: [workshops to prepare scientific collaborations](#), continuously open

### 3. Workflow for projects

To manage accounting and billing of your project expenses please follow the following steps:

- The budgetary principles of efficiency and economy must always be observed.
- Please also consider the [general regulations for procurements at TUM](#).
- You can only submit expenses you considered in your budget planning. If there are any changes to your planning, please contact the GFA to eventually change the planning.

- Send your invoices to the GFA where they will be handled for payment. Payment in advance is **not possible**.
- The invoices have to be “**kontiert**”, your project manager has to sign “**sachlich richtig**” before sending them to the GFA. The GFA signs “**rechnerisch richtig**”.
- If the expenses **exceed 5.000€**, you have to provide three independent offers.
- Please note that the GFA can only pay invoices **after the complete delivery** of the purchased articles or services.

For some types of expenses please consider additionally:

- If you want to submit **travel expenses**, please pass by the Zentrale Reisekostenstelle of TUM, **following the [usual process for business trips](#)** at TUM:
  - o **Application for permission** before the business trip
  - o **Process settlement for expenses** after the business trip, also for Hiwis/students)
  - o Please **send the form to the GFA** for payment, as soon as **fully approved** by the Reisekostenstelle.
- If you want to submit expenses **for printed materials** (e.g., brochures, flyers), please provide a digital copy to the GFA.
- If you want to submit expenses **for conference participation**, please note that the topic of the conference has to correspond with the topic of your GFA research project.
- If you want to submit **foreign invoices** please note:
  - o The **tax number of TUM** (DE811193231) has to be mentioned on the invoice.
  - o The **VAT must not show on the invoice** because for foreign invoices, the tax will be handled by TUM ZA3.
- If you want to submit **personnel expenses** please note:
  - o All documents have to be sent to the GFA **before handing them over to ZA2**, because they have to be approved first.
  - o This is also **necessary for transfers** (“Umbuchungen”).

## 4. Publications

The person responsible for the project undertakes to refer to the funding by the Franco-German Academy for the Industry of the Future in publications and statements in the context of public relations work.

A possible formulation for this is:

*“Supported by the Federal Ministry of Education and Research (BMBF) and the Free State of Bavaria under the Excellence Strategy of the Federal Government and the Länder in the context of the German-French Academy for the Industry of the Future of Institut Mines-Télécom (IMT) and Technical University of Munich (TUM).*”

## 5. Further remarks

By accepting the funding, the project officer allows the Franco-German Academy for the Industry of the Future to use information about the funded project as part of the Academy's press and public relations work.

The project officer is encouraged to inform potential industrial partners about planned events within the framework of the project or publication of research results for external communication purposes.

## 6. Continuation of the project

By accepting the funding, the project leader confirms his or her efforts to support the Franco-German Academy and to use the funded project to continue the initiated cooperation by acquiring additional third-party funding beyond the funded phase, or to use the funding received in another way to acquire further third-party funding in the sense of start-up financing.

## 7. Contact

Please contact the project manager of the GFA at TUM if you need any further information:  
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