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TRANSLATION OF

# GAZETTE

Administrative Bulletin of the Public Sector and the Foundation

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— Announcement of the Funding Guideline Qualification Fund (QF) of Leuphana University Lüneburg

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## **Guidelines of the Presidential Committee for the Allocation of Funds from the Qualification Fund of Leuphana University Lüneburg**

On 23 FEBRUARY 2022, the Presidential Committee of Leuphana University of Lüneburg adopted the funding guideline Qualification Fund (QF) and announces its wording below.

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### **1. Support measures**

<sup>1</sup>Funding measures other than those listed in the following sections are not eligible. <sup>2</sup>An overview of the funding measures is shown in Appendix 1.

#### **1.1 Active conference participation**

<sup>1</sup>The funding measure *Active Conference Participation* supports participation on site or in digital form in a conference where participation involves an active contribution of one's own (e.g. lecture, moderation, organisation). <sup>2</sup>The active contribution must be proven by a copy of the acceptance confirmation, the invitation or comparable documents. <sup>3</sup>For the funding of persons who wish to participate in a conference jointly with an active contribution, the respective

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shares in the active contribution must be explained by all applicants on a maximum of one (1) page and the joint participation must be justified.

<sup>4</sup>Doctoral students and postdocs at Leuphana are eligible to apply for this funding measure. <sup>5</sup>This funding measure can be approved several times per person.

## 1.2 Basic conference participation

<sup>1</sup>The funding measure *Basic Conference Participation* supports participation on site or in digital form at a conference without an active contribution of one's own. <sup>2</sup>Participation must be proven by a copy of the registration confirmation.

<sup>3</sup>Doctoral students at Leuphana are eligible to apply for this funding measure. <sup>4</sup>This funding measure can only be approved once per person.

## 1.3 Summer School

<sup>1</sup> *The Summer School* funding measure supports active participation on site or in digital form in a Spring, Summer, Autumn or Winter School that has a minimum duration of two (2) days. <sup>2</sup>Participation must be evidenced by a copy of the acceptance confirmation and a receipt for the duration of the Summer School.

<sup>3</sup>Doctoral students and postdocs at Leuphana are eligible to apply for this funding measure. <sup>4</sup>This funding measure can be approved several times per person.

## 1.4 Research stay

<sup>1</sup> *The research stay* funding measure funds an (inter)national research stay for which the following criteria are met and demonstrated:

1. The stay at the destination is mandatory for the research project,
2. Minimum duration of one (1) week,
3. Maximum duration of six (6) months,
4. official invitation from the university, research centre or comparable institution where the research stay is to take place indicating the duration of the stay .

<sup>2</sup>The existence of the criterion mentioned in sentence 1 no. 1 must be evidenced by a maximum one-page explanation by the applicant including confirmation by the first supervisor.

<sup>3</sup>Doctoral students and postdocs at Leuphana are eligible to apply for this funding measure. <sup>4</sup>This funding measure can be approved several times per person.

## 1.5 Publication advice

<sup>1</sup>The funding measure *Publication Advice* provides support for advice on the publication strategy of a journal article or a monograph by an external person from a university or research institution. <sup>2</sup>The following criteria must be met in order for the measure to be funded:

1. The external person has published at least five times in relevant, peer-reviewed, (inter)national journals with a high impact factor or at least twice in high-ranking publishers.
2. A rough version of the journal article or monograph is ready, but not yet edited and published.

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3. A journal with a high impact factor or a top-ranking publisher is advised for publication.
4. The period during which counselling is provided is a maximum of six (6) months.

<sup>3</sup>The existence of the above criteria must be proven by:

1. The external person's publication list with explanations on the assessment of the journals or publishers as to why they are considered high ranking in the respective subject. Five journal articles or two publishers are to be highlighted in the publication list; the impact factor is to be stated for the journals.
2. The rough draft - or alternatively cover page, abstract and table of contents - of the journal article or monograph.
3. A letter of justification on the quality of the advised journal or publisher.
4. An overview with the dates of the planned meetings with the external person.
5. An informal confirmation from the external person that the counselling has taken place.

<sup>4</sup>Doctoral students and postdocs at Leuphana are eligible to apply for this funding measure. <sup>5</sup>The funding measure can be approved once per person. <sup>6</sup>In the case of proven publication of a journal article or monograph that was funded by this funding measure, the funding measure can be approved for a maximum of one further journal article or monograph.

## 1.6 Conference organisation at Leuphana

<sup>1</sup>The funding measure *Conference Organisation at Leuphana* supports the organisation of a conference/meeting at Leuphana on site or in digital form that meets the following criteria:

1. The applicant is primarily responsible for the organisation of the conference,
2. the conference theme reflects one of Leuphana's science initiatives,
3. Announcement of the conference within the (inter)national scientific community,
4. at least half of the lecturers come from other universities or non-university research institutions,
5. Public relations work is carried out (e.g. website, press release, flyer).

<sup>2</sup>Conferences funded by the Leuphana Research Service are not eligible for funding. <sup>3</sup>The organisation of the conference must be proven by a copy of the call for papers, a copy of the programme, a list of speakers (surname, first name and institution), proof of public relations work and a cost plan according to Appendix 2.

<sup>4</sup>Postdocs at Leuphana are eligible to apply for this funding measure. <sup>5</sup>This funding measure can be approved several times per person.

## 2. Funding criteria and scope of funding

### 2.1 Formal eligibility criteria

<sup>1</sup>The formal eligibility criteria include the receipt of the complete application in due form and time and personal eligibility.

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### 2.1.1 Timely receipt and funding period

<sup>1</sup>An application for funding can be submitted to the Leuphana Graduate School on an ongoing basis. <sup>2</sup>An application is considered to have been received in due time if it is received at least one day before the start of the funding period. <sup>3</sup>The funding period covers the period from the first to the last day of a funding measure, including the necessary travel time to and from the event.

<sup>4</sup>It is possible to combine a funding period with a private stay. <sup>5</sup>The costs arising from the private stay are generally not eligible for funding. <sup>6</sup>If the funding period is combined with a private stay of more than five (5) working days, the costs for travel to and from the destination are not eligible for funding. <sup>7</sup>If the funding measure is also financed within the scope of a business trip in addition to the funding from the Qualification Fund, the regulations of the Business Travel Manual shall also apply.

### 2.1.2 Personal eligibility

<sup>1</sup>Only doctoral students and postdocs are eligible for funding; whether they are eligible for funding for a specific measure can be found in sections 1.1 to 1.6. <sup>2</sup>On at least one day of the funding measure, the applicant must belong to a group of persons eligible for the funding measure.

<sup>3</sup>The group of doctoral students includes all persons admitted to doctoral studies at Leuphana and enrolled as students. <sup>4</sup>Doctoral Track students are also included. <sup>5</sup>Doctoral students are eligible to apply until the end of the semester in which the doctoral defence takes place at the latest.

<sup>6</sup>The group of postdocs includes all persons who are connected to Leuphana via temporary employment for their own further academic qualification or a postdoc scholarship and whose completion of the doctorate (= date of the defence) was a maximum of six (6) years ago at the beginning of the funding period. <sup>7</sup>This period since the completion of the doctorate is extended, if necessary, by

1. Periods of taking parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz), nursing leave in accordance with the Nursing Leave Act (Pflegezeitgesetz) or family nursing leave in accordance with the Family Nursing Leave Act (Familienpflegezeitgesetz),
2. periods of a prohibition of employment under sections 3 to 6, 10 sub-section 3, section 13 sub-section 1 no 3 and section 16 of the Maternity Protection Act to the extent that gainful employment did not take place, as well as
3. Times of own illness.

<sup>8</sup>Assistant professors (Juniorprofessor\*innen) do not belong to the group of postdocs according to sentence 6.

<sup>9</sup>A maximum of two (2) applications per person per calendar year can be approved.

### 2.2 Content-related eligibility criteria

<sup>1</sup>Applications are eligible if the funding measure is related to the applicant's own qualification.

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### 2.3 Heights

| Support measure                          | Headroom          |
|--|-------------------|
| Active conference participation          | maximum EUR 1,500 |
| Basic conference participation           | Maximum EUR 500   |
| Summer School                            | maximum EUR 1,000 |
| Research stay                            | maximum EUR 2,000 |
| Publication advice                       | maximum EUR 1,000 |
| Organisation of a conference at Leuphana | maximum EUR 2,000 |

### 2.4 Eligible costs

<sup>1</sup>Costs other than those listed below for the respective funding measures are not eligible for funding. <sup>2</sup>For the assumption and amount of travel/flight and accommodation costs, the regulations on business trips valid at the time of the funding measure as well as the regulations of the Leuphana Business Travel Manual apply accordingly. <sup>3</sup>Material damage to motor vehicles cannot be covered. <sup>4</sup>The amount of the eligible rental costs for an office room is based on the daily rates for accommodation costs applicable in accordance with the business travel regulations. <sup>5</sup>Rental costs for an office room are only eligible for funding when participating in funding measures in digital form. <sup>6</sup>Daily allowances are not granted within the scope of the funding by the Qualification Fund. <sup>7</sup>It is not possible to settle eligible costs that have not been applied for.

<sup>8</sup>Eligible costs for the measures *Active Conference Participation*, *Basic Conference Participation* and *Summer School* are:

1. Travel/flight costs,
2. Accommodation costs,
3. Conference or participation fees,
4. Office space rental costs for digital participation.

<sup>9</sup>Eligible costs for the *research stay* measure are:

1. Travel/flight costs,
2. Accommodation costs.

<sup>10</sup>Eligible costs for the *publication advice* measure are

1. Travel/flight costs of the sponsored person or the counselling person,
2. Accommodation costs of the sponsored or the counselling person.

<sup>11</sup>Eligible costs for the measure *Organisation of a conference at Leuphana* are:

1. Travel/flight costs for speakers,
2. Accommodation costs for speakers,
3. Fees of the speakers,
4. Personnel funds for student and research assistants,
5. Material resources for conference materials (e.g. conference folders, pads, pens),
6. Catering costs.

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### 3. Application form

<sup>1</sup>The Graduate School determines the form of the funding application, which also specifies the type, scope and form of the minimum evidence to be enclosed, and announces this in a suitable place. <sup>2</sup>Informal applications are not permitted.

<sup>3</sup>The complete funding application consists of

1. the details of the funding measure applied for,
2. the information on personal eligibility,
3. proof of eligibility for funding in terms of content,
4. the measure-specific evidence according to Sections 1.1 to 1.6
  - a) in the case of the *Active Conference Participation* measure, the explanation for joint participation, if applicable,
  - b) in the case of the *Summer School* measure, the receipt for the duration of the Summer School,
  - c) In the case of the *research stay* measure, an explanation of the necessity of the stay, including confirmation from the first supervisor and an invitation from the university, research centre or comparable institution stating the duration of the stay,
  - d) In the case of the publication *advice* measure, the external person's publication list with explanations on the assessment of the journals or publishers, why they are considered to be high-ranking in the respective subject, including the highlighting of five journal articles or two publishers and the indication of the impact factor for the journals, the rough version - or alternatively cover sheet, abstract and table of contents - of the journal article or monograph, a letter of justification on the quality of the advised journal or publisher and an overview with the dates of the planned meetings with the external person.
  - e) in the case of the *conference organisation* measure, a copy of the call for papers, a copy of the programme, the list of speakers (surname, first name and institution) and the budget as per Appendix 2,

<sup>4</sup>The information and evidence referred to in sentence 3 must have been received before the start of the funding period (see section 2.1.1).

### 4. Approval criteria and procedures

#### 4.1 Approval criteria

<sup>1</sup>Approval is made on the basis of the following criteria:

1. The formal eligibility criteria of the respective funding measure are fulfilled.
2. The content-related funding criteria of the respective funding measure are fulfilled.

#### 4.2 Approval procedure

<sup>1</sup>The incoming applications are reviewed by the Leuphana Graduate School to ensure that they meet the formal and content-related funding criteria.

<sup>2</sup>The Vice-President, who is responsible for the academic qualification, usually decides on behalf of the Presidential Committee on a monthly basis during the lecture period on the approval of the incoming applications on the basis of

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the criteria named in section 4.1 and after recommendation of the Graduate School, which subdivides the applications according to:

1. fully eligible (formal and substantive criteria are met),
2. eligible (formal criteria are met, but content is decided on a case-by-case basis),
3. not eligible (formal criteria are not met).

<sup>3</sup>Approval or rejection is made by the Leuphana Graduate School electronically to the Leuphana email address specified in the application and contains the name of the funding measure and, in the case of approval, the amount of funding. <sup>4</sup>The approval takes place

1. with the condition that the sponsored person submits the documents pursuant to Section 5 within the cut-off period specified therein in a form to be determined in the notice of grant,
2. subject to revocation after examination of these documents and
3. in the case of funding for a trip to a foreign country (outside) Europe, subject to the non-existence of a travel warning issued by the Federal Foreign Office at the beginning of the funding period.

<sup>5</sup>Reasons must be given for a rejection and an appeal must be filed. <sup>6</sup>There is no legal entitlement to funding.

#### **4.3 Disbursement and accounting of the subsidies**

<sup>1</sup>The funding will be paid out to a personal account of the sponsored person at the earliest after the application has been approved. <sup>2</sup>In the case of the funding measure Conference Organisation at Leuphana, the funding will be paid into a university fund to be named by the person receiving funding. <sup>3</sup>The final settlement of the funding received with the actual costs incurred will be made after all documents to be submitted in accordance with section 5 have been submitted.

#### **5. Obligations in the event of authorisation**

<sup>1</sup>In the event of approval, the documents specified in sentences 4 and 5 or sentence 6 must be received by the office named in the notice of approval no later than six (6) months after the end of the funding period (cut-off deadline).

<sup>2</sup>The deadline begins on the day after the end of the funding period. <sup>3</sup>If the documents are not received in due form and time, the funding will be cancelled and any funding already received must be repaid.

<sup>4</sup>For all funding measures, the following must be submitted:

1. a numbered, tabular list of the actual costs in euros in accordance with Appendix 3,
2. the original cost vouchers numbered and sorted according to the tabular list and, if applicable, provided with exchange rate vouchers,
3. a final report (maximum two (2) pages),
4. proof of personal eligibility to apply,
5. for travel to (non)European countries, confirmation that there was no travel warning issued by the Federal Foreign Office at the beginning of the funding period,
6. if the funding period is combined with a private stay of max. five (5) working days, the documents to be submitted in accordance with the Business Trip Manual.

<sup>5</sup>In addition, the following funding measures must be submitted:



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1. *Active conference participation*: a copy of the acceptance confirmation, the invitation or comparable documents,
2. *Basic conference participation*: a copy of the registration confirmation,
3. *Summer School*: a copy of the acceptance confirmation,
4. *Research stay*: no further documents,
5. *Publication advice*: an informal confirmation from the external person that the advice has been given,
6. *Conference organisation at Leuphana*: a proof of public relations (e.g. link to the website, press release, flyer of the conference), a proof of approval of catering costs (if requested and to be funded by the Qualification Fund), copies of accounting instructions including corresponding copies of invoices as per Appendix 4, copies of the "Belegjournal" [Receipt Journal] as per Appendix 4, and copies of the "Budgetbericht Jahreswerte" [Budget Report Annual Values] of the fund through which the grant funds are accounted for as per Appendix 4.

<sup>6</sup>If a sponsored person is unable to participate in an approved funding measure due to illness at short notice or due to other external circumstances for which he/she is not responsible, the following documents must be submitted in order to receive the funding of non-cancellable costs:

1. in the case of illness: an assurance that participation in the measure was not possible due to the illness, including details of the period of illness,
2. in the case of other, external circumstances: an explanation of the external circumstances including a justification why the sponsored person is not responsible for them,
3. Proof(s) of immediate cancellation of bookings or registrations already made,
4. a numbered, tabular list of the non-cancellable costs in euros in accordance with Appendix 3, and
5. the original cost vouchers of the non-cancellable costs numbered and sorted according to the tabular list and, if applicable, provided with an exchange rate voucher.

## 6. Data protection

<sup>1</sup>To ensure access to the qualification fund with the aim of funding doctoral researchers and postdocs, the collection and processing of their personal data is necessary for the examination and implementation of the funding. The collection and processing of personal data takes place within the framework of the application, the granting of funding and the subsequent evaluation exclusively for specific purposes. The following categories of personal data of the persons concerned are collected for the application, review and granting of the funding:

1. Name, first name
2. Postal address
3. Leuphana email address
4. Status (doctoral student or postdoc)
5. Matriculation number (doctoral students only)
6. (Working) title of the doctoral thesis (doctoral students only)
7. Designation of the research field (postdocs only)
8. Requested funding measure

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9. Surname, first name of the other applicants in the case of joint participation (only for the funding measure *Active Conference Participation*)
10. Details of the funding measure applied for
11. If the funding measure is combined with a private stay: period of the private stay, number of days of the private stay and, in the case of air travel, the amount of the flight costs
12. Data from evidence of eligibility
13. Data from cost documents: invoices, bank statements or booking instructions
14. Amount of the actual costs of the funding measure
15. Account details

<sup>4</sup>The following categories of personal data of the data subjects are used for the subsequent evaluation:

1. Status (doctoral candidate or postdoc)
2. Faculty
3. Gender
4. Requested funding measure
5. Date of receipt of the application
6. Form of the funding measure (on-site / digital)
7. Country in which the funding measure takes place
8. Total costs requested
9. Formal funding recommendation (fully eligible / eligible / not eligible)
10. Amount of the funding recommendation
11. Funding decision (approved / rejected / withdrawn)
12. Amount of funds granted
13. Amount of funds disbursed
14. Amount of the actual costs of the funding measure

<sup>5</sup>The personal data will only be stored for as long as is necessary for the above-mentioned purposes. <sup>6</sup>Automated decision-making including profiling as defined in Art. 22 (1) and (4) DSGVO does not take place.

<sup>7</sup>Data required for evaluation purposes are anonymised before being passed on to the recipient agencies, so that no reference to a person can be made.

## 7. Entry into force

<sup>1</sup>This guideline comes into force on 01 OCTOBER 2022 and applies to all applications on which a final decision is made after 01 October 2022. <sup>2</sup>Applications already submitted before 01 October 2022 do not have to be resubmitted.

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## Appendix 1 to Section 1 of the "Funding Guideline Qualification Fund of Leuphana University Lüneburg". Overview of support measures

| Support measure                 | Eligible persons               | Formal Proof of funding   | Measure-specific evidence of support  | Frequency of funding  | Eligible Costs   | Maximum Headroom |
|---------------------------------|--------------------------------|---|---|-----------------------|--|------------------|
| Active conference participation | Doctoral students and Postdocs | <ul style="list-style-type: none"> <li>- Certificate of enrolment (doctoral students)</li> <li>- Employment contract or grant notification and doctoral certificate or alternative proof of doctoral defence date (postdocs)</li> </ul> | <ul style="list-style-type: none"> <li>- Copy of the acceptance confirmation, invitation or comparable document</li> <li>- Explanation for joint participation, if applicable</li> </ul>  | Multiple funding      | <ul style="list-style-type: none"> <li>- Travel/flight costs</li> <li>- Accommodation costs</li> <li>- Conference or participation fees</li> <li>- Rental costs for office space with digital participation</li> </ul> | EUR 1,500        |
| Basic conference participation  | Doctoral students              | <ul style="list-style-type: none"> <li>- Certificate of enrolment (doctoral students)</li> </ul>  | <ul style="list-style-type: none"> <li>- Copy of the registration confirmation</li> </ul>   | One-time funding      | <ul style="list-style-type: none"> <li>- Travel/flight costs</li> <li>- Accommodation costs</li> <li>- Conference or participation fees</li> <li>- Rental costs for office space with digital participation</li> </ul> | EUR 500          |
| Summer School                   | Doctoral students and Postdocs | <ul style="list-style-type: none"> <li>- Certificate of enrolment (doctoral students)</li> <li>- Employment contract or grant notification and doctoral certificate or alternative proof of doctoral defence date (postdocs)</li> </ul> | <ul style="list-style-type: none"> <li>- Copy of the acceptance confirmation</li> <li>- Receipt for the duration of the Summer School</li> </ul>  | Multiple funding      | <ul style="list-style-type: none"> <li>- Travel/flight costs</li> <li>- Accommodation costs</li> <li>- Participation fees</li> <li>- Rental costs for office space with digital participation</li> </ul>               | EUR 1.000        |
| Research stay                   | Doctoral students and Postdocs | <ul style="list-style-type: none"> <li>- Certificate of enrolment (doctoral students)</li> <li>- Employment contract or grant notification and doctoral certificate or alternative proof of doctoral defence date (postdocs)</li> </ul> | <ul style="list-style-type: none"> <li>- Explanation of the necessity incl. confirmation of the first supervisor</li> <li>- Invitation from the university, research centre or comparable institution stating the duration of the stay</li> </ul>   | Multiple funding      | <ul style="list-style-type: none"> <li>- Travel/flight costs</li> <li>- Accommodation costs</li> </ul>   | EUR 2,000        |
| Publication advice              | Doctoral students and Postdocs | <ul style="list-style-type: none"> <li>- Certificate of enrolment (doctoral students)</li> <li>- Employment contract or notification of scholarship and doctoral certificate or alternative proof of doctoral defence date</li> </ul>   | <ul style="list-style-type: none"> <li>- List of publications by the external person with explanations on the assessment of the journals or publishers, why they are considered to be of high standing in the respective subject, including the highlighting of five journal articles or two publishers and the indication of the impact factor for the journals.</li> <li>- Rough draft - or alternatively cover page, abstract and table of contents - of the journal article or monograph</li> </ul> | Once or twice funding | <ul style="list-style-type: none"> <li>- Travel/flight costs of the sponsored or the counselling person</li> <li>- Accommodation costs of the sponsored or the advising person</li> </ul>                              | EUR 1,000        |

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| Support measure         | Eligible persons | Formal Proof of funding   | Measure-specific evidence of support  | Frequency of funding | Eligible Costs  | Maximum Headroom |
|-------------------------|------------------|---|---|----------------------|---|------------------|
|                         |                  |   | <ul style="list-style-type: none"> <li>- Letter of justification on the quality of the advised journal or publisher</li> <li>- Overview with the dates of the planned meetings with the external person</li> <li>- informal confirmation from the external person that the consultation has taken place.</li> </ul> |                      |   |                  |
| Conference organisation | Postdocs         | <ul style="list-style-type: none"> <li>- Employment contract or notification of scholarship and doctoral certificate or alternative proof of doctoral defence date</li> </ul> | <ul style="list-style-type: none"> <li>- Copy of the call for papers</li> <li>- Copy of the programme</li> <li>- List of speakers (surname, first name and institution)</li> <li>- Evidence of public relations work</li> <li>- Cost plan according to Appendix 2</li> </ul>  | Multiple funding     | <ul style="list-style-type: none"> <li>- Travel/flight costs for speakers</li> <li>- Accommodation costs for speakers</li> <li>- Fees of the speakers</li> <li>- Personnel funds for student and research assistants</li> <li>- Material resources for conference material (e.g. conference folders, pads, pens)</li> <li>- Catering costs</li> </ul> | EUR 2,000        |

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**Appendix 2 to Section 1.6 of the "Funding Guidelines Qualification Fund of Leuphana University Lüneburg".**

Sample cost plan

**Cost plan for the organisation of the conference [CONFERENCE DESCRIPTION].**

**Applicant:** \_\_\_\_\_

**Fund number<sup>1</sup> :** \_\_\_\_\_

| Means name                                 | Specification | Date / Period | Costs in Euro |
|--|---------------|---------------|---------------|
| Travel/flight costs for speakers           |               |               |               |
| Accommodation costs for speakers           |               |               |               |
| Fees for speakers                          |               |               |               |
| Personnel resources for SHK                |               |               |               |
| Personnel resources for WHK                |               |               |               |
| Material resources for conference material |               |               |               |
| Catering costs                             |               |               |               |
| <b>Total</b>                               |               |               | _____         |

\_\_\_\_\_ <sup>1</sup>if already known

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**Appendix 3 to Section 5 of the "Funding Guidelines Qualification Fund of Leuphana University Lüneburg".**

Sample cost statement

**Statement of costs for the funding measure [title of measure]**

Funded person: \_\_\_\_\_

| Document no. | Cost type <sup>2</sup> | Date | Specification <sup>3</sup> | [foreign currency] <sup>4</sup> | Euro |
|--------------|------------------------|------|----------------------------|---------------------------------|------|
|              |                        |      |                            |                                 |      |
|              |                        |      |                            |                                 |      |
|              |                        |      |                            |                                 |      |
|              |                        |      |                            |                                 |      |
|              |                        |      |                            |                                 |      |

**Total cost:** \_\_\_\_\_

<sup>2</sup> e.g. travel costs, accommodation costs, participation fee, etc.

<sup>3</sup> e.g. train Lüneburg-Frankfurt, hotel, conference etc.

<sup>4</sup> Please replace [Foreign Currency] with the appropriate currency, e.g. US Dollar.

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**Appendix 4 to Section 5 of the "Funding Guidelines Qualification Fund of Leuphana University Lüneburg".**  
 Sample Voucher Journal, Accounting Instruction and Budget Report Annual Values<sup>5</sup>

The settlement items listed in the "Receipt journal" must be marked with the sequential numbers you have indicated on the individual booking instructions.

Sample "Receipt journal"

| Belegjournal        |          |             |                       |            |              |             |          |               |          |            |           |            |               |
|---------------------|----------|-------------|-----------------------|------------|--------------|-------------|----------|---------------|----------|------------|-----------|------------|---------------|
| Finanzkreis         |          | ULG         |                       |            |              |             |          |               |          |            |           |            |               |
| Jahr Finanzposition |          |             |                       |            |              |             |          |               |          |            |           |            |               |
| Finanzposition      |          |             |                       |            |              |             |          |               |          |            |           |            |               |
| Finanzstelle        |          |             |                       |            |              |             |          |               |          |            |           |            |               |
| Fonds               |          | 12345678    |                       |            |              |             |          |               |          |            |           |            |               |
| Layout              |          | RECH_ORIGIN |                       |            |              |             |          |               |          |            |           |            |               |
| Beutzer             |          | Mustermann  |                       |            |              |             |          |               |          |            |           |            |               |
| Datum/Zeit          |          | 31.02.2016  |                       |            |              |             |          |               |          |            |           |            |               |
| Finanzst.           | Fonds    | Auftrag     | Kurztext              | Einzelpos. | Rel/Belegnr. | Zahl./BuDg. | Wahrung | Text          | Referenz | Belegdatum | Buch.dat. | HRM-Budget | Name 1        |
| 12345678            | 12345678 | 12345678    | Wissenschaftskongress |            |              |             | EUR      | Anleihe Mensa |          |            |           |            | Studentenwerk |
| 12345678            | 12345678 | 12345678    | Wissenschaftskongress |            |              |             | EUR      | OH Meyer      |          |            |           |            | Stadtbank     |
| 12345678            | 12345678 |             |                       |            |              |             | EUR      |               |          |            |           |            |               |
| 12345678            | 12345678 |             |                       |            |              |             | EUR      |               |          |            |           |            |               |

- 1
- 2
- 3

Sample "Booking instruction"



Sample "Budget Report Annual Values"

| Budgetbericht Jahreswerte R alle |              |           |          |                  | Aktuelle Daten 28.04.2016 08:15:48   |               |           |       |
|----------------------------------|--------------|-----------|----------|------------------|--------------------------------------|---------------|-----------|-------|
| Fondsstatus L                    |              |           |          |                  | Fonds                                |               |           |       |
|                                  |              |           |          |                  | ULG / 12345678 Wissenschaftskongress |               |           |       |
| Geschäftsjahr                    | Jahresbudget | Einnahmen | Ausgaben | Ausgabenerste VJ | Restloisstellung                     | Mittelbindung | Verfügbar |       |
| Darstellung                      | Gesamt       | 1 EUR     | 1 EUR    | 1 EUR            | 1 EUR                                | 1 EUR         | Gesamt    | 1 EUR |
| 2016                             |              |           |          |                  |                                      |               |           |       |
| 2017                             |              |           |          |                  |                                      |               |           |       |
| ...                              |              |           |          |                  |                                      |               |           |       |
| Summe                            |              |           |          |                  |                                      |               |           |       |

<sup>5</sup> Only relevant for funding measure *Conference organisation at Leuphana*

Please note: Only the German version of this regulations shall be valid exclusively.

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