

## Terms of Reference & Checklist



### Seed Funding for Cooperation with Partners in the Global South 2024

I herewith sign to have read the below Terms of Reference and the Checklist. I agree to the Terms of References and the Checklist as special condition for the Seed Funding for Cooperation with Partners in the Global South. With my signature, I accept the nomination for funding for my submitted proposal.

## Terms of Reference

### General conditions

- (1) The funding shall solely be used for activities as set out in the nominee's project proposal. The nominee's total budget and the maximum budget for individual types of costs are detailed in the approved budget (annex to the nomination). **Any changes in the type of activity or the budget must be approved by the International Projects Team (INT IP) prior to the implementation** in order to assure funding. Costs which have not been approved by INT IP before will risk not to be covered/reimbursed.
- (2) At least one of the TU Berlin members benefiting from the funding must hold an active relationship of employment with TU Berlin at the moment of travelling/implementing the activity.
- (3) Funding will be granted on the basis of reimbursement according to TU Berlin's financial regulations and to TU Berlin's official travel regulations.
- (4) Funded travel can only take place if pandemic and security regulations are favorable for travelling at that given moment in time. In case of TU Berlin policy or restrictions by the Federal Foreign Office, nominated individuals will be asked to postpone their travel plans and funding might be non-eligible during periods of travel restrictions. Please also note that TU Berlin cannot fund any occurring costs for quarantine of staff or partners in Germany nor during the travel.

### Eligible Costs

- (5) Short research visits to/of partners and/or field. Only Economy/2<sup>nd</sup> class tickets/flights are eligible for funding. Additional flight related costs (e.g. bulky luggage or special seats) are not eligible for funding without prior consultation with and approval by INT IP.

- (6) Costs related to visa application procedures and COVID-19 testing necessary for travel may be covered from the granted travel budget.
- (7) Only budget approved by INT IP prior to the implementation of your activity can be funded. Expenses exceeding the approved budget shall be covered by the chair or other funding sources.
- (8) The nominee's budget shall be calculated according to the Federal Travelling Expenses Act ([Bundesreisekostengesetz - BRKG](#)) for TU Berlin staff (outgoing). Hotel allowances of BRKG must be strictly adhered to, i.e. costs exceeding BRKG rates are not eligible for funding and must be covered by the grantee. Under special circumstances, given that comprehensive documentation is provided and after prior approval by INT IP, costs exceeding BRKG rates may be covered.
- (9) For incoming staff/guests from the Global South: Scientific staff (daily rate: EUR 89/day up to 22 days; monthly rate: EUR 2,000/from 23 days upward per month), PhD candidates (daily rate: EUR 54 /day up to 22 days; monthly rate EUR 1,200 /from 23 days upward per month).

#### Claim for Expenses

- (10) Please note that it is absolutely necessary for the "Reisekostenabrechnung/Claim for Travel Expenses" that you keep all original invoices and submit them together with your filled-out Claim of Expenses to TU Berlin's Traveling Expenses Office ([Travelling expenses - Information and Forms](#)).
- (11) For every travel conducted via TU Berlin's Traveling Expenses Office, an advance payment (Abschlagzahlung) must be requested in the [Application for Official Travel](#).
- (12) Please submit the Claim for Travel Expenses with all original invoices within one week after implementation, latest by 15 November 2024, to TU Berlin's Traveling Expenses Office and send scans of the original forms to INT IP. Since the funding is part of TU Berlin's budget for the current year the granted funds cannot be transferred to the next year. In case that you cannot implement the activity before November, please contact INT IP. In case that the travel expenses are not settled and booked from TU Berlin's budget in the current year and that the funded Chair or the staff benefiting from the funding are responsible for this in any way (incl. failure to request an advance payment or delayed or incomplete deliveries of documents), the Chair accepting the nomination shall cover the thereby arising costs in the following year.

#### Insurance

- (13) Each participant is liable for any damages caused by himself/herself. He/She is obliged to acquire the adequate insurance coverage. Vis-à-vis the TU Berlin the participant has to prove that he/she has a third-party liability insurance.
- (14) IF TUB STAFF: TU Berlin Staff must file the official request for a business trip ("Antrag auf Genehmigung einer Dienstreise/ [Application for Official Travel](#)"). Once this is approved, TU Berlin covers accident insurance.

- (15) IF TUB STAFF: TU Berlin Staff must check prior to traveling if he/she needs to have the [“A1 Entsendebescheinigung”](#) for the travel.
- (16) The nominee and his/her participants/partner/guest is/are responsible of assuring he/she has a sufficient and adequate insurance coverage during the activity. An adequate insurance should include health insurance costs including specific medical intervention and hospitalisation as well as costs for repatriation.

#### Other

- (17) The participant's revenue office will be informed of the payment according to "reporting regulation" in version of 23.12.2003. The participant is advised to fulfil all necessary tax requirements upon receipt of payment.
- (18) The nominee is required to **hand in a final report** to INT IP about the implemented activity for TU Berlin internal evaluation of the funding no later than 2 weeks after the activity. Please use the template sent to you by INT IP.
- (19) The nominee is asked to **hand in a short report** for TU Berlin's **webpage** no later than 2 weeks after the activity. Please use the template sent to you by INT IP.

## Checklist

- 1.) Accept the nomination for funding: Send back the signed Terms of Reference (ToR) and the Checklist to [ip@international.tu-berlin.de](mailto:ip@international.tu-berlin.de) until 15 May 2024.
- 2.) Plan your activity and inform INT IP
- 3.) (Virtual) Meeting with INT IP
- 4.) In case of changes in the activity or the budget, inform and seek approval from INT IP prior to doing any booking or other payments in order to be sure that all eligible costs are covered/reimbursed. Please see the Terms of Reference.
- 5.) Preparing your activity:
  - a. For TUB staff outgoing: TU Berlin staff needs to hand in a “Antrag auf Genehmigung einer Dienstreise/ [Application for official travel](#)” before travelling; please also check if you need a “[Entsendebescheinigung](#)” prior to your travels. Send your fully signed “Genehmigung einer Dienstreise”/Application for official travel to INT IP.
  - b. For incoming guests: please inform INT IP at least 6 weeks in advance of your activity about incoming guests, so that the daily rates/payments will be prepared. For this, please fill-out, sign and hand in the agreement template provided by INT IP with 6 weeks in advance.
  - c. Check if current regulations (TU Berlin policy), immigration restrictions/regulations currently allow safe travels. In case of travel warnings, your trip might not be eligible for funding during a certain period of time.
  - d. The Federal Travelling Expenses Act ([Bundesreisekostengesetz - BRKG](#)) shall be applicable for TU Berlin staff (outgoing). For international guests coming to Germany daily/monthly rates are applicable.
  - e. Make sure all persons travelling have sufficient and adequate health and third-party liability insurance coverage:
    - i. The nominee and his/her participants is/are responsible of assuring he/she has a sufficient and adequate insurance coverage. An adequate insurance should include health insurance costs including specific medical intervention and hospitalization as well as costs for repatriation
    - ii. Each participant is liable for any damages caused by himself/herself. He/She is obliged to acquire the adequate insurance coverage. Vis-à-vis the TU Berlin the participant has to proof that he/she has a third-party liability insurance.
    - iii. IF TUB STAFF: TU Berlin Staff must file the official request for a business trip (“Antrag auf Genehmigung einer Dienstreise/ [Application for official travel](#)”).

Once this is approved, TU Berlin covers accident insurance. TU Berlin Staff must check prior to traveling if he/she needs to have the [“A1 Entsendebescheinigung”](#) for the travel.

- f. Implement your activity (we highly recommend that you implement your activity before November).
- g. Keep all invoices from your activity for the Claim for Travel Expenses. Send the [“Claim for Travel expenses”](#) and all invoices (originals) as soon as possible after the implementation of your activity to INT IP. Please note the ToR.
- h. Send your short contribution for the TU Berlin website no later than 2 weeks after the activity to [ip@international.tu-berlin.de](mailto:ip@international.tu-berlin.de).
- i. Fill out the report template and send it to [ip@international.tu-berlin.de](mailto:ip@international.tu-berlin.de) no later than 1 month after the activity.
- j. Hand in your proposal to third party funding in 2024/2025.

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Signature (Chair)

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Date & Place

Name: