



Guidelines | Funding by the Excellence Strategy of the German Federal and State Governments | University of Tübingen

Copy for funding with self-managed accounts

1. Funding Reference

All funding-related publications, printed products and visual media (e.g. websites) should use one of the following two funding references:

1. *Funded by the Federal Ministry of Education and Research (BMBF) and the Baden-Württemberg Ministry of Science as part of the Excellence Strategy of the German Federal and State Governments*
2. *Funded as part of the Excellence Strategy of the German Federal and State Governments*

Version 1 should be used first, unless there are good reasons for not doing so (e.g. word count limitations). The funding reference must be placed together with the logos of the BMBF and the MWK and can also be supplemented with the logo of the Tübingen funding line Excellence Universities (available on request and on the [download page](#) of the Excellence Strategy).

2. Use of Funds

The funds are tied to a specific purpose and must be spent in the areas for which they were applied for and granted. In case funds are used in a way that does not comply with the grant or the guidelines outlined here, we reserve the right to reclaim funds. The principles of cost effectiveness and economic efficiency in accordance with the State Budget Code (LHO) must be observed. The DFG's Guidelines for Safeguarding Good Research Practice must be followed.

3. Invoicing

Invoicing is carried out by the recipient of the funding. You will receive a project account number (PSP) from us, which you can use to initiate reimbursements yourself. Please note that no visible budget is provided on the account, but that the account is balanced at the end of the year.

4. Recruitment

Recruitment of personnel and/or student assistants must be carried out at your institute and via the Human Resources Division of the University (or, for members of the University Hospital, via the Human Resources Division of the UKT). Please note that third-party fixed-term contracts of scientific staff are not possible with the funds. For further information, please see our Guidelines for Recruitment & Accounting as well as the [download page](#) of the Human Resources Division.

— More information: Division VI.2 – Human Resources, phone 29-77708

5. Service Contracts, Fellowships, other Remunerations

The financing of contracts for work and services as well as payments of fees are possible after consultation with the Research and Excellence Strategy Division. Honorarium payments are possible for scientific lectures up to a maximum amount of EUR 289 (min. 1,5 hrs. lecture length) and for consulting activities up to EUR 302 (min. 2 hrs. event length), excluding travel expenses. The awarding of fellowships is only possible after consultation and exclusively to international scientists for a limited period of time.

6. Procurements, Orders

For individual expenses over EUR 500, at least three comparative offers obtained in advance must be included in the statement. Expenditures over EUR 5,000 must always be submitted via the Procurement Unit.

When purchasing goods or services within Germany or abroad, it is always mandatory to indicate the university's VAT identification number (DE812383453). A university address must also be used as the billing address.

Office supplies and other basic equipment (e.g. office PCs and related accessories, furniture, paper, toner, laboratory equipment, etc.) may not be purchased with these funds.

Orders for materials and project-related equipment must be placed according to the University's procurement guidelines. Reimbursement of expenses will only be paid in exceptional cases and must be submitted for reimbursement in the same calendar year and within 6 months (including processing time) of the invoice date. For further information, please see our Guidelines for Recruitment & Accounting as well as the [download page](#) of the Financial Division.

— More information: Division VII.3 – Procurement, phone 29-77742

7. Entertainment Costs

Reimbursement of entertainment costs can only be paid if the majority of guests is not affiliated with the University of Tübingen (proof is to be provided by enclosing *Anlage Teilnehmerliste Repräsentationsausgaben*). Alcoholic beverages can only be reimbursed under certain conditions. Entertainment costs should not exceed the amount of EUR 40 per person/meal or EUR 60 per person/day. Tips are not refundable. In case of self-organised catering, costs for deposits or decoration material are not refundable. For further information, please see our Guidelines for Recruitment & Accounting as well as the [download page](#) of the Financial Division.

— More information: Division VII.1 – Finance Management, phone 29-76491

8. Travel and Accommodation Expenses

Only economy or 2nd class flight and train tickets may be invoiced. Preferably, the travel agency DER Business Travel, Stuttgart should be used (on account, customer number 414508, landbw@derbusinessstravel.com); in case of advance payment, other contractors can be chosen if a more favourable offer is available (comparative offers from the day of booking must be submitted with the invoice). Taxi costs can only be reimbursed if there are justified reasons for their use, e.g. no public transportation was available.

Accommodation costs up to EUR 95 per night (single room, incl. breakfast) can be reimbursed. Higher accommodation costs must be justified, for example by presenting comparative offers. Beginning from EUR 500 total costs, three comparative offers have to be submitted in any case.

In other respects, the guidelines of the Landesreisekostengesetz (LRKG) apply. For further information, please see our Guidelines for Recruitment & Accounting as well as the [download page](#) of the Unit Internal Services and Organisation. Receipts for expenses must be submitted for reimbursement in the same calendar year and within 6 months (including processing time) of the invoice date.

— More information: Division VI.1 – Internal Services and Organisation, phone 29-72984

Contact: University of Tuebingen, Division II – Research, Unit 1 – Research and Excellence Strategy, Rümelinstraße 32, D-72070 Tübingen, exu@uni-tuebingen.de
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