

DAAD

Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

**EQUIPMENT GRANTS FOR HIGHER
EDUCATION AND COMPARABLE SCIENTIFIC
AND RESEARCH INSTITUTIONS IN
DEVELOPING COUNTRIES**

funded by the Federal Ministry for Economic
Cooperation and Development (BMZ)

Information for Applicants

(Version: September 2008)

GERMAN ACADEMIC EXCHANGE SERVICE

(DAAD)

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1. What are the aims of the Equipment Grants Programme?

The Equipment Grants Programme is funded by the Federal Ministry for Economic Cooperation and Development (Bundesministerium für Wirtschaftliche Zusammenarbeit und Entwicklung – BMZ) and managed by the German Academic Exchange Service (DAAD). The Equipment Grants Programme aims to support projects in developing countries in the field of teaching, research and development and to improve services at universities and comparable scientific and research institutions in developing countries.

2. When do you become eligible to apply for an equipment grant?

- **You are eligible for our Equipment Grants Programme if you are a former DAAD scholarship holder** (awarded three months minimum) from a developing country, have an employment contract with your home institution of higher education and are in contact with German scientists/academics or scientific/research/higher education institutions.

The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery.

- **You are also eligible for our Equipment Grants Programme if you are a foreign academic from a developing country**, have completed a part of your studies or research at a German higher education institution (three months minimum) without receiving financial support from Germany, have an employment contract with your home institution of higher education and are in contact with German scientists/academics or scientific/ research/higher education institutions.

The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery.

- **You also qualify for our programme if you are a German academic**, work at an institution of higher education or similar institution in a developing country, and have an employment contract with the foreign host institution¹. The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery. Your academic colleagues in the developing country should benefit from the equipment as well. Therefore, you should be able to instruct them appropriately in the use of the equipment. You should clearly indicate this intention in your application.

Preferably your work should involve a field of relevance to development policy in the respective partner country.

¹ This does not include integrated staff placed by CIM.

3. What support can you apply for, what is the financial framework? What contribution will you be expected to make?
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- 3.1 Applications for equipment grants (scientific equipment, materials) must be linked to a specific teaching, research, consultancy or services-oriented project. This project must have a practical application and be of relevance to development policy. Your project must be integrated into the teaching, research or development programme of the respective institution. Applications for the provision of equipment for consultancy and other services can only be considered within our programme if the equipment you are applying for cannot be funded from the financial proceeds of the activities to be supported by the grant. Your chances of receiving support will increase if the equipment you are applying for has multiple applications, e.g. can also be used for teaching purposes.
- 3.2 The receiving institution must confirm that it will ensure that the equipment is installed properly, that the necessary (consumable) materials are provided and that necessary repair and maintenance costs are covered. The institution is also responsible for paying any customs duties and additional costs which may become due. The applicant or receiving institution must assure that the equipment provided is appropriately identified as a grant provided within the framework of German development co-operation.
- 3.3 Your application will be placed in one of the following categories according to its financial volume:
- a) Small-scale projects**
- Small-scale projects** can have a total value of up to **EUR 3.500** to be used for the acquisition of smaller pieces of equipment for teaching purposes, accessory/peripheral devices as well as spare parts for existing research equipment. Applications for such small-scale projects are given priority consideration. To simplify procedures, no expert report or final report is required.
- b) Large-scale projects**
- Large-scale projects** are projects with a total value **in excess of EUR 3.500** and up to a maximum of **EUR 20.000** in total. In these cases you must submit a final report on how the equipment has been used in the two years since its delivery.
- Furthermore, for large-scale projects a reasonable contribution of the applying institution, normally at least 10% of the total costs, is expected.**

c) Exceeding the funding limit

In particularly justified exceptional cases, projects may exceed the funding limit of EUR 20.000. The decision to grant such exceptions is made by a selection committee, taking into consideration the following criteria:

- Can the equipment you are applying for be used for interdisciplinary applications and work?
- Are you applying for the equipment in co-operation with other eligible applicants?
- Does the institution of higher education for which you are applying for the equipment have financial funds or third party contract funding at its disposal?

d) Follow-up applications

In principle, you can submit follow-up applications, but these will be judged according to strict criteria, in particular, regarding the use made of equipment provided previously. The earliest date for the submission of a follow-up application is three years after delivery of the previous equipment. In these cases, the award decision depends decisively on the mandatory final report having been submitted.

4. Which documents do you have to submit together with your application?

You must submit your application for an equipment grant on the enclosed application form. Your application **must** include the following information as well as the following additional documents:

- description of your proposed teaching, research, consultancy or services-oriented project
- details on the relevance of your project in terms of development policy
- details on the use of the equipment you are applying for
- details on links/networking between your project and other projects at your institution
- your full curriculum vitae in tabular form, details of your current professional occupation and of your co-operation with German colleagues/institutions, a list of your academic publications and information on your study or research visits to Germany and how they were funded

- expert report (**see 5. of the information sheet**) by a German scientist/academic or qualified staff member employed at a German institution of higher education or at a scientific/research/higher education or similar institution (required only for large-scale projects)
- tabular overview containing full technical details of the equipment you are applying for, including costs. You must submit at least three recent pro-forma invoices – if possible from German manufacturers or suppliers – together with their addresses. The offers should include declarations about the measurements as well as the weight. Please inform the companies that the equipment is to be exported and used in your native country. (You can try, for example, to obtain the German pro-forma invoices with the help of your German partner. Catalogue- and Internet prices do not constitute a sufficient basis!) **The following pieces of equipment cannot be considered in our programme: basic equipment for institutions of higher education, such as office equipment (i.e. furniture, photocopiers, fax machines, Beamer, Digitalcameras, etc.), all sorts of vehicles and computer equipment which is not linked to a teaching or research project.** If you apply for large items of equipment from a particular manufacturer, your application must be accompanied by an explanatory note on why you need these specific items (e.g. to modify or extend existing equipment, availability of repair or maintenance services on location, supplier monopoly, etc.).
- exact details on the equipment, such as product make, type, local voltage/power supply frequency, and, where necessary, information on accessibility of water mains and refrigeration/air-conditioning
- information on the existing equipment at your institution
- written confirmation by the Dean/Director of your institution regarding the feasibility of the proposed project and its necessity within the framework of the institution's teaching, research and development programme – the institution must also confirm that it will ensure the proper technical installation and operation of the equipment in a suitable environment and that it will cover necessary (consumable) material, repair and maintenance costs, as well as any customs duties and similar costs which may arise. This confirmation must bear a proper signature and the institution stamp
- information on the number of staff who will benefit from the provision of the equipment and, where applicable, a description of additional uses to which the equipment you are applying for can be put

- if the department has previously received a grant under the Equipment Grants Programme, please indicate the date, the value of that grant, and who received that grant at which institution
- a declaration signed by you personally in which you agree to submit a final report to the DAAD within two years of receipt of the equipment (only required for large-scale projects)

5. Notes on the Expert Report to be submitted together with your application for an equipment grant:

As mentioned above, you must include a detailed **expert report** by a German scientist/academic with your application for an equipment grant. Please draw the attention of your referee to the following points which must be commented on in detail:

- academic qualification of the applicant
- academic content of the project to be funded
- significance of the activities to be funded with regard to development policy considerations
- feasibility of the proposed project with regard to local conditions
- necessity of the equipment with regard to the proposed project or possibly any other alternative proposals
- suitability of the chosen equipment (follow-up costs?)
- institution's ranking in terms of teaching and research
- co-operation with German institutions, description of links/networking between the project and other projects at other partner institutions

6. Where does the equipment and material provided remain?

Important information: On delivery, the equipment provided and the material funded become the property of your institution. The equipment provided must be available for the use of all academic staff at the institution. It is not intended that only one person has use of the equipment which must remain at the institution even after the departure of the applicant. Sale of the equipment is not permitted.

7. What support can you additionally apply for as a German long-term lecturer?

- 7.1 If you are a German DAAD-long-term lecturer, have an employment contract with an institution of higher education in a developing country with **at least one year** of the contract still to run, we may, **upon application**, provide you with a one-year grant of up to **EUR 1,535** in the form of a **discretionary fund** to support your teaching and research activities. Such a grant will be managed independently by you. You can spend the funds granted over the one year period. After having spent the money, but after one year at the latest, you must submit your accounts for the use of these funds to the DAAD. We will send you an appropriate form for this purpose. Money which you have not spent must be paid back to the DAAD. The earliest you can re-apply for a discretionary grant is one year after the end of the previous grant. By then, all the accounts for the previous discretionary grant must have been completed.
You cannot backdate your application for discretionary funds.
- 7.2 If you are a German DAAD-long-term lecturer, have an employment contract with an institution of higher education in a developing country with at least three months but less than one year of the contract to run, you may receive a discretionary grant of up to **EUR 410**. Such a grant will be managed independently by you. You can spend the funds during the period of your stay at the institution of higher education in the developing country. After having spent the money, but upon leaving the institution of higher education at the latest, you must submit your accounts for the use of these funds to the DAAD. We will send you an appropriate form for this purpose. Money you have not spent must be paid back to the DAAD.
You cannot backdate your application for discretionary funds.
- 7.3 The equipment and material which you finance from the discretionary grant can be bought in your host country or in Germany. If you buy the equipment and material in Germany, you must ensure that the *Mehrwertsteuer* (value added tax - VAT) is reimbursed to you when the equipment and material is exported. The discretionary grant is designated for the purchase of materials such as paper, cartridges, CD-ROM-blanks, photocopies etc., as well as for chemicals, glassware, spare parts and minor equipment. You are not allowed to buy office furnishings or pay for postage, phone-cards, telephone or fax charges from the discretionary funds.

7.4 If you are a German DAAD-long-term lecturer, your **application for a discretionary grant of up to EUR 1,535 must include:**

- detailed information on the institution of higher education you are working at
- the type of your work and your subject
- your DAAD-identification number (PKZ)
- duration of your current DAAD grant
- list of equipment/materials (incl. cost estimates) which you intend to finance with the discretionary grant
- details of your German account to which the discretionary grant should be transferred

No other forms are required for your application – which can also be sent by e-mail – to the DAAD (see last two pages for addresses).

7.5 **Important information on discretionary funds:**

On delivery, the equipment provided and the material funded by the discretionary funds become the property of your institution. The equipment provided must be available for the use of all academic staff at the institution. It is not intended that only one person has use of the equipment which must remain at the institution even after the departure of the applicant. Sale of the equipment is not permitted.

8. How is the decision on your application for an <i>equipment grant</i> reached?
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All decisions on applications are made by selection committees. We must receive your complete application at least two months prior to the date of the selection meeting. Information on these dates is available from Referat 434 at the DAAD (see address below) or by e-mail (Sachmittel@daad.de). Late or incomplete applications cannot be considered. Complete applications include the application form as well as the required additional documents in triplicate (one original and two sets of legible copies).

All documents **will be retained** by the DAAD.

Applications in triplicate (1 original + 2 copies) should be addressed to:

**Deutscher Akademischer Austauschdienst
Arbeitseinheit 434
Hochschulkooperationsprojekte
(Sachmittelprogramme)
Postfach 20 04 04
D-53134 Bonn
Bundesrepublik Deutschland**

Applications for *projects up to EUR 3.500* should be sent direct to the DAAD at the address given above.

Applications for *projects valuing more than EUR 3.500 and up to a maximum of EUR 20.000* should be addressed to the DAAD as above, but submitted via the German embassy or consulate in the host country and/or – where applicable – via the DAAD regional office or the DAAD Study Information Centre.

The Study Information Centre or the regional office and/or the embassy/consulate will comment on the application and will be informed by the DAAD of the award decision.