

## **AlumNode**

A joint initiative of the Heidelberg Laureate Forum Foundation and the German Scholars Organization with support of the Klaus Tschira Foundation gGmbH

## **Guidelines for the Use of Funds**

### **1. General**

These guidelines constitute part of the awarded project funding. The guidelines become effective with your first request for payment of funds.

The funds approved are to be used exclusively for the purpose stated in the project proposal and budget plan.

The funds are to be used sparingly and economically. If possible, we ask for support from your academic/research institution in processing the approved funds. Otherwise, one recipient has to be named and is responsible for processing the funds.

You, as the funding recipient, are solely responsible for the scientific conduct of the project. You decide how to use the funds, in accordance with these guidelines.

### **2. Travel**

Travel will be calculated at standard local rates. For flights and train rides reimbursement applies only to Economy class.

### **3. Administration of the Research Grant**

#### **3.1 Correspondence**

AlumNode requests that you organise correspondence pertaining to each award separately according to the reference number stated on the form of request of disbursement of funds.

#### **3.2 Accounting, receipts and documents**

We expect that your institution or you handle all administrative matters responsibly. Any administrative overheads incurred in providing this support cannot be paid from the funds awarded by AlumNode.

Cash records, accounts, and the organisation of receipts and other documents must adhere to the regulations applicable at public institutions. All such documents shall remain with the institution or the responsible recipient.

### **3.3 Requests for payment of funds**

Funds may be requested from AlumNode as a lump sum for the duration of the project as stated in the proposal. Funds have to be requested at least one month before the start of the project. Any funds not required after the end of the project must be returned to AlumNode immediately and without further request and no later than September 30, 2020.

AlumNode will only transfer funds to an account held by your institution or a designated member of your group (using a paypal account) and only after your institution or you have submitted the binding declaration to abide to these guidelines.

### **3.4 Accounting**

Evidence of the use of each grant must be submitted to AlumNode separately, quoting the reference number on the form of request of disbursement of funds. These accounts must record all income and expenditure for the time in which the funds were used and must be submitted no later than 3 months after expiry of the funding period (which starts with the transfer of funds for that award), but not later than September 30, 2020. Any unused funds remaining at the end of the funding period and after submission of your report can no longer be used and must be returned to AlumNode.

You must confirm that the funds have been used appropriately and solely for the purpose specified in your project proposal.

## **4. Auditing**

AlumNode and in Germany the Bundesrechnungshof (German Federal Audit Office) may – either themselves or through a third party – audit the use of funds by examining your accounts, records, invoices, etc. either on-site or by requesting submission of such documents for verification.

## **5. Cancellation, Reimbursement, Interest**

AlumNode reserves the right to cancel a funding award, either wholly or in part, and to claim reimbursement in the following circumstances:

- If there are substantial grounds to do so. This also applies if AlumNode does not receive sufficient funds from its own financial backers.
- If the award was obtained on the basis of false or incomplete information.
- If the requirements were not satisfied, or were not satisfied by the deadline set by AlumNode.
- If the funds have not been claimed within 6 months after the award was granted.

- If the funds were not used exclusively for the purpose specified in the award.
- If the funds paid were not accounted for punctually, properly or fully.

If AlumNode considers that you, as the funding recipient, are responsible for causing the circumstances leading to its request for reimbursement, you will be liable to pay interest on the sum in question with effect from the due date and at an annual rate 5 percent above the basic interest rate according to section 247 of the German Civil Code (Bürgerliches Gesetzbuch).

If the funds are not used for the specified intended purpose within an appropriate period after they are issued, AlumNode reserves the right to charge interest, for the period from when the funds are issued until you start using them as intended, at an annual rate 5 percent above the basic interest rate according to the German Civil Code. This applies whether or not the award is cancelled.

## **6. Liability**

You, as the funding recipient, are liable for any damage incurred to AlumNode as the result of your failure to observe any stipulations stated in the award.

You, as the funding recipient, are responsible for ensuring that all applicable laws and regulations are observed when conducting your research project.

## **7. Observation of the Rules of Good Scientific Practice**

AlumNode expects you to adhere to the rules of good scientific practice, as specified in the DFG recommendations (see DFG Website [www.dfg.de/en/Research Funding / Legal Framework Conditions for Research](http://www.dfg.de/en/Research_Funding/Legal_Framework_Conditions_for_Research)), and to implement these in the form of appropriate procedural regulations.

## **8. Reporting Obligations**

You are obliged, no later than 3 months after the end of the project period and without further request, to submit a final report on your work and any results obtained so far to AlumNode. Each such report submitted to AlumNode must include an introduction summarising the work and should not exceed two pages in length. The latest date for submission is September 30, 2020.