

## Information on Funding Requests

- All subsidies granted are entrusted for the purposes stated in the application, and shall only be used for approved measures as requested in the application.
- If grants are used differently than requested in the application (change of travellers, destinations, etc.), applicants are required to submit an informal written inquiry and await approval by BayFOR prior to implementation.
- Approved subsidies will only be allocated **upon project completion** and proof of actual costs. BayFOR will only process the report on expenditure of fund after receiving the signed funding agreement.
- Subsidies will only be transferred as a whole to the applicant's university, which will function as an executive entity. Cash transfers to private or company accounts are not permitted.
- The applicant is required to submit a project report and a numerical report on expenditure of fund to BayFOR within three months on the completion of the project or before 31 March 2018, whichever date comes first.
- A BayIntAn funding request follows a six step process:
  - 1) Let your university settle the incurred travel expenses, just as you would do with any other business trip. The calculation of the invoice will orientate itself to the travel expense law of Bavaria.
  - 2) Once you receive your travel expense reimbursement from your university, log in to OASys with your access code and fill out the "report on expenditure of funds".
  - 3) To complete the whole project you also need to fill out the "reporting obligation" in OASys.
  - 4) In the "post processing menu" of OASys, two pre-built documents are available for download and printing. Please print both documents – contents from OASys are transferred automatically. The project report must be signed by the funded applicant; the report on expenditure of funds must be signed by the university's accounting/third-party funding office as well.
  - 5) Please send these two signed documents to BayFOR by mail and email.
  - 6) Furthermore, you need to submit the reporting obligation and the report on expenditure funds electronically. Please scan all proofs and supporting documents and upload them as pdf files into OASys at the designated positions (maximum individual file size: 5 MB)
- Grantees who are not able to provide proof of use by mid-November are required to notify BayFOR ([internationalisierung@bayfor.org](mailto:internationalisierung@bayfor.org)) by 30 November as to whether the approved subsidies will be spent to their full amount by the end of the year (appropriation period). If the subsidies are to be only partially spent, grantees are required to send an estimate of the anticipated costs to [internationalisierung@bayfor.org](mailto:internationalisierung@bayfor.org).
- **Subsidies not spent by the end of the financial year may not be carried over to the successive year.**