FAQs on Project Management

Setting up the accounts:

Who sets up the accounts? → *The AixIni team will set up the accounts at RWTH in consultation with the ERS team. The project partners will receive an email informing them of the account set-up and the available funding amount.*

Funding period:

When does the project start? → *The funding period starts on the date specified in the approval email. If you would like the funding to start on a different date, please let us know. However, you must take the annuality principle of the funds into account. The latest possible start date is stipulated in the call. The end of the funding period is determined by the funding start date and the requested project duration.*

Usage guidelines:

What do you need to take into account when spending project funds? → *The funding of the Excellence Strategy competition is subject to the annuality principle. It is not possible to carry forward a balance to the following year. Further, the funds impose a teaching obligation for research staff. For projects lasting up to one year, however, the associated teaching obligations for research staff do not necessarily have to be fulfilled by the funded staff according to the decision of the Rectorate. In this case, the teaching obligation will be compensated elsewhere.*

Examples of the scope:

Permanent full-time position, 100% financed through project: 8 SWS
Temporary full-time position, 100% financed through project: 4 SWS
Permanent 75% position, 100% financed through project: 6 SWS
Permanent 75% position, 50% financed through project: 3 SWS
Temporary 75% position, 50% financed through project: 1,5 SWS

What can the funds be used for? → *The funds can be used for both staffing costs and material resources. In principle, you are flexible in how you spend the funds. The “UVgO NRW" procurement guidelines must be adhered to when making purchases. If, however, the expenditures deviate significantly from the original plan, we would ask you to consult us first. Light refreshments for meetings, workshops. etc. may be financed in an appropriate and economical manner with the project funds, provided that this is possible in accordance with state budgetary law.*

Report on expenditure of funds and receipt list:

When do the report on the expenditure of funds and the receipt list have to be created? → *You have to submit an expenditure report and receipt list at the end of each year.*

Who has to create an expenditure report? → *Each project partner has to create their own expenditure report and corresponding receipt list. One form must be completed for each project account that is to be settled.*

Where can I find the documents for the expenditure report and the receipt list? → *The ERS team or AixIni team will send you an email with templates for the expenditure report and the receipt list, including instructions on how to fill in the forms.*

What time period does the expenditure report have to be created for? → *Only items posted in the year in question (i.e. recorded by December 31, with the possible exception of December salaries) should be included in the expenditure summary.*

How are staffing costs calculated? → *For staffing costs, the number of positions (AS=Anzahl der Stellen) is to be understood as the "number of persons", irrespective of their number of working hours. Please <u>do not</u> calculate full-time equivalents (VZÄ=Vollzeitäquivalent) at this stage.*

How are the person months of research and student assistants calculated? → *Please calculate person months (PM) of research and student assistants based on a 19-hour working week (line 12 of the form).*

How are the person months of doctoral candidates calculated? → *The person months (PM) for doctoral candidates are based on a full-time position, even if pro-rata positions have been allocated.*

Reports:

Who has to submit a project report? → *All partners involved in the project must submit a joint report. The ERS team will send a request and a login to create the report in the ERS portal at the given time for any reports that have to be submitted. The reports must then be completed within two months.*

When are project reports requested? → *For Seed Funds and Prep Funds, the following must be submitted:*

(a) a report at the end of the project, and (b) a final report 18 months after project conclusion.

What do I have to include in the reports? → *The following aspects are covered in the report at the end of the project (a):*

- *External funding acquisition*
- *Publications/patents*
- *Prizes*
- *Key research results*
- *Any problems during the project or changes in the objectives*
- *Future prospects of the research topic*

The following aspects are covered in the final report 18 months after project conclusion (b):

- *External funding acquisition*
- *Publications/patents*
- *Prizes*
- *Impact on RWTH's research strategy*

What do I need to take into consideration for publications? → *Publications must include a reference to the Universities of Excellence funds. This should read as follows:*

"Gefördert vom Bundesministerium für Bildung und Forschung (BMBF) und dem Ministerium für Kultur und Wissenschaft des Landes Nordrhein-Westfalen (MKW) im Rahmen der Exzellenzstrategie von Bund und Ländern".

In English: "Funded by the Federal Ministry of Education and Research (BMBF) and the Ministry of Culture and Science of the German State of North Rhine-Westphalia (MKW) under the Excellence Strategy of the Federal Government and the Länder".

The short version in German: "Gefördert im Rahmen der Exzellenzstrategie von Bund und Ländern". In English: "Funded under the Excellence Strategy of the Federal Government and the Länder".

Please enter your Project ID as "grant" when registering your publication in the University Library's database, so your publication automatically appears in our portal. Your project ID is composed of the following:

Seed Funds:

G:(DE-82)EXS-SF-Project No. (e.g. *G:(DE-82)EXS-SF-OPSF496)*

Prep Funds:

G:(DE-82)EXS- PF-Project No. (e.g. *G:(DE-82)EXS-PFLS003*)