



FAO the Head of Administration and Finance of Leipzig University  
via the Dean's Office of the Faculty and Department 1: Research and Transfer

## NOTIFICATION OF APPLICATION FOR A RESEARCH / EXTERNAL FUNDING PROJECT ("EXTERNAL FUNDING NOTIFICATION")

**For collaborative projects with several (sub-)project leaders at Leipzig University:** please submit one external funding notification per sub-project. Only in this way is it possible to allocate the acquired external funds to the respective institution.

Basis: Leipzig University (LU) External Funding Regulations of 16 March 2010 (and Sect. 46 of the Saxon Freedom of Higher Education Act, SächsHSFG)

The project is to be carried out as an official duty at Leipzig University and will be financed in whole or in part with external funds. Its basis is

- a public grant (e.g. DFG, EU, federal government, state, foundation)
- a research assignment (contract research / service contract)
- a private payment (e.g. donation)
- other (please specify):

### 1 GENERAL INFORMATION

#### 1.1 Project leader

Name:

Institution:

Current employment contract with LU:  permanent  
 fixed term until:

FTE: %

#### 1.2 Project (please send proposal and submission confirmation digitally to Department 1)

**Project title:**

**Project acronym:**

**Draft proposal / Full proposal:**

**Date of submission:**

**Project partner(s)** yes , no :

For collaborative projects: I am project coordinator yes , no

→ If not: Specify coordinator (name and institution):

**Planned project term:** from until



**External funding body (e.g. DFG, EU):**

**Funding programme / announcement / call (e.g. Individual Research Grant, Emmy Noether, ERC):**

**2 ANTICIPATED EXTERNAL FUNDING FOR THE PROJECT (IN EUR)**

2.1 Costing for **grants** (please list only those funds requested by LU)

*As an alternative to this table, you can also enclose the budget from the project proposal*

If there are several partners within LU (different institutions), please submit separate external funding notifications!

Category	Total
1 Personnel costs	
2 Subcontracts (awarded by LU)	
3 Material / direct costs	
4 Investments	
5 Miscellaneous	
<b>Total costs (without overhead costs)</b>	
Overhead costs, programme/project lump sum	
<b>Funding amount applied for (including overheads)</b>	

2.2 Costing for **contract research**

Full costing must be enclosed (template: [IVMC-Web](#) or [xls file](#)), including when accepting subcontracts.

Please contact Department 1 if you require assistance.

**3 ENSURING THE IMPLEMENTATION OF THE EXTERNALLY FUNDED PROJECT**

3.1 Are additional resources (budgetary/other) needed to implement the project?

yes , no

→ If so: Specify the cost type and amount, and enclose confirmation of funds.

3.2 Are services of other University institutions required to realise the project (e.g. University Computing Centre, analysis laboratories)?

yes , no



Leipzig University, Department 1, 04081 Leipzig

→ If so: Enclose declaration from those institutions that they will assume those services.

3.3 Is any building work required on site to carry out the project (conversions, repairs, air-conditioning, utilities, environmental protection, etc.)?

yes  , no

→ If so: Specify the costs and, if applicable, enclose engineer's report and a statement from Department 4 (University) or Department V (University Hospital) on feasibility.

3.4 Will there be any subsequent costs (personnel, consumables, maintenance, repair, operating costs, etc.) that cannot be borne by the external funding acquired for the project or by the budget of the institution executing the project (the project leader's institution) (i.e. costs incurred after the end of the project)?

yes  , no

→ If so: Specify the cost type and amount, and enclose confirmation from the anticipated cost bearer.

3.5 Are the rooms and appropriate workstations available to accommodate the additional externally funded personnel and equipment?

yes  , no

→ If not: Please consult the room coordinators and enclose a suitable proposal.

3.6 If externally funded equipment will be purchased: does it comply with the applicable equipment regulations (medical devices, X-rays, radiation protection) and are the corresponding certificates of conformity available?

yes  , no  , not applicable

→ If not: Request necessary documentation from the equipment manufacturer and have it enclosed with the quotation.

## 4 DECLARATIONS, OBLIGATIONS

4.1 The funds will be administered by LU.

yes  , no

→ If not: As project head, I will be personally responsible for managing the external funds independently of the state administration!

4.2 I undertake to use the funds for the purpose specified by the donor and to ensure the management of the funds in accordance with the donor's terms and conditions, insofar as this does not conflict with legal provisions.

4.3 The information provided in this form is a full and accurate reflection of my current knowledge. I will provide notification of any changes without undue delay.

4.4 The Leipzig University External Funding Regulations have been observed.

.....  
(Date, signature of responsible project head)

There are no concerns regarding the resources or any existing rights and obligations.

.....  
(Date, signatures of the institute director **and** the dean)