



Guidelines for Strategic Scientific Workshops of the University of Bayreuth Centre of International Excellence "Alexander von Humboldt"

As of July 16, 2024

Preamble

The guidelines explain the basic framework for the organisation of Strategic Scientific Workshops by the University of Bayreuth Centre of International Excellence "Alexander von Humboldt" (henceforth: Bayreuth Humboldt Centre). This also includes the requirements formulated by the German Research Foundation for the transfer of funds to third parties as part of the "Universitätspauschale" (funding from the German Excellence Strategy).

The present guidelines are issued in German and English. The English version is a translation of the German one and can only be an approximation. If in doubt, the German version applies.

1. Type of funding

- (1) With its Strategic Scientific Workshops, the Bayreuth Humboldt Centre supports events organised by Bayreuth researchers with international colleagues for at least two days at the University of Bayreuth.
- (2) The aims of the funding program are to facilitate new institutional and individual connections between researchers as well as to strengthen and deepen existing ties to the end of fostering sustainable research networks for the University of Bayreuth. In general, at least one existing or envisaged international partner institution for a Strategic Scientific Workshop (henceforth: Workshop) is included, preferably from the University's strategic hubs or key regions.

2. Membership status

- (1) The main applicant for a Workshop is a senior faculty member and thus a member of the University of Bayreuth as well as the Bayreuth Humboldt Centre. By signing and forwarding the Declaration of Acceptance to the Office of the Bayreuth Humboldt Centre, the main applicant agrees to the terms and conditions given in the guidelines at hand for Strategic Scientific Workshops. Detailed information on the application requirements and the selection process for the Workshops are available from the website of the Bayreuth Humboldt Centre. The Workshop is an event of the University of Bayreuth; house rules apply.
- (2) For the duration of the Workshop, all participating international cooperation partners and additional external participants are considered guests at the University of Bayreuth as well as associated members of the Bayreuth Humboldt Centre.
- (3) The main applicant is primarily responsible for the organisation and realisation of the Workshop. The Bayreuth Humboldt Centre may support the main applicant within the bounds of possibility.
- (4) The main applicant as well as all participants in the Workshop acknowledge the regulations of scientific quality assurance applicable during the guest stay, the rules of good scientific practice in accordance with the applicable statutes of the University of Bayreuth, and the research data management as well as the safety instructions of the respective host institution at the University of Bayreuth.



- (5) The Bayreuth Humboldt Centre asks its members and associated members to actively support the Centre in its main goals. All Workshops will be featured as events of the Bayreuth Humboldt Centre on the Centre's Website and in its documentation. The Bayreuth Humboldt Centre asks the main applicant to advertise the event appropriately, and to publish the results of the cooperation for research marketing purposes. The main applicant may consider creating a website for the event, report on the workshop in the social networks and link the Bayreuth Humboldt Centre there as a sponsor.
- (6) The Bayreuth Humboldt Centre asks to introduce the funding opportunities of the University of Bayreuth and of the Bayreuth Humboldt Centre as part of the Workshop program by way of a short presentation. This part can be provided by the Centre; the main applicant should coordinate possible dates with the Centre ahead of time.
- (7) The Bayreuth Humboldt Centre asks the main applicant for early notification of the timing of the Workshop so that all necessary preparations can be made ahead of time.
- (8) After the end of the funding period, the Bayreuth Humboldt Centre asks the main applicant for a written final report on the Workshop goals, results, and subsequent activities. The Bayreuth Humboldt Centre asks to submit the report to the Centre's Office within three months of the end of the Workshop.

3. Payment of funding

- (1) After the main applicant has signed the Declaration of Acceptance of the Workshop (up to 6 weeks after notification), the Workshop should take place within a period of the next 12 months.
- (2) The Bayreuth Humboldt Centre supports planning and realization of the Workshop with up to 20,000 €. The main applicant is asked to include a budget plan for all envisaged costs needed to plan and realize the Workshop in their application. The Bayreuth Humboldt Centre forwards approved funds to the main applicant upon selection. The funds are transferred to the cost centre of the respective organizational unit.
- (3) The main applicant agrees to coordinate substantial changes to budgeting with the Centre's Office. Expenses that exceed the approved funds cannot be covered. Funds can be used to cover accrued and approved costs related to the Workshop including travel and accommodation costs of participants, fees, or costs for assisting staff.
- (4) Concerning food and services, the Hospitality Guidelines of the Bayreuth Humboldt Centre apply (enclosed) in accordance with the according guidelines of the University of Bayreuth, as well as the Bavarian Travel Expense Act for business travel and the Bavarian Budget Regulations ("Haushaltsordnung").
- (5) The main applicant has to forward the final bill to the Bayreuth Humboldt Centre for review. The claim to reimbursement of expenses expires if the main applicant fails to assert it in writing within 6 months after the end of the Workshop with the Office of the Bayreuth Humboldt Centre. Undrawn funds need to be returned to the Bayreuth Humboldt Centre.
- (6) The main applicant is responsible for all tax, customs, foreigner and social security law matters and compliance with other laws and regulations.
- (7) The main applicant needs to notify the Bayreuth Humboldt Centre of other third-party grants or benefits relating to the Workshop in Bayreuth, especially benefits from the international partnering institutions. If applicable, the Centre's Office will count these benefits towards the reimbursement.

4. Exploitation of Research Results

- (1) In publications resulting from the funded Workshop, reference should be made to funding from the University of Bayreuth Centre of International Excellence "Alexander von Humboldt". These research results should be labelled in accordance with the [publication guidelines](#) recommended at the University of Bayreuth.



- (2) The Bayreuth Humboldt Centre is to be notified of the publications with title and source information by email for publication on the Centre's website.
- (3) The German law on employee inventions (ArbnErfG) applies to the participating members of the University of Bayreuth for inventions. The regulations of their home institution apply to the external participants. If, in individual cases, there are conflicting regulations at the University of Bayreuth and the home institution, an amicable solution will be sought.

5. Other

- (1) No further claims arise from this approval guideline.
- (2) All changes and additions to this guideline must be in writing.
- (3) The Bayreuth Humboldt Centre reserves the right to revoke the decision on the Strategic Scientific Workshop and to reclaim funds or parts thereof in the event of violations of the requirements and obligations specified in this guideline. This also applies if other facts became known which would have prevented the conferment of the Workshop, would they have been known to the selection committee.
- (4) The Bayreuth Humboldt Centre reserves the right to change this guideline at any time, provided the changes are reasonable for the main applicant, taking into account the interests of the Bayreuth Humboldt Centre. The Centre will announce changes to the main applicant in good time. The changes are considered approved if the main applicant does not raise a written objection within four weeks. In the event of an objection, the Bayreuth Humboldt Centre reserves the right to cease funding within a reasonable period.