



For an optimal start to your project: Notification of an externally funded project

pursuant to Section 77 subsection 3 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) and Universität Hamburg's bylaws on external funding (Drittmittelsatzung)

A Information about the project manager and communication

Faculty / Institution

Wählen Sie ein Element aus.

Department / Institution

Last Name, First Name - project manager / spokesperson (title as appr.)

Last Name, First Name - additional contact person

Telephone / Email

Telephone / Email

Last Name, First Name - other responsible resource manager, if applic.

- checkbox The project manager is currently employed by Universität Hamburg and will be until the project period ends.
checkbox The project manager's employment at Universität Hamburg will terminate before the project period ends.
checkbox No employment relationship exists with Universität Hamburg.
checkbox The funding provider requires confirmation from the employer.

B Information on the research project

Project Title / Working Title

Project Short Title (max. 40 characters)

External Funding Provider

Title of Call / Call / Funding Format / Requested Module(s)

Anticipated project start

Anticipated project end

Will an existing project be continued?

checkbox Yes checkbox No

If "Yes," previous project's WBS element

C Information on the project funding

Requested/proposed funding in euros (excluding overheads)

Will the funding provider cover overheads (general and administrative flat fee)? checkbox Yes checkbox No

Will there be a cooperation agreement? checkbox Yes checkbox No

Are the costs above and beyond the actual project taken into account in the financing plan (e.g., procurement costs for investments in EU projects, follow-up IT costs for long-term storage, necessary laboratory conversion measures)? checkbox Yes checkbox No

If "No," is funding ensured for the costs not covered by the grant/remuneration?

checkbox Yes, through funding source

Include informal confirmation from the responsible resource manager (e.g., faculty, Regional Computing Center).

checkbox No.

Include an informal statement.



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D Additional basis resources

In addition the project requires the following basis resources within the faculty / institution:

Table with 4 columns: Staff group, Number of persons, Number of equipped workstations, Number of PC's. Rows include Research associates, Student assistants, Techn. and admin. staff, and a summary row with zeros.

E Confirmation from the project manager pursuant to Universität Hamburg's bylaws on external funding

With my signature, I hereby confirm that:

- 1. This externally funded project will not impair my other official duties or the rights and duties of other members of the University.
2. No further costs will arise for Universität Hamburg.
3. The relevant safety regulations will be adhered to.

I am aware that any external funding I obtain is subject to the budgetary regulations. I can complete/continue the above-mentioned project according to the conditions and requirements detailed in the application/grant approval.

Date Signature - project manager

Please, send the 'Notification of an externally funded project' by scan by email or per post to the office of the dean or - in case of the MIN- or GW-Faculty directly to your department coordinator.

F Confirmation from the faculty and the department within the MIN or GW Faculty

Confirmation from department within the Faculty of Humanities (GW) or department within the Faculty of Mathematics, Informatics and Natural Sciences (MIN)

The basic resources required will be provided by the department. The conditions for completion of the externally funded project have been met.

Date Signature - head of department

Confirmation from the faculty/institution

The required basic resources indicated above will be provided by the faculty/institution. The conditions for completion of the externally funded project have been met.

Date Signature - faculty management

G Supporting documents, if applicable

- Application, Printout of call / funding format, Financing plan, Confirmation/Statement from the responsible resource manager, Curriculum vitae of the project manager, R&D / cooperation agreement, Approval/notification, Confirmation from employer

Submit now or hand in later all documents related to the application and the project to the Faculty administration and University Administration!

Processing steps

- For further approval as necessary, department, For further approval as necessary, faculty, For information purposes, department 4, section 45 External Funding Management, For information purposes, department 4 or 5, Application Advising, For information purposes, department 4, Contract Management, A11 zur Eldorado-Akte 622.0-0009 Drittmittelforschungsprojektanzeigen



Information on submitting notification of an externally funded project

The notification of an externally funded project guides you through preparation of your application and informs University Administration of your project across all organizational divisions and sites. The sooner you contact them, the better they can support you.

For notification of an externally funded project pursuant to the bylaws on external funding

- Please, submit the notification PDF per email or per post to the office of the dean of your faculty or - in case of the MIN- or GW-Faculty directly to your department coordinator. If a decision/letter from the office of the dean or other clarification is required, submit the notification at latest two weeks before you submit your project application to allow sufficient time to prepare the notification.
- Complete sections A – G in full. If information requested in the form can be determined from the supporting documents you include, simply write "See supporting documents" in the form. Please, consult the various administrative services as required - for more information, see the guidelines on external funding. The application advising staff in the University Administration can gladly help you select the correct application format and answer any other questions you may have about your application. Contract Management will prepare your research and development contracts, and External Funding Management will check your draft budget and calculate your HR costs. Feel free to drop by.
- As soon as all signatures have been obtained, the faculty/institution administration will forward the application to Section 45 External Funding Management. After processing, Section 45 will then forward your application internally for upload to the ELDORADO University archive.

A Information on project management and communication

- For projects involving multiple sub-projects, the spokesperson of the project generally completes the application. To ensure good communication, also provide an additional contact person for the project.
- Only members of Universität Hamburg can complete projects at the University (Section 1 sentence 1 of the bylaws on external funding (Drittmittelsatzung)).
 - If you are not yet employed by Universität Hamburg, you can still submit notification of your project.
 - If you transfer to another university during the project period, propose someone to take over as project manager to the office of the dean.
 - If you are due to retire and wish to continue the project to the end, request a project completion agreement from the office of the dean (issued by Department of Human Resources).
- Some funding providers require confirmation from your employer. Submit the pre-filled form provided by Application Advising. They will forward this form to the Department of Human Resources for signing, then send it back to you. Please, remember to allow sufficient time to ensure that the application deadline can still be met.

B Information on the research project

- The short project title is used as the project description in the various project administration systems (SAP, Excel sheets, SharePoint), which often have a character limit.
- Application Advising can provide precise advice if you indicate which call / funding format / modules you are applying for.

C Information on the project funding

- Clarify with your funding provider whether they also grant a general and administrative flat fee (for overheads / program flat fee) in addition to the project funding—see Section 5 of the bylaws on external funding.
- Some projects are the result of a cooperation or involve cooperation with other institutions. Contact Section 4: Contract Management as early as possible so that they can draft a contract with you.
- It is important to consider all possible subsequent project costs in the budget (see examples). If the funding provider cannot finance specific costs, request additional funding from the office of the dean and indicate the source of funding.

D Basic resources

Building management and the IT technician responsible for your faculty/institution require this information to ensure the provision of appropriate rooms, workstations, and IT equipment.

E Confirmation from the project manager

With your signature, you confirm the correctness and completeness of the information provided, pursuant to Universität Hamburg's bylaws on external funding.

F Confirmation from the faculty and the department within the MIN or GW Faculty

Separate confirmation is only required from departments of the Faculty of Humanities (GW) and the Faculty of Mathematics, Informatics and Natural Sciences (MIN).

G Supporting documents, if applicable

To ensure smooth processing, submit your notification of an externally funded project to your faculty administration and the University Administration as early as possible. Submit the notification even if the required supporting documents are not all available yet. You can submit all project-related documents to the Faculty / University Administration at a later date.

Processing steps of this form to the digital archiv Eldorado, file 622.0-0009 Drittmittelforschungsprojektanzeigen