

Guidelines

Bilateral Events

The promotion of bilateral events serves to facilitate collaboration between researchers and expand scientific contacts. Funding can be provided within the framework of general cooperation agreements or, in individual cases, for agreements relating to the specific event, as agreed by the cooperating international partners.

Coordinators from the partner country must submit their proposals, which must be agreed in detail with their counterparts in Germany, to the respective funding organisation in the partner country.

The German coordinator of the bilateral event is responsible for submitting the complete proposal (in duplicate), managing the funds and reporting to the DFG. There are no prescribed forms or formats for proposals; however, they should include the following information:

- a brief description of the state of the art in the relevant field;
- the scientific objectives of the bilateral event;
- the applicant's CV and list of publications;
- a list of proposed participants from Germany, including their complete work addresses and contribution topics (please enclose abstracts);
- a scientific programme and a list of participants from the partner country or other participating countries and their contributions;
- a budget estimate, making use of special travel rates and arrangements;
- the bank account that will be used to handle the award.

Time to decision: Please allow an average of two to three months to process your proposal.

1. Bilateral Events Held in Germany

If your proposal is reviewed favourably, supplemental funding may be granted for the following items:

- Domestic travel within Germany and maintenance (per diem allowance) for participants from Germany according to the German Travel Expenses Act (*Bundesreisekostengesetz*, BRKG).
- Lodging for participants from Germany according to the BRKG.
- Maintenance for international participants, provided that these are not paid by the partner organisation.
- In justified, exceptional cases, maintenance and international travel for participants from other countries.
- Excursion expenses after the scientific event.
- Event costs, such as copying expenses for flyers/conference materials (a printing allowance to publish conference proceedings cannot be granted), catering services, carrying out conference-related events.
- Employment of conference assistants (up to €1.000).
- In justified cases, costs for an interpreter

2. Bilateral Events Held in the Partner Country

If your proposal is reviewed favourably, supplemental funding may be granted for the following items:

- International travel for participants from Germany, as well as transfer costs and visa expenses (€100 lump sum).
- Maintenance allowances for participants from Germany, provided that these are not covered by the partner organisation, according to the Foreign Travel Expenses Ordinance (*Auslandsreisekostenverordnung*, ARV).
- Excursion expenses for German researchers abroad following the event.