

# DIES National Multiplication Trainings (NMT)

## 2017-2018

### Guidelines for Funding

The programme funds will cover the expenditure for implementing the NMTs which will be carried out by a training committee in their home country or the region. Every NMT has to be composed of two presence workshops which can take place from December 2017 to October 2018.

A budget between 10,000 to approximately 23,000 Euro can be used as a point of reference for funds from the NMT programme.

Apart from the funds provided by the DIES NMT programme, an **own contribution** (by the Alumni's institution(s)) or **other sources of funding** are expected to cover approximately 10% of the total budget. Applicants are expected to budget the total costs of the training (minimum 2 workshops) and include other sources of funding. The budget plan should be divided by year. The spending of funds of the DIES NMT programme will need to be made accountable with a list of expenses, original invoices/receipts<sup>1</sup> and a participants' list with signature of each participant.

#### **Own contributions and other sources of funding could be**

- contributions from higher education institutions for meeting rooms and meeting facilities (e.g. meeting rooms at your university can be used for the workshops free of charge; your university will cover one joint dinner)
- contributions from higher education institutions for personnel costs (e.g. you are allowed to work certain hours on the NMT project within the normal working time at your university and/or additional staff from your university to support the workshop implementation on spot)
- individual contributions from the participants
- contributions from colleagues (e.g. your colleagues in the field will hold the presentation and/or guide the group work)

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<sup>1</sup> Should the training be started in 2017, the accountability of expenses will need to be handed in within 6 weeks after year's end and within 6 weeks after the programme end in October 2018. For trainings which are implemented and have expenses only in 2018, the list of expenses and report need to be handed in within 6 weeks after the end of the programme.

The regulations of DIES NMT training funds are described as follows:

### 1. Personnel staff

Description	One local administrative staff can be paid to support the organisation of the workshop.
Budget	Up to 60 hours according to the local salary per workshop. However, the total amount should not exceed 480 EUR per workshop.

### 2. Honorarium

Description	One European expert and/or one regional expert can be invited to the workshop on a honorarium basis.
Budget	Up to two experts will receive a compensation of 250 Euro per day. Contractual matters and payment will be arranged by the University of Potsdam if possible.

### 3. Travel of experts

Description	The travel expenses for the European and/or the regional expert will be covered based on the economy class and best option.  If possible, University of Potsdam will arrange the travel for the experts directly.
Budget	Up to one return travel ticket (train, flight, bus) for the European and/or the regional expert per Workshop can be budgeted.

### 4. Accommodation and meals for experts and training committee

Description	Under accommodation and meals costs for the experts, the training committee can budget the following expenses: <ul style="list-style-type: none"> <li>▪ the accommodation of the experts</li> <li>▪ and the costs for the meals which can include: <ul style="list-style-type: none"> <li>○ breakfast,</li> <li>○ lunch,</li> <li>○ coffee breaks during the workshop,</li> <li>○ joint dinners</li> </ul> </li> </ul>
Budget	The budget for Accommodation and meals differs from country to country. Please refer to Annex 6 “Rates for Accommodation and Meals for Experts and Training Committee” for the calculation of maximum budget per person per day.

### 5. Workshop materials

Description	Workshop materials can be the printing costs of workshop handouts, expenditure of workshop stationery such as nametags, lanyards, notepads etc.
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## 6. Accommodation and meals for participants

Description	<p>Under accommodation and meals costs for the participants, the training committee can budget a lump sum per participant per day according to the list “Lump Sum Rates for Accommodation and Meals for Participants”. The lump sum is for expenses such as:</p> <ul style="list-style-type: none"> <li>▪ accommodation</li> <li>▪ and the costs for the meals which can include: <ul style="list-style-type: none"> <li>○ breakfast,</li> <li>○ lunch,</li> <li>○ coffee breaks during the workshop,</li> <li>○ joint dinners</li> </ul> </li> </ul> <p>In order to verify the expenditure of the lump sum, no invoices or receipts but a signed participants’ list will be needed. The lump sum should not be paid out to the participants, but used for the accommodation and meals expenses directly.</p> <p>If the maximum amount cannot cover all expenses for the accommodation and meals, the difference should be covered by other sources of funding or by the participants themselves (e.g. the participants pay the accommodation or part of the accommodation and meals on their own)</p>
Budget	<p>The lump sum can be budgeted per workshop day. Days of arrival and departure are counted as ½ day each. The amount per day needs to be requested fully per participant as per Annex 5.</p>

## 7. Travel of participants

Description	<p>Travel and transfer expenses of participants are required to be covered by themselves or their institutions.</p>
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