

Form – PUSCH-Research funding

Personal details							
Name							
First name							
sex	<i>male</i>	<input type="checkbox"/>	<i>female</i>	<input type="checkbox"/>	Divers	<input type="checkbox"/>	<i>not specified</i>
Telephone							
E-Mail							
Group	Professor:in	<input type="checkbox"/>		Juniorprofessor:in	<input type="checkbox"/>		
	WiMi*	<input type="checkbox"/>		Promovend:in* PhD candidate	<input type="checkbox"/>		
	*If both apply, please tick both boxes						
Funding information							
Funding programme	A	<input type="checkbox"/>		B	<input type="checkbox"/>		
	C	<input type="checkbox"/>		D	<input type="checkbox"/>		
	E	<input type="checkbox"/>		<input type="checkbox"/>			
Amount of funding requested in €							
Documents							
Project proposal (max. 2 pages)							<input type="checkbox"/>
Letter of motivation / Statement of reasons for funding (max. 1 page)							<input type="checkbox"/>
Time and budget plan (max. 1 page)							<input type="checkbox"/>
Additional documents (please specify)							<input type="checkbox"/>

General information

- PUSCH research funding is budgetary funding -> the relevant budgetary and procurement regulations apply.
- The regulations of FRCE (Finance, Accounting, Controlling, Procurement) must be strictly observed.
 - Even after the Funding Committee has approved a grant, FRCE may be prohibited from disbursing funds due to legal requirements.
- All expenditure must be economical, prudent and used for its intended purpose.
- Procurement must always be handled via the Procurement department. SAP-SRM must be used for requests.
- Please note:
 - the applicable value thresholds and contract types
 - the requirements for comparative quotations or tenders
 - the involvement of the Procurement department prior to placing an order
- Quotations:
 - please note the difference between net quotations (excluding VAT) and gross quotations (including VAT)
 - The net amount is generally the determining factor for procurement thresholds
 - Early planning is required (e.g. delivery times, procurement procedures)
- The requester is not permitted to place orders independently.
- Changes to the budget must be agreed with the Funding Committee and FRCE
- Travel must be approved in advance via business travel requests
 - For external PhD students, travel expenses are reimbursed via a separate form
- Other expenditure items
 - Visiting lecturers / freelance staff – see regulations in HCU-internal/Teaching Organisation/Guidelines
 - Hospitality – see HCU-internal/Representation Guidelines
 - Events/workshops – see HCU-internal/Building and Property
 - Publications – see HCU-internal/FRCE/Purchasing/Procurement of Publications

Special notes

The following are **not** eligible for funding:

- Funding to cover temporary staff positions
- Contracts with service providers for the preparation of project applications
- Catering as the sole or main activity
- Travel expenses for external participants attending external workshops (Funding Stream D)

Please submit your application documents exclusively in digital form by email to hcu-puschforschung@vw.hcu-hamburg.de