

[This is only a sample copy for information purposes. Please **do not fill in** – use the German version of this form instead!]

as of October 2009

## Finance Scheme

Attachment to the notification of external funds of (date)

Project management:  
 Donor or funding institution:  
 Title of the research project:  
 Duration of the project:      from: ..... to: .....

**I. External funds acquired:**

Net: € \_\_\_\_\_  
 VAT (19%)<sup>1</sup>: € \_\_\_\_\_  
 Total: € \_\_\_\_\_

Income (budget)<sup>2</sup> is distributed for each calendar year as follows:<sup>3</sup>

	2...	(year)		..... €
- PLEASE ALWAYS INDICATE -	2...	(year)		..... €
	2...	(year)		..... €
	2...	(year)		..... €

**II. Expenses** which result directly from the realization of this externally funded project. These are additional expenses that exceed the normal use of existing equipment and that are not covered by the external funding acquired for the calendar year 2... .<sup>3</sup>

2... (year)

1. Salaries and wages	€ _____
2. Materials and consumables	€ _____
3. Other expenses in kind (“sächliche Ausgaben”) <sup>2</sup> (e.g. travel, communication costs)	€ _____
4. Investments (equipment used over several years) <sup>2</sup> (only if net value is above €150) <sup>4</sup>	€ _____
5. Subtotal	€ _____
6. User fees/overheads (no EU)	
Humanities and Social Sciences      add 7.5 %	€ _____
Mathematics and Natural Sciences    add 15.0 %	€ _____
Overhead (e.g. DFG)                    add 20.0 %	€ _____
7. Total expense for the year in question:	€ _____
8. VAT (19%) <sup>1</sup>	€ _____
9. Total (sum of 7. plus 8. above)	€ _____

<sup>1</sup> Only for projects liable to VAT.

<sup>2</sup> For projects liable to VAT: please insert net value.

<sup>3</sup> **If required, use separate sheet for the years following.**

<sup>4</sup> For projects not liable to taxation, please insert gross value/expense.

2... (year)

1. Salaries and wages		€ _____
2. Materials and consumables		€ _____
3. Other expenses in kind ("sächliche Ausgaben") <sup>2</sup> (e.g. travel, communication costs)		€ _____
4. Investments (equipment used over several years) <sup>2</sup> (only if net value is above €150) <sup>4</sup>		€ _____
5. Subtotal		€ _____
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Mathematics and Natural Sciences	add 15.0 %	€ _____
Overhead (e.g. DFG)	add 20.0 %	€ _____
7. Total expense for the year in question:		€ _____
8. VAT (19%) <sup>1</sup>		€ _____
9. Total (sum of 7. plus 8. above)		€ _____

2... (year)

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3. Other expenses in kind ("sächliche Ausgaben") <sup>2</sup> (e.g. travel, communication costs)		€ _____
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2... (year)

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Humanities and Social Sciences	add 7.5 %	€ _____
Mathematics and Natural Sciences	add 15.0 %	€ _____
Overhead (e.g. DFG)	add 20.0 %	€ _____
7. Total expense for the year in question:		€ _____
8. VAT (19%) <sup>1</sup>		€ _____
9. Total (sum of 7. plus 8. above)		€ _____

### III. Contracts and subcontracts

The external funds are likely to be used to finance jobs by third parties/contracts for specific tasks/etc.  
yes  no

### VI. Additionally required funds (e.g. household funds)

In order to carry out this project, additional funds of (gross value) € \_\_\_\_\_  
are required.

These funds are provided by: \_\_\_\_\_

### V. Follow-up costs after the end of the project (please specify on a separate sheet if needed):

\_\_\_\_\_  
Date/signature of the project management