

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

Münster,

Notification of External Funds according to § 71 (3) HG

Rektorat - Der Kanzler  
Dezernat 6.3  
Schlossplatz 2

D-48149 Münster

Project Manager .....  
University Institution .....  
– Institute, Seminar etc. – .....  
Sub-institute (“Lehreinheit”) .....  
– 7-digit code – .....  
Address .....  
.....  
Phone Contact .....  
Email .....

Project Outline / .....  
Research Project .....  
(short title) .....

Funding Institution or .....  
Party .....

Please find attached

*These attachments  
are obligatory.*

- the letter of approval, the research contract or the funding commitment including the successful proposal (if available)
- the financial scheme – please fill in \*
- the tax classification – please fill in \*

\* the forms are available online at  
<https://www.uni-muenster.de/Verwaltung/formulare/Mittelbewirtschaftung.html>

This project primarily  
serves the purpose of

- Teaching and Research \*
- Teaching \*
- Research \*
- Promotion of young researchers \*

\* please choose only one option

I confirm that

the required basic equipment – staff, funds for consumables, rooms, and instruments – will be available during the course of the project,

the financial scheme for the conduct of the project is sound and

the project does not interfere with other tasks of the university or infringe the rights or duties of third parties.

I confirm that

- there will be no follow-up costs or own contributions needed.
- the financing of follow-up costs or of own contributions has been assured, as follows:  
- if applicable, please specify on a separate sheet -

The funds granted  will entirely be spent in our own department ..... (specify department).

will in part be spent in another department, i.e. in the department of ..... by Mr./Ms. ....  
- Notification of External Funds follows -

It is requested to

create a new billing object for external funds ("Abrechnungsobjekt").  
(If one has already been reserved, please specify the billing object:  
2.....)

manage any external funds acquired through the already existing billing object 2.....

create a further billing object for funds spent by Mr./Ms. .... in our own department ..... (specify department).  
- Notification of External Funds follows -

grant Mr./Ms. .... access to the Intranet-based information system MACH-Web.

I authorize

Mr./Ms. .... to declare financial calculations and invoices as factually correct **for this project**.

I ask to

manage the external funds autonomously, independently of the university budget – private accounting –.

I declare that

I have taken note of the decree of the Ministerium für Schule, Wissenschaft und Forschung of North Rhine-Westphalia (MSWF NRW) of 22 September 2000 on externally funded research and on the fight against corruption, and I confirm that the project is being carried out in accordance to this decree.

For externally funded projects for which a **contractual compensation** is paid:

I declare that

the compensation agreed to be paid to the university is adequate to the services it has to provide in exchange, and particularly that the amount is not exceedingly high. \*)

the funding institution or party does not grant any material or immaterial advantages to me or third parties, apart from the compensation agreed on. \*)

I am not involved in processes which concern the acquisition of products or services from the funding institution or party. \*)

I do not have any other contractual/official relations to the funding institution or party – and neither do I pursue an additional occupation at the funding institution. \*)

\*) Otherwise, please specify on a separate sheet.

1. Signature of the Project Management

2. Visa of the Managing Director of the university institution

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3. Visa of the Dean of the department (Dekanat)

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