

## **Information Sheet for Applications to Receive Funding**

The TUM Association of Alumni and Friends supports the Technical University of Munich in non-material and material ways with the funding of research and teaching.

The requirement for funding by the TUM Association of Alumni and Friends is that the applications exclusively and directly serve the statutory objectives. Particular attention is paid to economical and prompt use of the funds.

There are two lines of funding:

1. Quick help: granted 3 to 4 times each year, from €200 up to a maximum of €5,000
2. Funding for projects: granted once per year, starting at €5,000.

Approval by the board of the TUM Association of Alumni and Friends is generally required. The application will only be passed on to the management office after the university board of management has endorsed it. The latest application deadline in this case is the starting date of the summer semester.

The following explanations apply to both lines of funding.

### **The following funding methods are possible:**

- Support for research projects, above all, those involving students to a considerable extent and those chiefly focused on nurturing young talent.
- Events of an academic, artistic, or social nature
- Support for academic and artistic events staged by TUM, as well as support for guest lectures and lecture series staged by TUM, including those held in rooms outside TUM.
- Travel expenses incurred by external speakers at TUM events (within the framework of the Bavarian Travel Expenses Law (*Bayerisches Reisekostengesetz*)).
- Student excursions (no funding for accompanying full-time academic staff)
- Provision of mobile items and equipment for achieving the purpose of the funding (these will become property of TUM; the creation of an inventory needs to be proven to the TUM Association of Alumni and Friends).
- Help with travel expenses for journeys in Germany and abroad (e.g., for participation in conventions, conferences, competitions, internships, and study trips).

In individual cases and upon special request, payment of student assistants can be approved. The TUM Association of Alumni and Friends will under no circumstances employ staff from its funds.

**Among other things, the following are not funded:**

- Expenses related to gestures of politeness (e.g., gifts or flowers)
- Costs for events that do not directly serve statutory objectives (e.g., fringe events at conferences or social events)
- Costs of running the office
- Membership fees
- Machines and equipment that are not exclusively used for the project named in the application
- Hospitality expenses
- Travel expenses for persons who are not employed at TUM (exception: speakers at TUM events)
- Printing costs for and other costs related to dissertations or habilitation
- Purchase costs for books
- Wages/salaries of project staff and teaching assignments
- Presentations and other work by Emeriti
- Travel expenses, fees, and other costs incurred by external staff who are not speakers or by students from other universities.
- Costs for research projects carried out by other research institutes
- Catering, hospitality, and all kinds of meals
- Retroactively submitted applications

**Notes on submitting application:**

- **The application will only be processed by TUM and the TUM Association of Alumni and Friends if this information sheet has been signed and is enclosed.**
- Applications can only be submitted by employees and students of TUM. Students and student initiatives can submit applications through a professor or academic staff member.
- The application should be written in a way that is generally understandable. It should clearly indicate the significance for research and/or teaching and the special areas set by the TUM Association of Alumni and Friends (student involvement, nurturing young talent, innovation, and visibleness of TUM and the TUM Association of Alumni and Friends).
- The application should comprise a brief extract (max. 1,000 characters), a presentation on approximately one page, and a financing plan. It should also include an itemized list of costs.
- The funded project must be finally completed 18 months (in exceptional cases 24 months) after the application submission deadline.

**If you have any questions, please contact TUM (Dr. Julia von Mendel) by telephone 089/289-22589 or email [mendel@tum.de](mailto:mendel@tum.de).**

**Approval:**

Following a review by the TUM Association of Alumni and Friends, the applicant will, if accepted, receive a confirmation letter stating an approval number and a deadline by which the funds have to be used and accounted for in accordance with academic regulations and within the framework of the granted approval. After this deadline, the funds from this approval will no longer be available. Any funds not used should be paid back to TUM Association of Alumni and Friends immediately. A copy of the approval letter will be sent to the treasurer's office of the TUM Association of Alumni and Friends.

**Compliance notice for conflict of interest management:**

Definition: A conflict of interests arises when there is a risk that professional judgment or action (primary interest) is influenced by one or more (secondary) interest(s) (e.g., private or financial interests). Conflicts of interest can be purely work-related or occur where private concerns clash with work duties.

The applicant should make sure that they know of no conflicts of interest before submitting the funding application.

Information sheet read and accepted:

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of applicant