



## **Guidelines for the use of BONFOR funds**

**These guidelines are part of the grant application. They apply unless explicitly stated otherwise in the grant approval. By submitting an application, the applicant and the director of the respective UKB department, accept the obligations of the guidelines.**

**Please note that the following guidelines apply to the use of BONFOR funds:**

### **1. Project start**

For BONFOR instruments 1, 2, 3, 5, 6, 8 and 9, the planned start of the project must be specified with application submission, but should be within a maximum period of three months after approval. A later postponement of the project start is only possible in exceptional cases and upon request. For the SciMed doctoral fellowship, the start of funding is determined by the SciMed Commission in the respective funding round.

### **2. Use of funds**

The granted funds can only be used for work within institutes or clinics of the Faculty of Medicine. Exceptions - e.g. cooperation with external scientists - are only permitted if this is in the interest of the grant recipient and is justified in detail in the application. Funding cannot be used for proband fees and publication costs.

Personnel funds can only be used for the requested position category. In justified, individual cases, the prior written consent of BONFOR must be obtained. The employment of postdocs instead of PhD students is not allowed. Personnel funds may not be paid to external institutions.

### **3. Reallocation of funds**

Funds may be reallocated within the approved cost categories. Individual budgets may be exceeded by up to 10 %, if corresponding savings in other individual budgets can offset the excess. In addition, up to 10% of consumable funds may be reallocated to travel funds. The reallocation of personnel funds is only possible within the approved funding period (i.e. within the usually 12-month period of the call for personnel funds). Any deviation in the use of funds beyond this period requires the approval of BONFOR.

Exceptions to this rule are personnel funds for doctoral student compensation: An approved 65% compensation must be passed on in full to the doctoral student as requested (unreduced and undivided 65% doctoral student remuneration to one person). In this case, the reallocation of unused personnel funds to material funds, the use of funds to extend the project or the partial financing of a second person are not allowed.



#### **4. Modification of the research project**

Serious modifications to the planned research project (e.g. change of workplace, interruption of work on the funded project) must be reported immediately and require the prior written consent of BONFOR.

#### **5. Revocation of permits**

BONFOR reserves the right to revoke the funding approval in whole or in part and to assert a claim for reimbursement if:

- there are good reasons to do so. This is also the case if the BONFOR Commission does not have the necessary budget;
- the grant or the determination of the amount of funding has been obtained on the basis of incorrect or incomplete information;
- conditions have not been fulfilled or have not been fulfilled within the time limit set by BONFOR.

#### **6. Early project termination - return of funding**

Grants may be returned prematurely for compelling reasons (e.g. serious personal reasons, change of job) without BONFOR being entitled to claim back any amounts already paid for the period up to the occurrence of the reason. BONFOR reserves the right to examine the individual case.

#### **7. Obligation to return funding**

The funding is tied to the recipient of the grant. If the employment relationship with the UKB ends, the funding also ends. Changes in the employment relationship must be reported immediately.

#### **8. Exclusion of double funding SciMed Fellowship**

BONFOR funding cannot be combined with funding from other institutional sources. However, it is possible to be admitted to the SciMed Doctoral Programme without using the scholarship funds, but with material funding for the working group. In the event of double funding, the scholarship holder is obliged to point this out and to inform BONFOR immediately in writing.

#### **9. Responsibility for staff and job funding**

The responsibility for staff (technical assistants, PhD students, student assistants (SHK/WHK)) employed within the framework of the BONFOR-funded project lies with the funding recipient. In the event of the premature departure of this person, staff responsibility for the staff will pass to the head of the institution where the research project is located. Associated financing obligations from ongoing employment contracts are transferred to the leader of the institution with a transitional period of 3 months, unless the funding instrument provides for other regulations.

#### **10. Raising external funding (not relevant for instr. 5 and 7)**

While BONFOR funding is being used, no other funding from German science funding organisations on research topics with the same or related content may be used at the same time. If you receive funding approval from another publicly funded German funding organisation for a research topic with the same or related content before or after receiving the BONFOR funding, you may no longer claim BONFOR funds once the external funding begins.

Other funding for research projects with the same or related content as well as any other external funding and contract research must be reported to the BONFOR



Commission in writing without delay prior to commencement.

### **11. Dealing with funding after acquiring external third-party funding** (follow-up funding)

In order to create a positive incentive for obtaining more external follow-up funding, part of the funds approved within the framework of the BONFOR project will be made available for flexible spending on research purposes for the duration of the externally funded follow-up project.

Calculation of the amount (from the beginning of the term of the externally funded project):

- If more than 6 months of the BONFOR project remains, funds equivalent to 6 months of funding will be provided.
- If less than 6 months of the BONFOR project remain, the total remaining amount of funding will be provided.

This provision does not affect funds for extramurally funded research projects, which are neither identical in content nor related in subject matter to the existing BONFOR funding.

### **12. Account closure and remaining balance**

The funds can only be used within the funding period. Invoices for services and procurements received during the funding period can be paid up to 6 months after the end of the funding period. The date of receipt of the invoice by the UKB must be within the funding period. Six months after the end of the funding period, the account will be permanently closed and unused funds will be forfeited. There will be no notification of the impending account closure.

Funds not spent at the end of the project will be returned to the BONFOR budget to be used in justified cases, e.g. for interim financing. As a rule, the remaining funds are not reallocated. Special arrangements are decided on a case-by-case basis.

### **13. Use of equipment funds**

Approved equipment funds may only be used for the procurement of the approved equipment. Reallocation after approval is only possible in well-justified, exceptional cases upon request.

### **14. Use of BONFOR-funded equipment**

In order to ensure that BONFOR-funded equipment continues to be used in a meaningful way after the project funding ends, applicants should also describe in their application the possible further use of the equipment after the project funding period.

If the equipment is no longer needed in the institution of the BONFOR-funded applicant at the end of the project, the equipment can be made available to other working groups on the recommendation of the BONFOR .

### **15. SciMed doctoral scholarship**

The scholarship does not constitute an employment relationship; it is not a compensation within the meaning of § 14 SGB IV (Social Security Code). It is therefore not subject to social security contributions. The scholarship is tax-free according to § 3 No. 44 EStG. BONFOR scholarships cannot be combined with scholarships from other institutional sources. However, it is possible to be admitted to the SciMed doctoral college without using the scholarship funds, but with material support for the working group.



## **16. Reporting obligation and determination of success (Instr. 1 to 6 and 8)**

In order to prove the sustainability and success of the programme, BONFOR is interested in the results of the funded projects and their further utilization. Therefore, in addition to the project presentation at the BONFOR symposium, the Commission expects a final report at the latest by the time the funding account is closed. Furthermore, the Commission requests information on publications and external funding received.

A separate section for each of the three above-mentioned communications has been set up in the BONFOR eApplication system. Since the performance evaluation is carried out directly via the eApplication system, only data submitted online can be taken into account.

BONFOR funding recipients are explicitly requested to enter the status of third-party funding subsequent to the BONFOR project. They are also asked to regularly document changes in status there (subsequent external grant: in preparation/ submitted/ obtained/ not received), even after the end of the BONFOR funding period. The same applies to publications (in preparation/ submitted/ accepted/ published).

SciMed scholarship holders are also expected to submit an interim report (midterm) after completing approximately half of the funding period. They will receive information on the general conditions together with the funding notification.

**I have read and agreed to the above guidelines for the use of BONFOR funding.**

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**BONFOR eAntrag-Nr.** (please complete)

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Date and signature of applicant

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If applicable: Date and signature of  
SciMed scholarship applicant

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Date and signature head of UKB institution