Information on Funding Requests for projects 01/2026
(as of 25 February 2026)

- All subsidies granted are entrusted for the purposes stated in the application and shall only be used for approved measures as requested in the application.

- If grants are used differently than requested in the application (change of travelers, of destinations, etc.), applicants are required to submit an informal written inquiry via internationalisierung@bayfor.org and await approval by BayFOR prior to implementation.

- Approved subsidies will only be allocated **upon project completion** and against proof of the actual costs incurred. The report on expenditure of funds can only be processed if BayFOR has received the signed funding agreement for the research project.

- Subsidies will only be transferred as a whole to the applicant's university, which will function as an executive entity. Cash transfers to private or company accounts are not permitted.

- The applicant is required to submit a technical report and a financial report on expenditure of funds to BayFOR within three months of the completion of the project or **before 31 July 2026**, whichever date comes first.

- A BayIntAn funding request follows a five-step procedure:

  1) Let your university settle the incurred travel expenses, just as you would do with any other business trip. The Bavarian Travel Expenses Act will be applied for the settlement of costs.

  2) Once you receive your reimbursement of travel expenses from your university, log in to the OASys platform with your access code and fill out the "report on expenditure of funds".

  3) To complete the project, you also need to provide a technical report under the "reporting obligation" section in OASys.

  4) In the "post-processing" menu of OASys, two pre-built documents are available for download and printing. Please print both documents – contents from OASys are transferred automatically. The technical report must be signed by the applicant; the report on expenditure of funds must be signed by the university's accounting/third-party funding office as well.

  5) Please upload both signed documents in OASys and submit technical and financial report electronically. Please also scan all proofs and necessary documents and upload them as pdf files into OASys at the designated positions (maximum single file size: 5 MB).

- Grantees who are not able to provide proof of use of resources by mid of November are required to notify BayFOR (internationalisierung@bayfor.org) by 15 May as to whether the approved subsidies will be spent to their full amount by the end of the year (appropriation period). If the subsidies are to be only partially spent, grantees are required to send an estimate of the anticipated costs to internationalisierung@bayfor.org.

- **Subsidies which are not spent by the end of the financial year may not be carried over to the following year.**