

Information on Funding Requests for projects 01/2027

- 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 the deadline specified in the respective grant agreement**. As the submission deadline is determined individually and is based on the travel or project period stated in the application, the provisions set out in the respective funding agreement shall be binding.
- 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).
- Beneficiaries are required to inform BayFOR informally via internationalisierung@bayfor.org **by 15 May 2027 at the latest** whether the approved funding will be fully spent by the end of the funding period. If this is not the case, a careful and as realistic as possible estimate of the expected expenditure must be provided and communicated to internationalisierung@bayfor.org.
- **Funds that have not been spent by the end of the funding period may not be carried forward to a subsequent period.**