

Kreativfonds Fact Sheet

(available via activate links at www.uni-weimar.de/forschung/dokumente)

1. General

- Approval is subject to the condition that the grant recipient remains a member of the Bauhaus-Universität Weimar for the duration of the project.
- Immediately notify the Research Operations Office (DFO) in writing of all personnel and financial changes within the Kreativfonds project.
- All publications and presentations must refer to the Kreativfonds funding and use the Kreativfonds logo ([see downloads on the Kreativfonds website](#)).

2. Finances

- The approved funds are to be used exclusively in accordance with the financial plan; in case of deviations, please obtain prior approval from the DFO.
- No cash payments are accepted.
- Invoices for payment must be submitted in their original form and the addressee must be the Bauhaus-Universität Weimar.
- Invoices that are not made out to the Bauhaus-Universität Weimar shall be paid by the respective addressee. A refund can be applied for, together with a proof of payment (receipt, bank statement, confirmation of payment on the invoice), and using the form "Rückzahlung verauslagter Sachkosten" (Reimbursement of material costs incurred) ([see downloads on the website of the Finance Department](#)).
- The project number must be quoted on all orders, invoices, and enquiries.
- Procurements of equipment, fixtures and installations are to be made via the Finance Department (DF), Procurement and Inventory Office, Ms Reichelt, Coudraystrasse 7, 4th floor, room 411, Tel.: 58 25 51, sylvia.reichelt@uni-weimar.de. This ensures that the legal requirements are complied with when using public funds.
- Fixed assets from € 75.00 gross are inventoried on the cost centre of the professorship or organisational unit through which the project was applied for and are the property of the university.
- For consumables and technical infrastructure of any kind, an order should also be placed with the Finance Department, Procurement, and Inventory Office, in order to take advantage of discounts and special conditions of the Bauhaus-Universität Weimar and to be able to process the purchase on account.
- Food and beverages are not consumables, and their financing through public funds is not permitted under the Thuringia State Budget Code.
- For business trips by employees of the Bauhaus-Universität Weimar, a business trip application must be submitted to the professorship or organisational unit responsible for the project. Accounting for an approved business trip is carried out by the HR Department (DP).
- Students of the Bauhaus-Universität Weimar are reimbursed for travel expenses incurred in connection with a project using the form " Rückzahlung verauslagter Sachkosten", to which the original tickets or information on the mileage travelled are attached. For insurance reasons, the use of private cars can only be permitted in exceptional cases.
- Advance payments can be approved and applied for from DFO in exceptional cases (form from DFO)

	Contacts:	Tel. (area code 03643)
Research Operations Office (DFO) Cranachstraße 477 1th floor, room 117	Dipl.Übers. Kristina Hellmann Research Officer kristina.hellmann@uni-weimar.de	58 2539
Research Operations Office (DFO) Cranachstraße 47 1th floor, room 118	Uta Winkler Business Administrator (VWA) Member of staff uta.winkler@uni-weimar.de	58 2532

3. Security Issues

- The professor is responsible for security in all areas during the implementation of projects within the framework of the Kreativfonds, through the delegation of duties from the President to the dean, professor, or faculty security officer.
- Service instructions on the enforcement of legal provisions on health protection, fire control and protection, and occupational and environmental health and safety ([MdU 06/2005](#)).

	Contact:	Tel. (area code 03643)
Service Centre for Safety Management (SI) Belvederer Allee 6 room 103	Dirk Schmidt, MEng Head of Service Centre for Safety Management dirk.schmidt@uni-weimar.de	58 1210
Safety and Security		Internal: 6603 External: 814720

4. Other Important Contacts

	Contact:	Tel. (area code 03643)
Finance Department (DF) Procurement Department Cranachstraße 47 room 202	Sylvia Reichelt Business Administrator (VWA) Head of Department sylvia.reichelt@uni-weimar.de	58 2551
Service Centre for Computer Systems and Communication (SCC) Steubenstraße 6a	Hotline hotline@scc.uni-weimar.de	58 2424
Service Centre for Facility Management (SL) Cranachstraße 47 room 009	Dipl.-Ing. Architektin Claudia John Head of the Service Centre for Facility Management (SL) claudia.john@uni-weimar.de	58 2251
Legal Affairs (JU) Belvederer Allee 6 room 009	Dr. Steffi Heine Head of the legal department steffi.heine@uni-weimar.de	58 1213