

Kreativfonds Fact Sheet

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

1. General

- It is imperative that the grant recipient remains a member of the Bauhaus-Universität Weimar for the **duration of the project of maximum 12 months**.
- 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. Use and settlement of funds

- 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 **funding reference / accounting object** must be quoted on all orders, invoices, and enquiries.
- **Procurement and orders to Third Parties**
- Procurements of machines, equipment, fixtures, IT and software, which may not be borrowed within the university, are to be made via the Finance Department (DF), Procurement and Inventory Department. This ensures that the legal requirements are complied with when using public funds and existing framework contracts may be used. Please fill out and send the form "Beschaffungsvertrag" ([see webpage of the Procurement department / Finance Department - DF](#)) by e-mail to uta.winkler@uni-weimar.de. Respective offers must be sent along with the form.
- **Regardless of the acquisition value, all procurements become the property of the Bauhaus-Universität Weimar. Items with an acquisition value of 150€ net or more are additionally inventoried in the fixed assets of the professorship through which the project was applied for.**
- If you procure consumables yourself, the 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](#)).
- **Food and beverages may not be financed by the Kreativfonds.**
- **Remuneration/Teaching Assignments/Guest Fees/Contracts with third parties/Assistance Contracts**
- No fees or other remuneration may be paid from Kreativfonds resources to employees of Bauhaus-Universität Weimar. This is only permissible for external guests/contractors. In the case of remuneration of persons from abroad, it should be noted during planning that additional VAT (19%) may be incurred.
- When concluding an assistants' contract (usually only in the "Projects" funding line), a copy must be sent to the DFO.
- **Remuneration for one's own person, e.g. assistant contracts or fees, is not permitted.**
- **Travel Expenses**
- 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). Please send a copy to the DFO.
- 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 proof of the mileage travelled are attached. For insurance reasons, the use of private cars can only be permitted in exceptional cases.

Contact Persons for the Kreativfonds

	:	Tel. (area code 03643)
Research Operations Office (DFO) Cranachstraße 47 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 119	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	Nutzerservice nutzerservice@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