

## Declaration on third-party funding application – institute and faculty

Please use the following form to confirm the provision of **basic equipment** and, if applicable, any **contribution by the institute/faculty** to your planned research project.

The University of Münster requires this declaration from your institute/faculty to ensure that all financial obligations associated with the research project are covered by the institute/faculty, specifically those related to:

### **Basic equipment**

Basic equipment is the infrastructure necessary for the research project and includes e.g. laboratories, offices, office supplies, library, printers, computers and laptops. Project coordinators usually cannot apply for funding to cover expenses for basic equipment as most funding agencies expect basic equipment to be already available.

### **Own contribution** (only if required by the funding agency)

For some funding agencies and formats, the applicant is required to contribute financially. Depending on the requirements of the funding agency, the contribution can be provided, e.g., as liquid funds, personnel costs or material resources. If the funding agency requires any contribution from your side, please clarify in advance how this contribution will be financed.

### How to complete the following form:

Please state the total amount you have applied for, including programme allowance (overhead), if such an allowance is offered by the funding agency. The programme allowance (or project lump sum/overhead) varies depending on the funding agency and format and is used by the University of Münster, among other things, to finance the University's overhead costs (personnel, infrastructure, operations, maintenance etc.) arising from the planned research project.

On page 2 you will find an English translation of the German form (page 3) for your information.



Please read the explanations on page 2 (in English) and 3 (in German) carefully, **sign the completed German form on page 3** and send it to the address provided.



Please save paper and **print only the German form (page 3)**.

SAFIR Forschungsförderberatung  
(Dezernat 6.1)  
Robert-Koch-Straße 40  
48149 Münster

Institute address

## Declaration on third-party funding application – institute and faculty

Please note that this form is for information purposes only. The legally binding signature should be affixed to the German form on page 3.

Project title

Funding agency (e.g. BMBF, DFG)

Call for proposals (if applicable)

Name of project leader

Institute / chair

We have requested € \_\_\_\_\_ for the planned project (including programme lump sum, if applicable). I hereby confirm that the **basic equipment** will be provided from the resources of the

Faculty / institute / chair

An **own contribution** will be made to this project: ☐ yes ☐ no

If "yes", please specify: The contribution amounts to \_\_\_\_\_ and will be paid by the

€

Faculty / institute / chair

through:

- ☐ pro rata working time of \_\_\_\_\_  
Project leader / staff member
- ☐ provision of material resources
- ☐ provision of liquid funds € \_\_\_\_\_ from \_\_\_\_\_  
"PSP Element"
- ☐ other: \_\_\_\_\_

Place, date

For the legally binding signature, please use the German form on page 3.

Signature and stamp of the managing director of the institute

Place, date

For the legally binding signature, please use the German form on page 3.

Signature and stamp of the dean

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Institutsadresse

## Erklärung Drittmittelantrag – Institut und Fachbereich

\_\_\_\_\_  
Projekttitel

\_\_\_\_\_  
Förderer (z.B. BMBF, DFG)

\_\_\_\_\_  
Ausschreibung (falls vorhanden)

\_\_\_\_\_  
Projektleiter\*in

\_\_\_\_\_  
Institut / Lehrstuhl

Für das genannte Projekt wurden \_\_\_\_\_ € inklusive Programmpauschale (falls vorhanden)

beantragt. Hiermit bestätige ich, dass die **Grundausrüstung** bereitgestellt wird, und zwar aus Mitteln des/der

\_\_\_\_\_  
Fachbereiche/Institute/Lehrstühle

Für dieses Projekt wird ein **Eigenanteil** erbracht: ☐ Ja ☐ Nein

Nur falls „Ja“, bitte angeben: Der Eigenanteil i.H.v. \_\_\_\_\_ € wird aus Mitteln des/der

\_\_\_\_\_  
Fachbereiche/Institute/Lehrstühle

erbracht, und zwar durch:

- ☐ anteilige Arbeitszeit von \_\_\_\_\_  
Projektleiter\*in; Mitarbeiter\*in
- ☐ Bereitstellung von Sachmitteln
- ☐ Bereitstellung von liquiden Mitteln i.H.v. \_\_\_\_\_ € aus \_\_\_\_\_  
PSP-Element
- ☐ Sonstiges: \_\_\_\_\_

\_\_\_\_\_  
Ort, Datum

\_\_\_\_\_  
Unterschrift und Stempel der Geschäftsführenden Direktorin/des Geschäftsführenden Direktors

\_\_\_\_\_  
Ort, Datum

\_\_\_\_\_  
Unterschrift und Stempel der Dekanin/des Dekans