

Application for Project Funding from the Internationalisation Fund

- We ask the Dean's Office or head of the respective institute/department to send this application **via email only** to internationalisierungsfonds@uni-muenster.de
- Please read the information on funding lines in the [Goals and Guidelines](#)

Serial no.
(to be filled by IO)

1. General information

Applicant (only members of the UM are eligible)

Address:	Institute/unit:
Title:	
Last, first name:	Faculty:
Tel:	Postal address
Email:	(street/no.):

First-time application	Application deadline:	15 March
Subsequent application		15 October

Project starting date: Project ending date:

Short project title:

Cooperation partner/institution: Country:

Partnership agreement/MoU available: yes no

Funding line:

1 Initiation/expansion of international partnerships
to promote academic mobility

2a Internationalisation in teaching

2b Internationalisation at home

3a Fellowship

in-person visits virtual stay-at-home

3b UM contribution for DAAD Visiting Lectureship (A)

4 Grant for conference/workshop of UM

< 50 participants > 50 participants

1-2 days 1-2 days

3-x days 3-x days

5 Grant for continuing education measure

2. Project and objectives

Project description (max. 3,000 char.)

- How is the project related to the UM Internationalisation Strategy or the internationalisation objectives of your faculty/institution? (max. 1,500 char.)

- What medium-/long-term effects do you anticipate and how do you plan to assess these? (max. 1,500 char.)

- For longer-term activities, how do you plan to carry out and continue financing the project? (max. 1,500 char.)

3. Finance plan

- for funding line 3a, revenue figures are not required

Expenditures	Total
Subtotal expenditures	
Revenues	
Faculty	
Institute	
Chair	
Other UM institution	
Third-party funding	
Other	
Participation fees	
Subtotal revenues	
Total project funding required	
Funding requested from the Internationalisation Fund	

If applicable, enclose statement confirming that the faculty/institute/unit cannot contribute funding			
requested on:		rejected on:	
requested on:		rejected on:	
requested on:		rejected on:	
requested on:		rejected on:	
requested on:		rejected on:	
requested on:		rejected on:	

Comments:

4. Attachments and information

Please select the relevant funding line, fill in the blanks and attach the required documents:

Funding line 1 – Application to initiate/expand international partnerships

name of delegate (if different from the applicant):

Funding line 3a – Application for a Fellowship

work programme of the international researcher/instructor

CV and residential address of the international researcher / instructor (**without** list of publications)

Residential address of the

international researcher in home country:

Date of birth:

German Federal Tax Identification Number (Steuer-ID):

Funding line 3b – Application for grant toward the UM's contribution to a DAAD Visiting Lectureship (A)

preliminary DAAD application and corresponding finance plan

Funding line 4 – Application for partial financing of international conferences

(tentative) programme

(preliminary) list of participants (including statement confirming 30% international participation)

5. In case of approval

To expedite funding in case of approval, please provide the following information in advance:

Cost centre of the institute/unit:

Booking/reading rights:
(Address and name)

Login name:

Login name:

Login name:

6. Signatures

▪ Applicant

date, signature

▪ Head of faculty/institute/unit ¹

As part of its own internationalisation efforts, the faculty/institute/unit supports the project described above and endorses its financing through the central resources of the Internationalisation Fund.

date, signature

official seal/stamp

Name (please print):

¹ Signature of Dean (for faculty dept.)

Signature of Head of Department (for other central administrative units)

Signature of Department Head (for administrative departments)

Notice:

The funding available for each round of applications will be allocated proportionately among the faculties/institutions submitting applications, taking into account the size of the faculty/institution. If there are insufficient funds available in an allocation round, the dean's office (heads of institutions) will be asked by the International Office to prioritise the applications submitted. This prioritisation forms the basis for the approval or rejection of applications.