

Information for Applicants

B Module: Basis (TRANSFER)

The funding provided via the basis module is designed to cover any underlying expenses of the proposed project, or in other words, the expenses directly involved in achieving the project's transfer objectives. The application must clearly and transparently detail how the funding will benefit the project. The most accurate cost projections possible must be provided, and these expenses must be sufficiently justified on the application. Please do not use internal funding as a substitution for third-party research funding or as co-financing for third-party projects.

This module profile is designed to assist you in planning your project by outlining and detailing typical expenses, those that require additional justification, and those that are not considered permissible. As initial funding is considered a budgetary resource (*Haushaltsmittel*) of the university and not external funding, the use of such funding is subject to the State of Berlin's Budgetary Regulations (*Landeshaushaltsordnung*) and other provisions in effect at Freie Universität Berlin.

Material Expenses

Typical expenses include consumables, contracts for work and services for preparatory work, procuring smaller devices/equipment indispensable to the project, logistics costs, etc.

Expenses associated with conducting workshops or those related to publishing and editing academic texts require additional justification. These types of expenses should be primarily financed using third-party funding as there are a range of easily accessible funding schemes available for this purpose. If you request funding to conduct a workshop, it must be clear from the application how this measure will contribute to achieving your transfer objectives.

Expenses related to office equipment and scholarships are not eligible for funding.

Travel Expenses

Provided that they have already been integrated into the project schedule, travel expenses related to fieldwork or archival work do not have to be justified separately on the application. Please refer to the relevant [information on travel expense accounting](#).

Travel expenses for conferences or partnership exchanges require special justification.

Contracts for Work and Services

Contracts for work and services must generally be drawn up in conjunction with your department's administration. Please refer to the relevant [information on contracts for work and services](#).