

Procedure and guidelines for resource provision in the Material Support Programme for higher education and research institutions in developing countries*

Information sheet

with

notes for applicants

(As of: August 2020)

What are the programme objectives?

The German Academic Exchange Service (Deutscher Akademischer Austauschdienst – DAAD) is distributing funds provided by the Federal Ministry for Economic Cooperation and Development to implement the Material Support Programme for higher education institutions in developing countries. The programme is intended to support teaching and research and to improve the service range of universities and similar institutions in developing countries.

On the **impact level**, the material support programme is intended to promote sustainable development and the establishment of high-performing and liberal-minded higher education institutions. To achieve this, planning provides for the programme to contribute to achieving improved teaching and / or research quality, and to improving the service capacities at the higher education institutions abroad. The programme is also intended to help improve job and career prospects for university members in developing countries, and to contribute to steady cooperation in the areas of higher education and research.

Derived from these envisaged effects, the Material Support Programme pursues three programme objectives on the **Outcome level**:

- Support is provided for application-oriented and development-related research activities of alumni and foreign researchers.
- Support is provided for application-oriented teaching activities of alumni and foreign researchers.
- Initiation and / or promotion of higher education and research cooperation.

To achieve this, the infrastructural set-up of teaching and research at higher education institutions in developing countries is improved on the **output level** of the material support programme, to realise a transfer of knowledge and technology. In addition to this, planning provides for contacts between DAAD alumni and research partners in Germany to be expanded or consolidated.

Non-monetary resources shall be provided on the input and activity level to realise these outputs. In addition to the DAAD's inputs, the higher education institutions abroad shall contribute human and financial resources (e.g. maintenance and servicing costs, customs duties, etc.).

These activities shall also be promoted by other partners, such as a purchasing unit. The listed inputs allow for non-monetary resources to be sourced on the activity level, access to research databases and specialist literature for libraries, and used in teaching, research and / or service provision.

Effect-oriented monitoring based on indicators, which is coordinated with the Federal Ministry for Economic Cooperation and Development takes place alongside the Material Support Programme. Applicants are therefore expected to draw up their reports based on the requirements of these monitoring activities. The programme indicators listed in attachment 1 and the project-specific indicators that are yet to be defined must be addressed in the reports.

Who can submit an application?

You are eligible to apply, if you **received funding from the DAAD in the past, spending at least three months in Germany or as a sur-place / third country scholarship holder**, are from a developing country according to the OECD's DAC list (attachment 3), have an employment contract with your home university or a similar scientific institution, and are in contact with German researchers or research institutions. The term of your contract must allow for you to use the non-monetary resources for at least one year after they have arrived.

You should work as a researcher in a field that is significant for the respective partner country with regard to development policy.

What is funded?

Material resources for improving general infrastructural conditions in teaching and research can be applied for, to allow for objectives and results to be achieved.

Funding for the following resources can be applied for:

- Devices and non-monetary resources that are necessary in order to establish teaching and research capacities.
- Specialist literature for establishing and expanding libraries
- Fee-based access to relevant specialist research databases to allow for a connection to the current status of knowledge and research

A. Devices and non-monetary resources that are necessary in order to establish teaching and research capacities

Based on its volume, your application is assigned to one of the following two categories:

1) Small projects

Small projects have a **volume of up to EUR 5,000** and they are intended for sourcing small devices for teaching purposes, additional devices and replacement parts for existing research equipment. To allow for a simpler process, no expert opinion is necessary for these projects.

2) Major projects

Major projects have a volume ranging between **over EUR 5,000 and EUR 25,000**. For material resources provided in the context of these projects, you must prepare a progress report after one year and a usage report after two years. In addition to this, it is expected for these projects that the applicant institution makes an adequate (customary for the respective country) contribution of usually at least 10% of overall costs.

In individual justified cases of financially weak higher education institutions in least developed countries, the contribution requirement may be waived fully or in part.

Exceeding the application limit

The application limit of EUR 25,000 may be exceeded in well-founded exceptional cases of individual applications or applications submitted by multiple persons. The selection committee takes the following additional criteria into account when making a decision regarding such applications: Is the device you have applied for suitable for interdisciplinary use? Can the higher education institution on whose behalf you are applying for the device participate in funding using its own or third-party funds? You must wait for at least 3 years, before submitting another application for the Material Support Programme. The compulsory usage report for the non-monetary resource provided based on the previous application, is then a key factor in decision-making.

No funding is available for the following items: Basic equipment for higher education institutions, such as office equipment (furniture, photocopiers, fax machines, digital cameras, beamers, etc.); consumable supplies; vehicles of any kind; computer equipment that is not integrated into a specific teaching or research project.

Reasons must be stated, if you apply for any large-scale equipment by a specific manufacturer (expanding existing equipment, local maintenance or repair services, monopoly, etc.).

B. Specialist literature for establishing and expanding libraries

Funding is intended to contribute to improving the quality of information and literature available in the partner country. Technical and specialist literature for establishing or expanding a library can therefore be applied for, for a maximum funding amount to EUR 15,000. It must be ensured that the literature is catalogued and made available to all members of the institute.

Another application can be submitted after 3 years at the earliest. Owing to the fact that funds are limited, first applications are treated preferentially. Also in this case, the compulsory usage report for the non-monetary resource provided based on the previous application, is a key factor in decision-making.

C. Fee-based access to specialist databases

Funding up to an annual amount of EUR 5,000 can be provided for fee-based access to specialist databases needed for specific research (and teaching?) endeavours.

Such applications can also be combined with applications for small or large-scale equipment.

Another application can be submitted after 3 years at the earliest. Owing to the fact that funds are limited, first applications are treated preferentially. Also in this case, the compulsory report of the results achieved by using the databases, is a key factor in decision-making.

Which disciplines are eligible for funding?

The programme is open to all disciplines.

Which target groups are eligible for funding?

You are eligible to apply, if you received funding from the DAAD in the past, spending at least three months in Germany or as a sur-place / third country scholarship holder, are from a developing country according to

the OECD's DAC list (attachment 2), have an employment contract with your home university or a similar scientific institution, and are in contact with German researchers or research institutions. The term of your contract must allow for you to use the non-monetary resources for at least one year after they have arrived.

You should work as an academic in a field that is significant for the respective partner country with regard to development policy

Which general conditions should be met?

The application for material resources (research equipment, access to research databases and specialist literature for libraries) must be related to a specific teaching, research, consultation or service project that is application-oriented and relevant with regard to development policy. The project must be integrated into the respective institution's teaching, research or development programme. Applications for material resource provision for consultation or services are only eligible for funding, if the non-monetary resources in question cannot be funded using the profits of the activities that are to be funded. Applications are more likely to be selected, if the material resources are to be used in a combined way that is as versatile as possible, for example including teaching purposes. The institution that receives the material resources must agree to ensure access to the research databases and literature, or to ensure that the devices are properly set up, to provide necessary consumables and to bear any repair and servicing costs. The institution must also pay any customs duties and ancillary costs. The institution shall suitably mark the non-monetary resources provided as items received in the context of development cooperation with Germany.

Application process

The dedicated form (<http://www.daad.de/sachmittelprogramm>) must be used for your application for the provision of material resources. The following documents must be provided along with the application:

A. Devices and non-monetary resources that are necessary in order to establish teaching and research capacities

- A description of the intended teaching or research project or of the service or consultation service
- Your project's relevance with regard to development policy
- Detailed information about the non-monetary resources applied for and their intended use (exact description and technical specifications, e.g. regarding voltage / frequency)
- At least three quotations from different manufacturers (in euros or dollars). The quotations should ideally include information about dimensions and weight. The supplier companies should be informed that the devices are intended for export to the respective target country.
- Statement by the recipient institution's management, regarding feasibility of the intended endeavour and its necessity in the context of the institution's teaching, research or development programme. Furthermore, confirmation must be provided that the recipient institution is going to inventory the material resources applied for, that devices will be set up and taken into use in suitable rooms, and that it will bear all costs for consumables, repairs, servicing, customs duties and similar fees. This confirmation must be signed and stamped.
- Information about existing equipment at your institute
- A statement regarding the applicant institution's contribution of 10% of the overall costs applied for (**only for applications with a volume above EUR 5,000**)
- Expert statement (in German) by a lecturer / academic that works at a German higher education / research or similar institution or by a qualified employee of such institution (**only for applications with a**

volume above EUR 5,000). Please refer to the notes for expert statements.

- Curriculum vitae in tabular form
- List of publications in the past 5 years

B. Specialist literature for establishing and expanding libraries

- Detailed information about the specialist literature requested
- Information about existing facilities at your institute
- Statement by the recipient institution's management confirming that the requested specialist literature will be catalogued and made available to all members of the institution. This confirmation must be signed and stamped.
- Curriculum vitae in tabular form
- List of publications in the past 5 years

C. Fee-based access to specialist databases

- Detailed information about the specialist database(s) applied for
- Information about existing database access at your institute
- Description of the intended use for research and teaching endeavours
- Statement by the recipient institution's management confirming that the requested access will be made available to all members of the institution. This confirmation must be signed and stamped.
- Curriculum vitae in tabular form
- List of publications in the past 5 years

The application documents or parts thereof can be submitted in English or German.

Notes for expert reports to be submitted together with the application for material resources

Your **application for material resources** must be accompanied by a detailed **expert opinion** (written in German) by a German university professor. This expert opinion should include detailed information on the following points:

- Academic qualification of the applicant
- Academic content of the project to be funded
- Significance of the activities to be funded with regard to development policy considerations
- Feasibility of the proposed project under the local conditions
- The need for material resources supply with regard to the proposed project or alternative proposals
- Appropriateness of device selection (follow-up costs incurred?)
- Importance of the institute for teaching and research
- Cooperation with German institutions, showing the connection/networking of the project with other projects of the German partner institution.

Application deadline

Applications may be submitted at any time. A processing time of about 2 months must be taken into account.

Which are the selection criteria?

Applications are assessed based on formal and content-related criteria. Relevance with regard to development policy is of particular importance in this context. The content-related criteria are derived from the programme objectives. The following criteria are among those taken into account in the selection process:

- Necessity to provide support for teaching, research and for improving the range of services at higher education and similar institutions in the developing country
- Number of members at the higher education institution that will use the provided material resources (excluding literature / research data-bases) for research, teaching and / or service provision, the applicant's qualification for implementing the proposed measures in a targeted and successful manner
- Number of user groups of literature and access to research data-bases, and the potential scope of such use
- Contributions made by the partner institution in the developing country (e.g. local travel expenses, provision of infrastructure, personnel costs, material costs, etc.)
- The ways in which the endeavour contributes to preparing, supporting or processing measures funded by the DAAD in the area of development cooperation that are or will be performed abroad by or in cooperation with German higher education institutions.

Contact partners and further information

Deutscher Akademischer Austauschdienst
 German Academic Exchange Service
 Working Group ST 42 – Scholarships for Development Cooperation
 Kennedyallee 50
 53175 Bonn, Germany

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Attachments to the call for applications

Attachment 1: Results framework and handbook on results-oriented planning
 Attachment 2: Application form
 Attachment 3: DAC list

Funded by



Bundesministerium für
 wirtschaftliche Zusammenarbeit
 und Entwicklung