|  |  |  |
| --- | --- | --- |
| 1. Applicant details: | | |
| Surname: | | Date of birth: |
| First name: | m  f | Nationality: |
| Address: | | Phone number: |
|  | | Email address: |
| Discipline: | | Professional position: |
|  | | University: |
| Personal identification number for DAAD funding: | | Country of origin / host country: |
|  | |  |
| Stays in Germany / the host country: | | |
|  | | |

1. **Devices and non-monetary resources**

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| Requested device: | |
|  | |
| Value in EUR (incl. 16% transport costs): | |
| Applications for the device(s) submitted to other funding institutions:  Name of the institution(s): | yes  no |

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| --- | --- | --- |
| Application content: | | |
| a) | A description of the intended teaching or research project or of the service or consultation service |  |
| b) | Your project’s relevance with regard to development policy |  |
| c) | Detailed information about the non-monetary resources applied for and their intended use (exact description and technical specifications, e.g. regarding voltage / frequency) |  |
| d) | 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. |  |
| e) | 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. |  |
| f) | Information about existing equipment at your institute |  |
| g) | 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) |  |
| h) | 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. |  |
| i) | Curriculum vitae in tabular form |  |
| j) | List of publications in the past 5 years |  |

1. **Specialist literature for establishing and expanding libraries**

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| Application content: | | |
| a) | Detailed information about the specialist literature requested |  |
| b) | Information about existing facilities at your institute |  |
| c) | Statement by the recipient institution’s management confirming that the requested specialist literature will be catalogued and be made available to all members of the institution. This confirmation must be signed and stamped. |  |
| e) | Curriculum vitae in tabular form |  |
| f) | List of publications in the past 5 years |  |

1. **Fee-based access to specialist databases**

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| Application content: | | |
| a) | Detailed information about the specialist database(s) applied for |  |
| b) | Information about existing database access at your institute |  |
| c) | Description of the intended use for research and teaching endeavours |  |
| d) | 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. |  |
| e) | Curriculum vitae in tabular form |  |
| f) | List of publications in the past 5 years |  |

**Date and applicant’s signature:**