

Workflow of SDG Alumni Projects for German universities / research institutions



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Forwarding Agreement

- Along with an approval, you may be informed of any conditions that must be met before the forwarding agreement is issued.
- If applicable, you may request a premature commencement of the project before the grant agreement between your institution and the DAAD has been issued.

Call for Application Alumni

- You will receive templates from the DAAD for the *Call for Application* for Germany alumni. You should adapt these to your project in consultation with the DAAD.
- The *Calls for Application* will then be published simultaneously by all participating universities (if possible) and promoted by the universities and the DAAD.

Selection of Alumni

- You will select a group of Germany alumni based on the criteria outlined in the *Call for Application*. In addition to professional qualifications, you should aim to balance the selection in terms of country/continent of origin, gender, sector, etc.
- The DAAD will conduct a review of your selection to check for overlaps with the selections made by other participating universities, as well as to ensure that alumni do not exceed the maximum allowed limit of two participations in SDG Alumni Projects over a four-year period.

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Invitation of Alumni

- You will receive templates from the DAAD for the *Confirmation Sheet* and a letter of acceptance for the alumni.
- As soon as the alumni have confirmed their participation, the DAAD will send you the DAAD invitations and the hotel confirmations for the visa application.

Organisation Training Seminar

- You will organise the training seminar (Phase 1 of the SDG Alumni Project).
- You will take the lead in participant management for Phase 1 of the project (communication, visa status checks, arrival and departure, etc.).

Organisation Fair/ Conference

- In collaboration with an event company, the DAAD sends out 2 information kits regarding the participation in the trade fair/conference (Phase 2) to all alumni and university organisers.
- Infokit 1: Basic information on the programme, accommodation, transportation, meals, etc.; important contact information; link to the registration portal
- Infokit 2: Final details on the programme, accommodation, transportation, meals, etc.; project brochure featuring the programme, brief profiles of all participants, and additional information

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Execution Phase 1 and 2

- You will manage the participants' travel to Phase 1, conduct your training seminar, and arrange for the group's onward travel to Phase 2.
- At the start of Phase 2 (arrival at the trade fair/conference location), the DAAD assumes primary responsibility (both organisational and financial).
- You are responsible for the participants' departure at the end of Phase 2 (transfer to the airport and return flight).

Evaluation

- The DAAD or the event company will conduct the evaluation of both Phase 1 and Phase 2 following the event.
- The DAAD will provide you with the results for inclusion in the universities' substantive report to the DAAD.

Evidence of use

- You must submit your evidence of use — consisting of numerical evidence, substantive report, and attachments — by the deadline.