DAAD Cambridge Research Hub – Reporting for Visitors

Please provide us with the following:

1 News Report for Website

In the week following the visit a 200-300 word summary of the activities written as a news item for a broader audience, including pictures and captions (with any appropriate permissions), should be sent to Ingrid Hobbis by email (Ingrid.Hobbis@admin.cam.ac.uk) so that this can be posted on the website.

2 Formal Report and Reimbursement

- The Grant Recipient will submit a subject report by email to Ingrid Hobbis. The reimbursement pack should be sent by post and include all relevant reimbursement applications with original receipts (which is why this pack must be sent by post). If all travel and accommodation receipts are email receipts, it will suffice to send the reimbursement application by email. There is no need to file receipts for subsistence, this will be reimbursed as the agreed lump sum.
- The subject report, to be sent in Word format, must include:
  1. a description of the activity and outline of its content (200 words)
  2. a description of main outcomes and further plans (e.g. publication, grant application) (200 words)

- The reimbursement pack must include:
  1. A completed DAAD expenses form
  2. A completed bank beneficiary details form
  3. A completed statistics form

The reimbursement pack can only be processed once all relevant documentation has been received in one pack and event reports have been received by email. All relevant forms can be found here: http://www.cam.ac.uk/daad/how-to-apply

We would also like to highlight here that any type of publication or public relations measures, such as press releases, publications, teaching aids, reports, announcements, invitations, fairs, internet presences etc., must include the addendum

‘Supported by the DAAD-University of Cambridge Research Hub for German Studies with funds from the German Federal Foreign Office (FFO)’

The DEADLINE for the report and reimbursement pack is TWO MONTHS after your event. Please note we would welcome an early return and cannot guarantee to reimburse claims submitted more than two months after the event.

Please note that it may take up to six weeks for payments to be received once the reimbursement pack has been processed.