DAAD Cambridge Research Hub – Reporting

Please provide us with the following:

1 News Report for Website

In the week following the event a 200-300 word summary of the activity 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.

We would also like to highlight here that from time to time we will hold events where a professional photographer will be present and pictures may be posted on our website or Facebook page. Please let us know if you do not wish to appear in any photos.

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 the record of actual expenditures (DAAD Project Expense Overview) and all relevant reimbursement applications with original receipts (which is why this pack must be sent by post).
- The subject report, to be sent in Word format, must include:
  1. a description of the activity and outline of its content (300 words)
  2. a description of main outcomes and further plans (e.g. publication, grant application) (200 words)
  3. the event programme
  4. the completed excel overview with details of funded persons and event participants

- The reimbursement pack must include:
  1. The DAAD Project Expense Overview.
  2. A completed DAAD expenses form and bank beneficiary details form filled in by each funded person.
  3. A completed event statistics overview for all workshop participants.
  4. A list of those invited to any lunches and/or dinners and details of these attendees included in the event statistics overview.

It is the responsibility of the event organiser to collate all expense forms to be included in the pack. The reimbursement pack must always include original receipts although print-outs of flight and accommodation bookings are acceptable. Please note that public transport should be used whenever possible. We are happy to pay accommodation and catering invoices directly but they must be addressed and sent to the event organiser first for checking and be included in the reimbursement pack. For currency conversions this website is useful: https://www.oanda.com/currency/converter/.

May we once again emphasize that it is crucial to stay within the DAAD’s daily subsistence rates of £30 per person per full day and £25 per person per half day. We cannot reimburse claims that
exceed this amount and in this category, regrettably, NO VIRING is possible by German Federal Law.

Please note that the DAAD does not permit applicants to claim for the hire of conference facilities.

It should also be noted that if you are able to secure extra funding for, for example, event dinners, only items to be covered by the Hub may appear on the invoice.

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. Please do not send reimbursement items 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.

Protecting your data is very important to us. Cambridge University, and of course also the DAAD Cambridge Research Hub, has recently updated its Cookies & Privacy Policy, so if you would like to read it in more detail the latest version can be found on our website.
http://www.daad.cam.ac.uk/cookies-and-privacy-policy