

Kreativfonds Fact Sheet

(available via active links at www.uni-weimar.de/forschung/dokumente)

1. General

- It is imperative that the grant recipient remains a member of the Bauhaus-Universität Weimar for the **duration of the project of maximum 12 months**.
- Immediately notify the Research Operations Office (DFO) in writing of all personnel and financial changes within the Kreativfonds project.
- All publications and presentations must refer to the Kreativfonds funding and use the Kreativfonds logo (→ Downloads www.uni-weimar.de/kreativfonds).

2. Use and settlement of funds

- The approved funds are to be used exclusively in accordance with the financial plan; in case of deviations, please obtain prior approval from the DFO.
- **No cash payments are accepted!**
- Invoices for payment must be submitted in their original form and the addressee must be the Bauhaus-Universität Weimar.
- Invoices that are not made out to the Bauhaus-Universität Weimar shall be paid by the respective addressee. A refund can be applied for, together with a proof of payment (receipt, bank statement, confirmation of payment on the invoice), and using the form "Rückzahlung verauslagter Sachkosten" (Reimbursement of material costs incurred) (→ Website [Finance Department](#)).
- The funding reference/accounting object must be quoted on all orders, invoices, and enquiries.

Procurement and orders to Third Parties

- Procurements of machines, equipment, fixtures, IT and software, which may not be borrowed within the university, are to be made via the Finance Department (DF), Procurement and Inventory Department. This ensures that the legal requirements are complied with when using public funds and existing framework contracts may be used. Please fill out and send the form "Beschaffungsantrag" (→ Website [Finance Department - Procurement department](#)) by e-mail to uta.winkler@uni-weimar.de. Respective offers must be sent along with the form.
→ **Regardless of the acquisition value, all procurements become the property of the Bauhaus-Universität Weimar. Items with an acquisition value of 150€ net or more are additionally inventoried in the fixed assets of the professorship through which the project was applied for.**
- If you procure consumables yourself, the refund can be applied for, together with a proof of payment (receipt, bank statement, confirmation of payment on the invoice), and using the form "Rückzahlung verauslagter Sachkosten" (Reimbursement of material costs incurred) (→ Website [Finance Department](#)).
- **Food and beverages may not be financed by the Kreativfonds.**

Remuneration/Teaching Assignments/Guest Fees/Contracts with third parties/Assistance Contracts

- When concluding an assistants' contract (usually only in the "Projects" funding line), a copy must be sent to the DFO.
- Payments for e.g. for the provision of services are only permissible for external guests/contractors. In the case of remuneration of persons from abroad, it should be noted during planning that additional VAT (19%) may be incurred.

→ **No fees or other remuneration may be paid from Kreativfonds resources to employees of Bauhaus-Universität Weimar in accordance with §57 ThürLHO (Thüringer Landeshaushaltsordnung).**

→ **Remuneration for one's own person, e.g. assistant contracts or fees, is not permitted.**

Travel Expenses

- For business trips by employees of the Bauhaus-Universität Weimar, a business trip application must be submitted to the professorship or organizational unit responsible for the project. Accounting for an approved business trip is carried out by the HR Department (DP, please send a copy to the DFO).
- Students of the Bauhaus-Universität Weimar are reimbursed for travel expenses incurred in connection with a project using the form " Rückzahlung verauslagter Sachkosten", to which the original tickets or proof of the mileage travelled are attached.

Contact Persons for the Kreativfonds

Research Operations Office (DFO), Cranachstraße 47

Research Advisor Dipl.-Übers. Kristina Hellmann, 1st floor, room 117
kristina.hellmann@uni-weimar.de, Phone +49 (0)3643/58-2539

Business Administrator (VWA) Uta Winkler 1st floor, room 119
uta.winkler@uni-weimar.de, Phone +49 (0)3643/58-2532

3. Security Issues

- The professor is responsible for security in all areas during the implementation of projects within the framework of the Kreativfonds, through the delegation of duties from the President to the dean, professor, or faculty security officer.
- Service instructions on the enforcement of legal provisions on health protection, fire control and protection, and occupational and environmental health and safety ([MdU 06/2005](#))

Service Centre for Safety Management (SI), Belvederer Allee 6

Head of Service Centre for Safety Management Sebastian Oberänder, B.A.
sebastian.oberaender@uni-weimar.de, Phone +49 (0)3643/58-1210

Security Services Internal: 6603 External: 814720

4. Other Important Contacts

Finance Department (DF), Procurement Department, Cranachstraße 47

Head of Department Sylvia Reichelt Business Administrator (VWA)
sylvia.reichelt@uni-weimar.de, Phone +49 (0)3643/58-2551

Service Centre for Computer Systems and Communication (SCC), Nutzerservice, Steubenstraße 6a

nutzerservice@uni-weimar.de, Phone +49 (0)3643/58-2424

Service Centre for Facility Management (SL), Cranachstraße 47

Head of the Service Centre for Facility Management Dipl.-Ing. Architektin Claudia John
claudia.john@uni-weimar.de, Phone +49 (0)3643/58-2251

Legal Affairs (JU), Belvederer Allee 6

Head of the legal department Dr. Steffi Heine
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