

**MATERIAL RESOURCES PROGRAMME FOR
INSTITUTIONS OF HIGHER EDUCATION IN
DEVELOPING COUNTRIES***

Financed by the Federal Ministry for Economic Cooperation and
Development (BMZ)

Information for Applicants

(Version: January 2016)

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Refer to the countries included in the OECD DAC list to obtain a list of the developing countries which are eligible for this programme (see Appendix 1).

Material Resources Programme for Institutions of Higher Education in Developing Countries

What are the aims of the Material Resources Programme?

The Material Resources Programme is funded by the Federal Ministry for Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung – BMZ) and managed by the German Academic Exchange Service (DAAD). The Material Resources Programme aims to support projects in developing countries in the field of teaching, research, equipment and development and to improve services at institutions of higher education and comparable institutions in developing countries.

Who is eligible to apply in the Material Resources Programme?

- **You are eligible for the Material Resources Programme if you have been a former DAAD scholarship holder for at least three months in Germany**, come from an developing country according to the OECD [DAC list](#), have an employment contract with your home institution of higher education and are in contact with German scientists/academics or scientific institutions. The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery.
- **You are also eligible for the Material Resources Programme if you are a foreign academic** from a developing country, have completed part of your studies or research activities at a German institution of higher education without receiving financial support from Germany (at least three months), have an employment contract with your home institution of higher education and are in contact with German scientists/academics or scientific institutions. The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery.
- **You also qualify for the programme if you are a German academic**, work at an institution of higher education or similar institution in a developing country, and have an employment contract with the foreign host institution. The remaining duration of your employment contract must enable you to use the equipment for at least one full year after delivery. Your academic colleagues in the developing country should benefit from the equipment as well. Therefore, you should be able to instruct them appropriately in the use of the equipment. You should clearly indicate this intention in your application.
- **If you were funded by the DAAD as a surplace/third country scholarship holder** and are active in an institution of higher education or a research institute which is cooperating with German institutions of higher education.

You should be working as a scientist in a specialist field that is important from a development point of view for the respective partner country

How does the application process work in the Material Resources Programme?

Completed applications should be submitted in duplicate (1 original + 1 copy) to:

**Deutscher Akademischer Austauschdienst
Section ST42: Scholarships for Development Cooperation
Sachmittelprogramm
Postfach 20 04 04
D-53134 Bonn
Bundesrepublik Deutschland**

Applications for projects up to € 3,500 should be sent directly to the address given above. **Applications for projects above € 3,500 and up to € 20,000 or above** should be addressed to the DAAD as above, but submitted via the [diplomatic mission](#) of the Federal Republic of Germany in the country the equipment is received and/or - where applicable - to a [DAAD Regional Office](#) or [DAAD Information and Counselling Centre](#) (IC).

The DAAD Regional Office, the information centre or the embassy will submit

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their opinion on the application and will be informed by the DAAD of the award decision. Please address any questions to Section ST42 by post (see the above address) or by e-mail ([sachmittel\(at\)daad.de](mailto:sachmittel@daad.de)).

What is the application closing date?

Applications for this programme may be submitted at any time. A selection committee will decide upon applications submitted. Only complete applications can be considered. A complete application includes the application form with the additionally required documents in original and a clearly legible copy. The application documents shall remain with the DAAD and will **not** be returned.

Which documents need to be submitted together with your application?

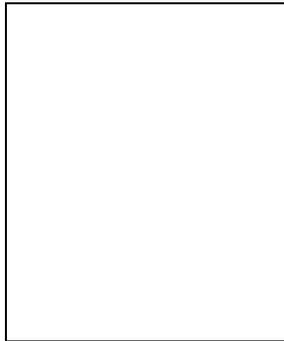
You must submit your application for the provision of material resources on the application form provided at (<http://www.daad.de/sachmittelprogramm>). Your application **must** include the following information as well as the following additional documents:

- A complete tabular curriculum vitae, details of your current employment situation and your cooperation with German colleagues/institutions, a listing of your scientific publications, details of study and/or research stays in Germany and how they were financed.
- A description of your proposed teaching, research, consultancy or services-oriented project.
- Details on the relevance of your project in terms of development policy.
- Details on the use of the equipment you are applying for.
- Expert report (written in German) by a German scientist/academic or qualified staff member employed at a German institution of higher education or similar institution (required only for applications above € 3,500)
- Information on the present equipment at your institution.
- Written confirmation by the Dean/Director of your institution regarding the feasibility of the proposed project and its necessity within the framework of the institution's teaching, research and development programme. The institution must also confirm that it will ensure the proper technical installation and operation of the equipment in a suitable environment and that it will cover necessary (consumable) material, repair and maintenance costs, as well as any customs duties and similar costs which may arise. This confirmation must bear a proper signature by the Dean/Director and the institution's stamp.
- Confirmation of the applying institution to contribute financially to the total costs requested (required only for applications above € 3,500).
- Information on the number of staff who will benefit from the provision of the equipment/materials and, where applicable, a description of additional uses to which the equipment being applied for can be put.
- Information on whether you or your faculty has ever received a grant from the Material Resources Programme. If yes: who received that grant, when, which department and the value of that grant.
- A statement of the applicant in which he/she declares that a utilisation report will be submitted to the DAAD within two years of receipt of the equipment (required only for applications above € 3,500).
- Detailed information about the make/brand, type, voltage/frequency, if necessary: existing connectivity to water and cooling aggregates, etc.
- Detailed technical information on the material resources you have applied for with pricing in the form of a summary table, e.g. as follows:

	Offer 1	Offer 2	Offer 3
Item 1			
Item 2			
...			

You must obtain at least **3 current offers** - if possible - from German manufacturers or suppliers specifically for this purpose. These offers should include declarations about the measurements as well as the weight. Please inform the companies that the equipment is to be exported and used in

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your native country. (The German offers can be obtained with the help of your German cooperation partner. Catalogue and Internet prices do not constitute a sufficient basis!).

Applications may not be submitted for: basic equipment for institutions of higher education, such as office equipment (i.e. furniture, photocopiers, fax machines, digital cameras, beamers, etc.); all sorts of vehicles; computer equipment which is not linked to a specific teaching or research project.

If you apply for large items of equipment from a particular manufacturer, your application must be accompanied by an explanatory note on why you need these specific items (e.g. to modify or extend existing equipment, availability of repair or maintenance services on location, supplier monopoly, etc.).

Only for applications above € 3,500:

Notes for expert reports to be submitted together with the application for material resources

Your **application for material resources** must be accompanied by a detailed **expert opinion** (written in German) by a German university professor. This expert opinion should include detailed information on the following points:

- Academic qualification of the applicant
- Academic content of the project to be funded
- Significance of the activities to be funded with regard to development policy considerations
- Feasibility of the proposed project under the local conditions
- The need for material resources supply with regard to the proposed project or alternative proposals
- Appropriateness of device selection (follow-up costs incurred?)
- Importance of the institute for teaching and research
- Cooperation with German institutions, showing the connection/networking of the project with other projects of the German partner institution.

What support can you apply for, what is the financial framework? What contribution will you be expected to make?

Applications for equipment grants (scientific equipment, materials) must be linked to a specific teaching, research, consultancy or services-oriented project. This project must have a practical application and be of relevance to development policy. Your project must be integrated into the teaching, research or development programme of the respective institution. Applications for the provision of equipment for consultancy and other services can only be considered within the programme if the equipment you are applying for cannot be funded from the financial proceeds of the activities to be supported by the grant. The chances of receiving support will increase if the equipment you are applying for has multiple applications, e.g. can also be used for teaching purposes.

The receiving institution must confirm that it will ensure that the equipment is installed properly, that the necessary (consumable) materials are provided and that necessary repair and maintenance costs are covered. The institution is also responsible for paying any customs duties and additional costs which may become due. The applicant or receiving institution must assure that the equipment provided is appropriately identified as a grant provided within the framework of German development cooperation.

Your application will be placed in one of the following two categories according to its financial volume:

a) Small-scale projects

Small-scale projects can have a total value **of up to € 3,500** and are to be used for the acquisition of smaller pieces of equipment for teaching purposes, accessory/peripheral devices as well as spare parts for existing research equipment. To simplify procedures, no expert report or final report is required.

b) Large-scale projects

Large-scale projects are projects with a total value in excess of € 3,500 and up to € 20,000 in total. In these cases you must submit a final report on how the equipment has been used in the two years since its delivery. Furthermore,

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for large-scale projects a reasonable contribution of the applying institution, normally at least 10% of the total costs, is expected.

In justified individual cases, especially in the case of institutions of higher education in developing countries with limited budgets, this contribution may be waived partially or fully.

Exceeding the funding limit

In particularly justified exceptional cases, projects may exceed the funding limit of € 20,000. Such projects may include both individual and group applications. The decision to grant such exceptions is made by a selection committee, taking into consideration the following criteria:

Can the equipment you are applying for be used for interdisciplinary applications and work?

Does the institution of higher education for which you are applying for the equipment have financial funds or third party contract funding at its disposal?

The earliest date for the submission of a follow-up application is three years after delivery of the previous equipment. In these cases, the award decision depends decisively on the mandatory final report regarding the use made of equipment provided previously having been submitted.

Where does the equipment and material provided remain?

Discretionary grant

On delivery, the equipment provided becomes the property of your institution. Receipt of such equipment must officially be confirmed (inventoried) by the respective institution. The equipment provided must be available for the use of all academic staff at the institution. It is not intended that only one person has use of the equipment which must remain at the institution even after the departure of the applicant. Sale of the equipment is not permitted.

What support can you additionally apply for as a German long-term lecturer?

If you are a German DAAD long-term lecturer and have an employment contract with an institution of higher education in a developing country with **at least one year** of the contract still to run, we may, upon application, provide you with a one-year grant of up to **€ 1,535** in the form of a **discretionary fund** to support your teaching and research activities.

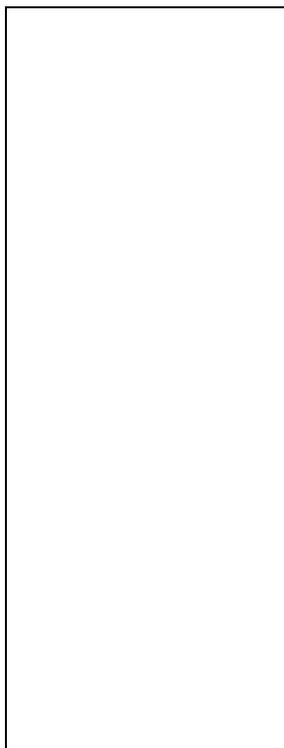
If you are a German DAAD-long-term lecturer, have an employment contract with an institution of higher education in a developing country with **at least three months but less than one year** of the contract still to run, you may receive a **discretionary fund** of up to **€ 410**.

Such a grant will be managed independently by you. You can spend the funds granted over the one year period during your stay at the institution of higher education. After having spent the money, but after one year when you leave the institution of higher education at the latest, you must submit your accounts for the use of these funds to the DAAD. We will send you an appropriate form for this purpose. Money which you have not spent must be paid back to the DAAD. **You cannot backdate your application for discretionary funds.**

The equipment and materials which you finance from the discretionary grant can be bought in your host country or in Germany. If you buy the equipment and materials in Germany, you must ensure that the Mehrwertsteuer (value added tax - VAT) is reimbursed to you when the equipment and materials are exported.

The discretionary grant is designated for the purchase of materials such as paper, cartridges, CD-ROM-blanks, photocopies etc., as well as for chemicals, glassware, spare parts and minor equipment. You are NOT allowed to buy office furnishings or pay for postage, phone-cards, telephone or fax charges from the discretionary funds.

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Your application for a discretionary grant of up to **€ 1,535** must include:

- Detailed information on the institution of higher education you are working at
- The type of your work and your subject
- Your DAAD personal identification number (PIN)
- Duration of your current DAAD grant
- List of equipment/materials (incl. cost estimates) which you intend to finance with the discretionary grant
- Details of your German account to which the discretionary grant should be transferred

An application may be submitted formlessly at any time, also by e-mail, to the DAAD (for the relevant address, refer to the contact person). The application documents must be submitted in single copy.

Important information:

On delivery, the materials and/or equipment financed from the discretionary grant become property of the institution. Receipt of such equipment and/or materials must officially be confirmed (inventoried) by the respective institution. The equipment provided must be available for the use of all academic staff at the institution. It is not intended that only one person has use of the equipment which must remain at the institution even after the departure of the applicant. Sale of the equipment is not permitted.

Coverage of transport costs for donated scientific equipment and materials

Coverage of transport costs

For donations of scientific equipment or materials from German institutions of higher education or individual persons an application for the coverage of the transport costs can be submitted formlessly. The following information/documents are required in single copy:

- A list detailing the equipment to be donated
- Two comparable cost estimates from forwarding companies which are able to handle international shipping operations (packaging and insurance can also be financed)
- Written confirmation of the partner institution of higher education that it accepts and can use the equipment and can ensure a suitable environment for installation.

If the application is approved, the invoice must be sent to the DAAD. The invoice amount will be transferred directly to the responsible company/forwarding company. The DAAD cannot cover any other costs that may be incurred for customs formalities at the destination. Funding does not include the transport of private possessions.

Contact person and further information

Deutscher Akademischer Austauschdienst
Section ST42: Scholarships for Development Cooperation
Sachmittelprogramm
Kennedyallee 50
53175 Bonn
E-Mail: [sachmittel\(at\)daad.de](mailto:sachmittel(at)daad.de)
Fax: 0228/882-9-611
<http://www.daad.de/sachmittelprogramm>

Appendix 1:

https://www.daad.de/medien/der-daad/unsere-aufgaben/alumniarbeit/pdfs/dac_laenderliste_berichtsjahre_2014_2016.pdf