

Funding Framework and Eligible Costs

KoEF Research Cooperation Project | 3rd Call 2022

1. Objectives of the programme

Cooperation Development Research – KoEF

The aim is to support application-oriented cooperation projects between Austrian higher education institutions/research institutions and institutions in countries of the Global South in order to contribute to the analysis and solution of local challenges as well as to the achievement of the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015.

2. Target group

Cooperative projects of researchers at Austrian public higher education institutions/research institutions and state-accredited higher education institutions/research institutions in countries of the Global South will be supported. The programme is open to all scientific disciplines. Cooperation Development Research (KoEF) is not a scholarship programme for individuals.

Eligible to apply as project coordinators and co-coordinators are researchers (minimum qualification: PhD/Dr.) at Austrian public universities and non-university research institutions as well as researchers (minimum qualification: PhD/Dr.) at state-accredited universities and non-university research institutions of the below mentioned target countries.

Eligible for funding as project participants are PhD/doctoral students and researchers (minimum qualification: PhD/Dr.) at Austrian public universities and non-university research institutions as well as PhD/doctoral students and researchers (minimum qualification: PhD/Dr.) at state-accredited universities and non-university research institutions of the below mentioned target countries. Bachelor and Master students are not eligible for funding.

3. Target countries

Austria as well as non-European countries on the current [OECD DAC list 2022/2023](#) of the following categories:

- “Least Developed Countries”
- “Other Low Income Countries”
- “Lower Middle Income Countries and Territories” (except India)

Regional restrictions are possible in the calls for applications.

4. Funding framework

Funding can be only be provided for **mobility costs**, i.e. travel expenses and subsistence and accommodation costs for research mobilities (project-related research travels).

Exception: up to EUR 3.000 **per project** can be allocated to equipment and materials – see specific requirements in section 6.

Depending on the duration of the project the maximum funding amounts are as follows:

- 1-year projects: up to EUR 20.000
- 2-year projects: up to EUR 35.000
- 3-year projects: up to EUR 50.000

5. Travel and subsistence

Cooperation Development Research - KoEF recognizes three mobility categories eligible for funding:

- Incoming: travel from a partner country of the Global South to Austria
- Outgoing: travel from Austria to a partner country of the Global South
- Field research: travel within a partner country or between partner countries of the Global South

The overall duration of all funded mobilities of one person must not exceed 12 months.

For each mobility the most economical means of transportation must be chosen. Travel within Austria is not eligible for funding.

Each funded mobility shall be documented with (1) a mobility entry sheet (to be included in the financial reports) and (2) a report (to be included in the scientific reports). Additionally, (3) all original documents named below must be included in the financial reports.

Foreign currency: Foreign currency invoices and receipts must be converted to EUR. They must provide a currency exchange confirmation or bank receipt or credit card statement confirming the exchange rate at the respective period of time. If foreign invoices are embedded in the accounting system of an Austrian university (SAP), the conversion rate used by the university is eligible. If a valid currency exchange information is missing and/or the foreign invoice is not embedded in the accounting system of an Austrian university (SAP), the invoice amount shall be converted using <https://www1.oanda.com/lang/de/currency/> converter with the invoice date and the full invoice amount for each invoice separately.

Please note: Only actual expenses submitted with the financial reports and verified and approved by OeAD are subject to funding. Unused, incorrectly and insufficiently documented funds must be returned to OeAD within a period of 100 calendar days after the notification from the programme officer.

5.1. Travel to Austria from a partner country of the Global South (Incoming)

The following travel and subsistence costs for KoEF project members travelling to Austria can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

- Travel costs: max. EUR 1.500,00 per trip, reimbursement of face value:
 - Flight – only economy class tickets:
 - For reimbursement the original invoice, plane ticket and original boarding passes are needed.
 - Travel costs to and from the airport
 - In Austria public transport must be used. Original invoices are needed.
 - Visa costs
 - For reimbursement the original invoice is needed.
 - Travel insurance
 - For reimbursement proof of insurance and the original invoice is needed.
- Please note: If any invoice is not in English (or German), a working translation must be provided additionally.
- Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:
 - PhD/doctoral students:
 - stays of up to 12 days: EUR 100,- / day
 - stays of 13 days or more: EUR 1.250,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
 - Scientists (post-doc):
 - stays of up to 14 days: EUR 100,- / day
 - stays of 15 days or more: EUR 1.400,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

5.2. Travel from Austria to a country of the Global South (Outgoing)

The following travel and subsistence costs for KoEF project members travelling from Austria to a partner country of the Global South can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

- Travel costs: max. EUR 1.500,00 per trip, reimbursement of face value:
 - Flight – only economy class tickets
 - For reimbursement the original invoice, plane ticket and boarding passes are needed.
 - Travel costs to and from the airport
 - In Austria, public transport must be used. Original invoices are needed.
 - Public transport – only economy class tickets
 - For reimbursement the original invoice is needed.
 - Car (in partner country)
 - For reimbursement original invoices and a completed vehicle logbook are needed.
 - Visa costs
 - For reimbursement the original invoice is needed.
 - Travel insurance
 - For reimbursement proof of insurance and the original invoice are needed.
 - Travel vaccinations and malaria prophylaxis
 - Original invoices are needed.
- Please note: If any invoice is not in English (or German), a working translation must be provided additionally.
- Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:
 - PhD/doctoral students:
 - stays of up to 12 days: EUR 100,- / day
 - stays of 13 days or more: EUR 1.250,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
 - Scientists (post-doc):
 - stays of up to 14 days: EUR 100,- / day
 - stays of 15 days or more: EUR 1.400,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

5.3. Travel within or between partner countries in the Global South (Field research)

The following travel and subsistence costs for KoEF project members travelling within or between partner countries of the Global South can be refunded. Project (co-)coordinators may decide to reduce reimbursement amounts if deemed beneficial for the project.

- Travel costs: max. EUR 1.500,00 per trip, reimbursement of face value:
 - Flight – only economy class tickets
 - For reimbursement the original invoice, plane ticket and boarding passes are needed.
 - Travel costs to and from the airport
 - For reimbursement original invoices are needed.
 - Public transport – only economy class tickets
 - For reimbursement the original invoice is needed.
 - Car
 - For reimbursement original invoices and a completed vehicle logbook are needed.
 - Visa costs
 - For reimbursement the original invoice is needed.
 - Travel insurance
 - For reimbursement proof of insurance and the original invoice are needed.
 - Travel vaccination and malaria prophylaxis
 - Original invoices are needed.
- Please note: If any invoice is not in English (or German), a working translation must be provided additionally.
- Accommodation and subsistence expenses, lump sums depending on qualification of project member and duration of stay:
 - PhD/doctoral students:
 - stays of up to 12 days: EUR 100,- / day
 - stays of 13 days or more: EUR 1.250,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.
 - Scientists (post-doc):
 - stays of up to 14 days: EUR 100,- / day
 - stays of 15 days or more: EUR 1.400,- / month
 - For stays longer than one month the calculation starts again after each full month.
 - A report about the research stay must be included in the scientific report. Proof of receipt is needed.

6. Equipment and material (consumables)

It is assumed that the project partners are already adequately equipped with the basic tools to undertake the envisaged work, therefore, no general infrastructure can be financed. If additional equipment is required for e.g. laboratory or field stations then it must be project specific and remain with the partners in the respective partner country. Full justification must be provided for its purchase and usage during the project period and beyond.

Equipment & material (consumables) specifically relevant for the project can be covered up to a maximum amount of EUR 3.000,00 for the entire project duration.

- Original invoices must be submitted. Please note: If any invoice is not in English (or German), a working translation must be provided additionally.
- A confirmation is needed: justification of the need of the equipment, confirmation that the equipment is project specific and that it remains with the partner institutions in the respective countries.

Foreign currency: Foreign currency invoices and receipts must be converted to EUR. They must provide a currency exchange confirmation or bank receipt or credit card statement confirming the exchange rate at the respective period of time. If foreign invoices are embedded in the accounting system of an Austrian university (SAP), the conversion rate used by the university is eligible. If a valid currency exchange information is missing and/or the foreign invoice is not embedded in the accounting system of an Austrian university (SAP), the invoice amount shall be converted using <https://www1.oanda.com/lang/de/currency/> converter with the invoice date and the full invoice amount for each invoice separately.

Please note: Only actual expenses submitted with the financial reports and verified and approved by OeAD are subject to funding. Unused, incorrectly and insufficiently documented funds must be returned to OeAD within a period of 100 calendar days after the notification from the programme officer.

7. Reporting

All projects must submit a final scientific report and a final financial report. Additionally, projects with a duration of 2 or 3 years must submit a mid-term scientific report and mid-term financial report. For details, please refer to the **Guidelines for Reporting**. Detailed reporting requirements will be stipulated in the contract. During the project implementation the budget cannot be reallocated except in response to a changed project environment (e.g. travel restrictions due to COVID-19). Any budget reallocation is subject to approval by OeAD.

Note on the use of the term “Global South”

For the purpose of this project call the term Global South is used to refer to the group of countries classified as "least developed countries," "other low income countries," and "lower middle income countries and territories" (excl. India) in the OEAD DAC list of ODA recipients for 2022/2023.