

## **Preconditions to be satisfied for the Approval of Research Projects**

Status as at May 2020

1. KSB Stiftung only supports research projects having a maximum term of 3 years. However, consent will only be granted for funding to cover one year. Follow-up applications may be made in both the following years. Subsequent funding will be dependent upon a technical appraisal of progress made and the financial resources of KSB Stiftung. Parties funded for one year shall not be legally entitled to receive subsequent funding.

2. An application may be made by a charitable institution or public-law organisation. Proof of charitable status must be closed together with the funding application. The funding application should include:

- Project title
- Name of applicant and organisation
- Duration of project in months
- Funds for which an application has been made
- Project description
  - Motivation / Set objective
  - Beneficiaries of the results
  - Work schedule and timetable (Work packages, milestones)
  - Project risks
- Total costs and financing; also to include follow-up financing if applicable
- Signature(s)
- List of enclosures
- Enclosures

3. Applications are to be submitted by no later than 30 September. The board of trustees shall decide by mid-November or so whether funds are to be granted. The applicants will receive information concerning a binding decision made by KSB Stiftung by the end of November, together with a drafted funding contract, if applicable. This is to be returned with signatures as applicable by the end of December. The funding will be disbursed immediately afterwards, but no earlier however, than the point in time agreed.

4. The approved funding is ringfenced for the purpose(s) for which it is intended. Proof of compliance with this requirement must be submitted to KSB Stiftung. The prior written consent of KSB Stiftung must be obtained for each modification of use specified in the documents

submitted with the application. Financial commitments entered into prior to receipt by the applicant seeking funding approval will not be taken into consideration as a matter of principle.

5. KSB Stiftung is to be notified, should another application have been submitted elsewhere for project funding, or to make up shortfalls in financing becoming apparent.

6. The funded party shall run the project in his own name and at his own responsibility. He shall be personally responsible for compliance with the statutory regulations and official conditions imposed and he shall be personally liable for losses incurred by him, or his employees, or third parties from the project being carried out.

7. The return of the funding plus statutory interest (Section 288 if the German Civil Code [BGB]) may be demanded if one of the reasons laid down in Section 8 Para 1 of the funding contract applies. Section 314 Para 2 of the BGB shall not apply.

The funds are to be use economically; in particular, full advantage is to be taken of all potential cost savings. Materials not used are to be returned against payment by no later than the date of the proof of expenditure.

8. The hiring of employees by the funded party in connection with the project shall be subject to written agreements which are to be submitted to KSB Stiftung upon request. Under no circumstances will the Stiftung employ people with the funding it provides.

9. Moveable assets acquired with the funds provided by KSB Stiftung shall become the property of the funded party as a matter of principle. These assets are only to be used and/or exploited for the purposes described in the funding application and for their fulfilment. Such purposes must qualify for preferential tax treatment.

Insofar as the value of individual assets amounts to EUR 1,500.00 or more, they are to be entered in an inventory record. After funding has ceased, KSB Stiftung shall reserve the right to request the assignment of these moveable assets to KSB Stiftung, or to a third party nominated by it, by the funded party without a counter-performance.

10. KSB Stiftung is entitled, with the collaboration of the funded party, to make the project results or some of the results, accessible to the public, in particular to interested experts. The funded party shall be obliged to co-operate and provide assistance for this.

In its PR work the funded party must make a suitable reference to being funded by KSB Stiftung if applicable by using the current official KSB Stiftung logo. In doing so, attention is to be paid that the funding is not referred to as sponsoring. The funded party shall be obliged to forward the full wording of relevant publications to KSB Stiftung in advance.

11. No later than 30 September of the year following the year in which an application for funding

is made, the funded party shall, without being asked to do so, submit a written report about the progress and the scientific results of the project (interim report) and submit proof of how funds have been spent. The report is to be signed by the project leader and submitted in electronic format by e-mail. .pdf files of the printed versions of original publications, or review produced in the course of the funded work are to be attached to the report. The interim report should include:

- Status of the work schedule and timetable
  - Milestones
  - Reasons in support of any discrepancies
  - Measures taken for achieving targets
- Important interim results
- Proof of how funds have been spent
  - Reasons for any costs incurred in excess of budget
  - Measures taken to ensure compliance with budget
- Outlook for project completion

The funded party furnishes an assurance that it shall reply to queries raised by KSB Stiftung. In addition to the reporting duty, the funded party shall be urged to inform KSB Stiftung without having to be asked to do so in each case, in writing of results having a significant impact upon planning. This shall apply in particular if the provisions for carrying out the project or its objectives appear to be at risk.

12. No later than two months after the project has ended, a final report is to be submitted to KSB Stiftung together with proof of expenditure for which the requirements the interim report has to meet shall apply. The income and expenditure accounted for in the proof of expenditure must be backed up with verifiable invoices. A second copy of the reports plus the proof of expenditure as well as the relevant paperwork is to be kept in safekeeping by the funded party for a period of ten years. KSB Stiftung shall reserve the right to have the books and other documents audited.