

– submit only after HUG approved your funding application –



**HUMBOLDT
UNIVERSITÄTS
GESELLSCHAFT**

Project-Nr: _____

Title: _____

HUG Student Symposia

Conditions associated with the grant approval

The following conditions are associated with the grant approval received by the applicant. By accepting the grant, the applicant agrees with the following terms:

1. Publicity for HUG

a) The symposium shall be subtitled "A HUG Symposium". This is to be used in the context of all publications.

b) It is in the interest of the Humboldt-Universitäts-Gesellschaft that as many people as possible learn about the existence of the Society and its sponsorship activities.

For this reason, HUG requests that reference be made to the sponsorship by naming or linking to the HUG website and publishing the HUG logo.

This includes references on all publications for promotional purposes such as printed matter, posters, programme flyers, invitation cards, etc., as well as on the project website, social media channels and other digital publications. The HUG website and logo should also be given sufficient prominence as part of a planned follow-ups, e.g. a publication and the like.

c) The following sentence shall be included in the programme for the symposium, in press releases, within own web presences and social media, in the follow-up or other detailed references and presentations in connection with the symposium:

"This symposium was supported by Humboldt-Universitäts-Gesellschaft (HUG), Verein der Freunde, der Ehemaligen und Förderer e.V."

d) During the event, the HUG banner should be on the stage and information material about HUG should be available. For this purpose, contact the office in good time before the date of the event.

2. Participation of HUG

a) HUG shall be given the opportunity to send a representative and to give a welcoming address.

Verein der Freunde,
der Ehemaligen
und Förderer e.V.

Executive Director
Joanna Piecha

Head of Office
Stefanie Kofnyt

Team HUG
Lillian Attar
Andre Schafft

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Bank Details:
Deutsche Bank
IBAN: DE76 100 708 480
3274073 00
BIC: DEUT DE DB110

b) HUG will be given the opportunity to invite individuals from its circle of members and friends to the symposium who have a professional connection to the topic. Please send the invitation or press text the office in good time.

3. Information about the Symposium

The applicant or the responsible project team assume the following obligations:

a) For the HUG website and newsletter, a short report including a selection of photos and details of the photographer(s) as well as a quote (by a team member or participant) about the project is to be submitted within 14 days after the symposium took place. Two months after the end of the project, a more detailed final report should be submitted together with a financial statement.

b) HUG will receive published promotional material (flyers, programmes, printed material, invitations, etc.) as well as publications in connection with the follow-up of the symposium (anthologies, etc.) as a voucher copy to the office.

4. Payments and Accounting

a) The applicant shall set up an account for the project at a credit institution through which all payments in connection with the symposium will be made. The account should be in the name of one of the applicants and can be used for other purposes after completion of the project and full financial settlement (including reimbursement of any remaining amount to HUG). It is also possible to set up a third-party funding account at Humboldt-Universität. For this purpose, the applicant must inform themselves in advance about the guidelines for the management of third-party funded projects at HU. HUG has the right to oversee the account movements and the underlying invoices and receipts on request.

b) HUG will pay the grant into the designated account in up to three instalments. To request an instalment, the applicant shall contact the office in good time.

c) After grant approval and before payment of the first instalment, the applicant shall sign the *Formblatt zur sachgemäßen Mittelverwendung* in accordance with the statutes and send it in electronic form to: antrag@hug-berlin.de.

d) The grant shall be used to finance the Symposium in an economical manner appropriate to a Student Symposium. The funding amount shall be used for the following purposes:

- Honoraria for (non-HU) speakers and travel and accommodation costs for external speakers, if applicable.
- A total sum of up to € 500 of honoraria for scientific and organisational work of the applicants
- Auxiliary services for the organisation (interns are to be paid appropriately)
- Advertising and public relations
- Room, material, technical costs, security, insurance
- Catering and drinks during the symposium

- Any costs for follow-up work on the symposium.

e) The applicant will send HUG a statement of income and expenditure in connection with the symposium within two months of the conclusion of the symposium. The statement shall consist of a summary table of the total income and expenditure, as well as the invoice receipts for the expenditure financed by means of the HUG funds. HUG will receive the original invoice receipts. The invoice receipts must additionally be submitted scanned as a PDF file.

f) If the symposium does not take place for reasons beyond the applicant's control, the unused portion of the funding must be repaid to HUG. If the symposium does not take place for reasons for which the applicant is responsible, the entire funding amount must be refunded.

g) Unused funding will be repaid to HUG after the conclusion of the symposium.

Recipient:

Humboldt-Universitäts-Gesellschaft

IBAN: DE76 1007 0848 0327 4073 00

Reason for payment: "[Remaining amount] [project number], [title of symposium]".

Berlin, (Date)

By signing this form, the applicant agrees to comply with the conditions listed above.

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Signature of the primary applicant