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The TWAS-DFG Cooperation Visits Programme

Information sheet for the host institution in Germany

The purpose of this information sheet is to provide the host institution in Germany with details of the TWAS-DFG Cooperation Visits Programme before inviting a visiting researcher for a three-month stay.

The TWAS-DFG Cooperation Visits Programme is a cooperation between the UNESCO unit TWAS (The World Academy of Sciences for the advancement of science in developing countries) and the DFG.

Proposal submission

Interested postdocs apply for the TWAS-DFG Cooperation Visits Programme on the TWAS website:

<https://twas.org/opportunity/twas-dfg-cooperation-visits-programme>.

They require an official invitation from the German host institution in order to submit their proposal. The invitation should state the research topic of the cooperation and the infrastructure that will be available to the visiting researcher. The postdoctoral researcher's proposal (abstract, background, methods, goals and time frame) should be well coordinated with the host beforehand.

The postdoc's aptitude is not assessed by the DFG in advance. It is the responsibility of the host institution to verify of the postdoctoral researcher's subject-specific aptitude before issuing the letter of invitation.

Requirements for proposal submission by interested postdocs:

- They must hold the citizenship of one of the countries specified in the call for proposals.
- They must be engaged in a current research activity at a university or research institution in the specified international region.
- They must have obtained their doctorate no more than five years ago. In the case of visiting female researchers with children, the doctorate may have been obtained two years earlier per child (maximum six years).
- Applicants must not already be working in Germany or currently conducting joint research with the host institution.

Funding

If approved, the DFG grants the host and their research institution funding of up to €10,500.

The total is made up as follows:

- Up to €1350 to cover **travel expenses** (no lump-sum payment)
- €2350 monthly **allowance** calculated daily
- Up to €700 per month to cover **direct project costs** for laboratory and materials at the research institution (no lump sum, see below)

The **travel expenses** of up to €1350 are designated for the guest's round trip from the airport that is nearest to their home town to the host institution in Germany. Airline tickets are to be booked in economy class and train tickets in 2nd class. The invoices for the travel expenses do not have to be submitted to the DFG, but they must be available in the event of an audit. The flight can either be booked by the guest researcher and the costs will be reimbursed by the host institution. Or the flight is booked directly through the host institution.

The **monthly allowance** (€2350 per month) is used to cover living expenses, insurance (health, accident and liability insurance in Germany) as well as visa fees. The allowance is calculated per day based on the specified length of the stay. For example, if the guest stays only for 20 days in the last month, only an allowance for 20 days can be granted (not the full €2350 for 30 days).

The funding for **direct project costs** (up to €700 per month) covers funds for expenses incurred by the host research institution as a result of the guest stay such as material and laboratory costs. The invoices for the materials do not have to be submitted, but they must be available in the event of an audit. Please also refer to the Funding Guidelines, item 3.2 in DFG form 2.00 – 01/2024 [Verwendungsrichtlinien Allgemeine Bedingungen für Förderverträge \(dfg.de\)](#) for details of non-eligible expenses. [This English translation is not legally binding.](#)

The request for funds (DFG form 41.12 – available in German only - www.dfg.de/formulare/41_12/) can be submitted by the host no earlier than three months before arrival to fin2@dfg.de.

The report on expenditure of funds (DFG form 41.056 – available in German only - www.dfg.de/formulare/41_056/) must be submitted to the DFG no later than three months after the guest's return to their home country to fin2@dfg.de.

The funds are made available in the form of third-party funding or institutional funding.

If the grant is approved, the host institution supports the visiting researcher in organising the trip, e.g. with a visa invitation letter, flight booking, insurance and finding an accommodation.

Letter of invitation for the visa application

The visiting researcher will require a letter of invitation from the host institution to apply for a Schengen visa. It is useful to mention in the invitation letter that the visit is financed out of public funds from the German Research Foundation, DFG. The German host institution is only responsible for issuing the letter of invitation. It is the sole responsibility of the visiting researcher to submit all the necessary documents for the visa application to the relevant German Embassy/Consulate General on time. Researchers defined as in Article 3, Number 2 of the Directive (EU) 2016/801 are always exempt from fees for the Schengen visa when travelling for research purposes to Germany.

Insurances

When applying for a Schengen visa, individuals are required to submit proof of a travel health insurance to the German Mission. Although accident and liability insurance are voluntary, we recommend these insurances for the stay. The guest researcher must use the monthly lump-sum accommodation allowance to cover these insurances.

After the guest stay

After the stay, the guest researcher submits a final report to TWAS and copies the DFG. The DFG asks the host institution for an evaluation of the guest stay.

If you have questions on calls with the Sub-Saharan Africa region, please contact TWAS-DFG-Programme@dfg.de.

If you have questions on calls with the North Africa/Middle East region, please contact TWAS-DFG-Programme-MENA@dfg.de.