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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 deciding to invite a visiting researcher from sub-Saharan Africa 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. Each year, up to 50 doctoral researchers in early career phases from all disciplines in sub-Saharan Africa can spend up to three months researching at an institution in Germany. The DFG provides financial support for this guest stay.

### **Proposal submission**

African 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 application. The invitation should state the research topic of the cooperation (not a project proposal) and the infrastructure that will be available to the guest. 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. The host institution should satisfy itself of the postdoctoral researcher's subject-specific aptitude before issuing the letter of invitation.

### **The following requirements apply to African researchers submitting proposals:**

- They must be from a sub-Saharan African country
- They must be engaged in a current research activity at a university or research institution in a sub-Saharan African country
- They must have obtained their doctorate no more than five years ago. In the case of visiting 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 €1,350 to cover **travel expenses** (no lump-sum payment)
- €2,350 monthly **lump-sum accommodation allowance**
- 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 €1,350 are for the guest's outward and homeward travel 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 supporting documents for this do not have to be submitted, but they must be available in the event of an audit. The guest and the host are responsible for making the travel arrangements themselves. The flight can be booked by the guest and the costs reimbursed by the host institution. Another option is to book the flight through the host institution.

The **lump-sum accommodation allowance** (€2,350 per month) is used to cover living expenses, accommodation, insurance (health, accident and liability insurance in Germany) and visa fees. The lump-sum accommodation allowance is calculated per day based on the specified length of the stay. If the guest stays only 20 days in the last month, costs for only 20 days can be covered (and not 30). An international health insurance policy is mandatory when applying for a visa. Accident and liability insurance are voluntary.

The funding for **direct project costs** (up to €700 per month) covers expenses incurred by the host research institution as a result of the guest stay such as material and laboratory costs. The supporting documents for this 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 – 01/2023 for details of non-eligible expenses.

The request for funds (DFG form 41.06) can be submitted no earlier than three months before arrival. The proof of use form (DFG form 41.049) must be submitted to the DFG no later than three months after the guest's return to their home country.

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

**In the event of approval** the host institution supports the visiting researchers in organising the trip, e.g. with visa invitation letters, flight bookings, insurance and finding 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 visa. 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 and in full.

#### **After the guest stay**

After the guest stay, the researcher from sub-Saharan Africa submits a final report to TWAS. The host at the research institution in Germany sends the DFG an evaluation of the guest stay.

If you have any questions, please do not hesitate to contact us at [TWAS-DFG-Programme@dfg.de](mailto:TWAS-DFG-Programme@dfg.de).