

Call for Proposals: "KoUP" Cooperation Funding 2025

Dear colleagues,

the KoUP funding line has become an important university funding instrument. In 2025, we will no longer limit funding to a few chosen countries, but will open it up worldwide. One of our reasons for doing this is to enable us to better take your interests into account in the new internationalization strategy that is currently being developed. We will also continue to welcome collaborations within the framework of our partnerships, our European university alliance [European Digital UniverCity](#) (EDUC) and with universities from the [YERUN](#) network in 2025.

With KoUP, the university supports the establishment and expansion of international cooperation in the three pillars: research, teaching and knowledge transfer. The aim is for funding to be used in the medium term for the preparation of a **joint application for third-party funding** or a **joint publication** or to **develop or initiate formats and partnerships to internationalize studying and teaching**. The sustainability of the project (for example, in the context of the intended application for third-party funding or the commitment to realizing student exchange formats) should be described in the application. The list of activities that are eligible for funding is included in the call for proposals.

Attached you will find the documents for the call for proposals. We ask that interested parties submit their applications by **January 15, 2025**, via email to Marita Böhning, Senior Advisor for International Affairs in the Office of the President (marita.boehning@uni-potsdam.de).

Ms. Böhning is also available to answer questions via telephone at extension -4190. We are looking forward to receiving your applications and to the further successful development of international relationships.

Kind regards,

Prof. Oliver Günther, Ph.D.

Dr. Britta van Kempen

Call for Proposals: "KoUP" Cooperation Funding at the University of Potsdam of December 4, 2024

Objective The aim of KoUP funding is to establish and expand international cooperation projects.

Focus 2025 There are no priority countries for funding in 2025. The focus is on implementing the UP's internationalization goals. Therefore, applications with reference to the [Internationalization Strategy](#) and those involving partner universities and partners of the EDUC Alliance or the YERUN network are particularly welcome. The websites of the International Office also list all [university and faculty partnerships](#) of the university.

Eligibility Professors and academic staff members at all faculties of the University of Potsdam may apply, including doctoral students (only together with a (junior) professor). Furthermore, research support staff are eligible to apply if the further or continuing education program completed abroad is related to a project. Applicants must be members of the university ("Mitglieder") in accordance with the [Basic Regulations of the University of Potsdam \(GrundO\)](#).

Funding Eligible activities:

A) **Research cooperation:**

- joint workshops
- material resources and consumables
- funding measures in the context of publications
- research activities
- consortium meetings

B) **Cooperation in studying and teaching:**

- development of measures in the field of Online International Learning as purely virtual formats or formats with some attendance requirements and the use of digital media in cooperative teaching.¹
- joint development and/or exchange of digital content for teaching
- development of joint modules or degree programs
- development and execution of summer schools in Potsdam or abroad that include Potsdam students
- execution of teaching visits.²
- measures to initiate structured student exchanges after consultation with the International Office

Please note: Please also note two other current calls for proposals. The [Call for Seed Projects](#) promotes research cooperation between the University of Potsdam and the EDUC partner universities (application deadline: January 27, 2025, 12:00 noon). In ad-

¹ For the development, conception, and implementation of virtual cooperation projects in the areas of studying and teaching, you can contact the [Center for Teaching Quality Development/COILUP](#) (Frederic Matthe frederic.matthe@uni-potsdam.de).

² Please also note the possibility of organizing [teaching visits](#) through the Erasmus+ program.

dition, you can apply for available [EDUC travel funds](#) to establish and expand cooperation between the University of Potsdam and the EDUC partner universities in the areas of teaching and research (application deadline: January 27, 2025, if applicable: allocation of remaining funds after the deadline).

Funding amounts

The maximum funding amount is 3,500 EUR or 7,000 EUR, depending on the country group (see below). The funds must be used in the calendar year 2025.

Selection criteria

The submitted exposé and the financial plan (formal criteria) are evaluated. When evaluating the applications, the following prioritization will be made: In the case of funding for studying and teaching, applications that highlight the benefits for the internationalization of studying and teaching are particularly worthy of funding; in the case of funding for research, those that plausibly highlight a planned application for third-party funding or joint publications are particularly worthy of funding. In the case of follow-up KoUP applications, you will need to clarify how the funding is interlinked. If the application volume exceeds the available funds, applications with partner universities and strategic partners may be prioritized.

Application

The application may be submitted in English or German and must consist of (i) the attached form (Excel); (ii) a **maximum** one-page description of the joint project (exposé template). The application must highlight the potential and relevance of the project for the [internationalization](#) of the university. Please explain the contribution that the project can make in this regard.

In addition, (iii) a financial plan must be attached, which may also include own funds, if applicable. When applying for travel costs, you must identify the universities and faculties to be visited.

Note regarding the preparation of the financial plan: When preparing your financial plans, please consult the information provided by Division 4 on international travel costs ("[Auslandsreisekostenverordnung](#)"); for assistant positions, please see the current salary overview ("[Berechnungsgrößen für wissenschaftliche Hilfskräfte](#)"). You can use the suggested rates on [this](#) website for the calculation of travel expenses (in and out) in your financial plan. Travel expenses will be charged in accordance with the Federal Travel Expenses Act. Incoming individuals are reimbursed for incurred travel and accommodation costs. Scholarships or mobility grants cannot be awarded. If the plans concern the reimbursement of travel costs for students (incoming or outgoing), consultation with Ms. Böhning is obligatory for the creation of a financial plan.

Fees should be calculated within appropriate limits. This funding cannot be allocated to expenditures for meals, gifts to cooperation partners or participants, or for other representation purposes. The funding also cannot be spent on basic equipment (laptops etc.) or research/laboratory equipment. Please also note that **budget regulations** apply to the disbursement of funds.

Deadline

Please submit your application [via e-mail](#) by **January 15, 2025**, to Ms. Marita Böhning.

Country groups

There are country groups that determine the possible funding amount. The following points will help you determine the possible funding amount:

I) Maximum funding amount of 3,500 EUR: European countries (see <https://www.daad.de/de/laenderinformationen/europa/>)

II) Maximum funding amount of 7,000 EUR: all other countries not covered by I)

Contact

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