

**COOPERATION DEVELOPMENT RESEARCH**

**Reimbursement of material costs**

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| Project number: |  |
| Applicant’s name: |  |
| Applicant’s date of birth: |  |
| E-mail: |  |
| Applicant´s research institution: |  |
| Place of applicant´s research inst. (country/city): |  |
| Main project coordinator: |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place, date, and signature of the main project coordinator |

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| Amount of material costs (max. 3,000.- €): |  |
| Specification/kind of material costs: |  |
| Purpose of the material costs: |  |

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| **BANK DETAILS** | |
| Name of the bank: |  |
| BIC: |  |
| IBAN: |  |
| Name of account holder: |  |
| Internal assignment number (university project accounts only): |  |
| Purpose (if required): |  |

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| **PLEASE NOTE:**  Reimbursement for material costs is only made if applied for in your application. Please be aware that all beneficiaries are responsible for possible tax payments themselves.  A maximum amount of € 3,000.- can be refunded for project-related material costs (consumables). The refunding is only possible for project-specific material costs that are essential to carry out the research project and that go beyond the resources made available from the research institutions´ infrastructure. Infrastructure or basic equipment of research institutions cannot be funded. Conference fees, catering costs, staff costs, license fees etc. will not be reimbursed.  Reimbursement for material costs is only made if all invoices and proofs of payment are provided **in original**. If necessary we return the original documents after they have been voided. Copies are only allowed for the proof of payment.  Please attach all receipts to one A4 sheet. For conversions into € please use <https://www1.oanda.com/lang/de/currency/> converter with the invoice date.  If the costs were pre-financed by an institution using a SAP system or similar and the original documents have to be kept by the institution, a SAP statement or similar plus copies of the travel documents have to be provided. The SAP statement has to be sealed by the institution.  **I have read all information regarding my material expenses claim carefully and am enclosing all required documents confirming the factual correctness of the information provided by me with my signature.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place, date and signature of the applicant**  **PLEASE SUBMIT THIS FORM TO:**  OeAD - Austria´s Agency for Education and Internationalisation  Department for International Cooperation in Higher Education  Mobility Programmes, Bilateral and Multilateral Cooperation Ebendorferstraße 7, 1010 Wien  [kooperation-entwicklungsforschung@oead.at](mailto:kooperation-entwicklungsforschung@oead.at) |

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| **PLEASE DO NOT FILL IN!** |
| Budget: StipOnline: |
| The calculations have been checked for accuracy (OeAD-GmbH): |