

10/2016

CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



CONTENT

MSCA Call
»Innovative Training
Networks«

EU Calls for the Humanities
and Social Sciences

Volkswagenstiftung Call
»Scientific and
Professional Practice in
Graduate Training«

Electronic Research
Funding Information
Service

Changes in Administrative
Practice

Further Information which
is only available in German

DEAR UNIVERSITY MEMBERS,



The ninth issue of our newsletter „Caroline“ provides information on current developments and new services of the university administration.

We hope that you had time to relax during the semester break and the start into the new semester was a good one. We wish you a successful winter semester at Heidelberg University!

Dr. Angela Kalous
Vice-President Finance and Personnel

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

MSCA CALL »INNOVATIVE TRAINING NETWORKS«

The Marie Skłodowska Curie Opportunity “Innovative Training Networks” supports research training networks and doctoral programmes. It aims to improve doctoral students’ skills in an international, interdisciplinary and intersectoral research and training programme. The deadline for applications is 10 January 2017.

■ ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-itn-2017.html

EU CALLS FOR THE HUMANITIES AND SOCIAL SCIENCES

Engaging Together Globally

This project funds research on the EU’s foreign policy goals and tools and on greater international collaboration on research and innovation.

Understanding Europe – Promoting the European Public and Cultural Space

This project funds research on the development of a European public and cultural space.

The deadline for both applications is 2 February 2017.

Information about Engaging Together Globally

■ ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-sc6-eng-globally-2016-2017.html

Information about Understanding Europe

■ ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-sc6-cult-coop-2016-2017.html

VOLKSWAGENSTIFTUNG CALL »SCIENTIFIC AND PROFESSIONAL PRACTICE IN GRADUATE TRAINING«

This call for proposals by Volkswagenstiftung aims to combine graduate training in the humanities and social sciences with practical modules. Two funding lines support small pilot research training groups and practical modules for PhD students at university graduate schools. The deadline for applications is 11 April 2017.

Information about Scientific and Professional Practice in Graduate Training (Available only in German)

■ www.volkswagenstiftung.de/foerderung/herausforderung/ausschreibung-wissenschaft-und-berufliche-praxis-in-der-graduierenausbildung.html

ELECTRONIC RESEARCH FUNDING INFORMATION SERVICE

Our Electronic Research Funding Information Service “INFOR-News” keeps you up to date on new calls for proposals and research funding programmes.

Subscribe to this service by following the link below

■ www.uni-heidelberg.de/research/service/infoservice

Herausgeber
Universität Heidelberg
Die Kanzlerin

Seminarstraße 2
69117 Heidelberg
kanzlerin@uni-heidelberg.de

MANAGING OFFICER

Head
Jürgen Brachmann

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Verena Schultz-Coulon

FINANCE DIVISION

Head
Tim Krützfeldt

INTERNAL AUDITING

Head
Dirk Gabriel

FINANCE DIVISION

Head
Tim Krützfeldt

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

CHANGES IN ADMINISTRATIVE PRACTICE

A new standard form is available for reporting thefts, burglaries and damage to property (available only in German). You can download it from our site "Service A-Z".

Standard form for reporting thefts, burglaries and damage to property (German)
■ www.uni-heidelberg.de/md/zentral/universitaet/beschaefigte/service/gesamt/formular_diebstahlmeldung.pdf

FURTHER INFORMATION WHICH IS ONLY AVAILABLE IN GERMAN

Service section for lecturers

■ www.uni-heidelberg.de/lehre

Info brochure "Inclusion in Teaching"

■ www.uni-heidelberg.de/md/zentral/lehre/recht/inklusion_in_der_lehre_-_informationen_fur_dozentinnen_und_dozenten_stand_juni_2016.pdf

Contact Commissioner for disabled and chronically ill students

■ www.uni-heidelberg.de/courses/contact/handicap/englindex.html

Information about orders for deposit, disbursement and transfer

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/kassenanordnungen.html

Documents for financial transactions

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/zahlungsbegruendende_unterlage.html

Information about "sachliche Richtigstellung"

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/feststellungsvermerk.html

Account assignment manual

■ www.uni-heidelberg.de/md/zentral/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/intern/kontierungshandbuch_2016-10-04.pdf

Process BMBF-projects

■ www.uni-heidelberg.de/md/zentral/forschung/service/bmbf/dokumente/ablaufschema_projektentwicklung_bundesmittel.pdf