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# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386



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## Dear Colleagues,

Greetings! I would like to take this opportunity to introduce myself as the new Vice-President Finance and Personnel of our Ruperto Carola. Luckily, I have already been able to meet and get to know numerous members of the university on various different occasions. Naturally, I have not yet been able to meet most of you so that I know I can look forward to many more such interesting encounters.

The Senate and the University Council elected me Vice-President Finance and Personnel in March 2018 and then several months passed by before I started in Heidelberg on 1 September 2018. Until the start of my term in office in Heidelberg, I was the full-time Vice-President of Göttingen University responsible for Finance and Human Resources and I was very happy to move, along with my family, to the Kurpfalz. Now, I am looking forward to successfully mastering the daily challenges of university life, both big and small, together with you. Based on my initial personal impressions, I am absolutely certain that we will manage to do so.

In this spirit, I look forward to working with you and remain, with best wishes,

Dr Holger Schroeter  
Vice-President Finance and Personnel

## PLANNING, CONSTRUCTION AND SAFETY

Head  
Alexander Matt

### **Project »Reorganisation of Building and Facility Management at Heidelberg University«**

At the start of 2017, Heidelberg University initiated a project in its building and facility management. The aim was to improve the ever-growing challenges in building and facilities management using efficient structures for university users. In support of this goal, HIS-HE was commissioned to provide substantive support to the project. The project was discussed and formally concluded during a final presentation in the President's Office in July 2018. You can find more information on the results of the different subprojects online.

Subprojects results

- [www.uni-heidelberg.de/institutions/administration/organisation-development/reorga\\_construction/index.html](http://www.uni-heidelberg.de/institutions/administration/organisation-development/reorga_construction/index.html)

## FINANCE

Head  
Tim Krützfeldt

### **Cash receiving office**

Administration of the cash receiving office was transferred to Dept. 4.3 Financial Accounting in June 2018. As a result, forms have now been amended and updated. Please note that not all forms are currently available in English.

Forms

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/)

### **Availability of staff in the Accounts Payable and Receivable Department**

In order to process your queries for staff in the Accounts Payable and Receivable Department (payment and acceptance requests) more quickly and effectively, we have set up central email addresses.

For questions relating to creditor invoices (invoices/credit notes from suppliers/service providers) please contact:

- [kreditoren@zuv.uni-heidelberg.de](mailto:kreditoren@zuv.uni-heidelberg.de)

For questions relating to debtor invoices (receipt of payment following funding requests, university invoices to others, etc.) please send an email to:

- [debitoren@zuv.uni-heidelberg.de](mailto:debitoren@zuv.uni-heidelberg.de)

## RESEARCH DIVISION

Head  
Dr. Sigurd Weinreich

### **Volkswagen Foundation: Challenges for Europe**

For some years now, Europe has been facing a number of serious challenges which cause severe frictions among European states and can only be addressed collectively. Among them are economic crises, social inequality, migration, populism and nationalism, the erosion of democracy, disinformation, terrorism, and cyber security. In light of these challenges, the Foundations encourage researchers to develop research-based impulses for future cooperation within Europe.

The aim of this call is to stimulate basic research on issues relating to Europe and the European Union, encourage comparative studies, and strengthen academic collaboration among European scholars. The call targets scholars in the humanities, social, and cultural sciences. Funding can be provided for the development of European research groups in which up to five principal investigators from at least three European countries collaborate. The total amount of funding available is up to 1 million euros over a period of maximum four years. The deadline for applications is 13 December 2018.

Volkswagen Foundation

- [www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/challenges-for-europe](http://www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/challenges-for-europe)

## Marie Skłodowska-Curie Action 'Innovative Training Networks'

The Marie-Skłodowska-Curie Action 'Innovative Training Networks' was opened on 13 September 2018. Funding is available for structured doctoral training programmes for up to four years. The closing date for proposals is 15 January 2019.

### Overview

- [www.nks-msc.de/en/inst-massnahmen-itn.php](http://www.nks-msc.de/en/inst-massnahmen-itn.php)

### Information for Applicants

- [ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-itn-2019.html](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-itn-2019.html)

## Further Information which is only available in German

### Amendment to the General Laboratory Regulations

- [www.uni-heidelberg.de/arbeitsicherheit](http://www.uni-heidelberg.de/arbeitsicherheit)

### Masterplan process for Im Neuenheimer Feld / Neckarbogen

- [www.uni-heidelberg.de/masterplan/](http://www.uni-heidelberg.de/masterplan/)

### Financial processing of excursions

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/exkursionen.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/exkursionen.html)

### Changes in procurement law

- [www.zuv.uni-heidelberg.de/finanzen/beschaffung/beschaffungshandbuch.html](http://www.zuv.uni-heidelberg.de/finanzen/beschaffung/beschaffungshandbuch.html)

### Supplies of goods from other EU countries

- [www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/Intrahandelsstatistik.html](http://www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/Intrahandelsstatistik.html)

### Current tips and forms from the Financial Accounting and Payment Transactions Department

- [www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/d4\\_3.html](http://www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/d4_3.html)
- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/)

### Sharing fees relating to bank charges (new EU directive)

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/Entgeltteilung.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/Entgeltteilung.html)

### Studium Generale: »Cultural Heritage«

- [www.uni-heidelberg.de/universitaet/studiumgenerale/index.html](http://www.uni-heidelberg.de/universitaet/studiumgenerale/index.html)

### DFG – Draft proposals for new Collaborative Research Centres: Electronic submissions

- [www.dfg.de/foerderung/info\\_wissenschaft/info\\_wissenschaft\\_18\\_45/index.html](http://www.dfg.de/foerderung/info_wissenschaft/info_wissenschaft_18_45/index.html)

### BMBF – Medical research – Multi-lateral cooperation in the area of computational neuroscience: Germany – USA – Israel – France

- [www.bmbf.de/foerderungen/bekanntmachung-1929.html](http://www.bmbf.de/foerderungen/bekanntmachung-1929.html)

### Berlin-Brandenburg Academy of Science and Humanities – Academy Prize

- [www.bbaw.de/die-akademie/auszeichnungen/preise/akademiepreis/akademiepreis](http://www.bbaw.de/die-akademie/auszeichnungen/preise/akademiepreis/akademiepreis)

### Stays for visiting scientists during research projects – Update

- [www.uni-heidelberg.de/md/zentral/einrichtungen/zuv/forschung/anlageao\\_gastaufenthalt.pdf](http://www.uni-heidelberg.de/md/zentral/einrichtungen/zuv/forschung/anlageao_gastaufenthalt.pdf)

Third-party funded research fellowships

- [www.uni-heidelberg.de/forschung/service/leitfaden/drittmittelprojektabwicklung.html#stipendien](http://www.uni-heidelberg.de/forschung/service/leitfaden/drittmittelprojektabwicklung.html#stipendien)

Representation and hospitality guidelines

- [www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/erlauterungen\\_representations-\\_und\\_bewirtungsausgaben.pdf](http://www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/erlauterungen_representations-_und_bewirtungsausgaben.pdf)

Checklist representation and hospitality guidelines

- [www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/checkliste\\_representations-\\_und\\_bewirtungsausgaben\\_1.pdf](http://www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/checkliste_representations-_und_bewirtungsausgaben_1.pdf)

Form representation and hospitality guidelines

- [www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/formular\\_nachweis\\_uber\\_die\\_notwendigkeit\\_der\\_bewirtung\\_bzw.\\_representationsausgabe.pdf](http://www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/formular_nachweis_uber_die_notwendigkeit_der_bewirtung_bzw._representationsausgabe.pdf)

**Imprint**

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