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CAROLINE

ADMINISTRATION NEWSLETTER



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Dear Colleagues,

This edition brings you an update on the great progress made by heiCO, our campus management project, and on the current relaunch of the university administration's website.

In addition, it contains further reports from the divisions, e.g. extensive progress with introducing e-invoicing, and a simplified procedure for acquiring third-party funding from the United States.

Particularly noteworthy are the extensive expansions to the range of services within the Occupational Integration Management programme (BEM), about which you have already been informed in detail by the Staff Council. There are also important changes to General agreements for procurement and the settlement air travel expense reimbursement with private stays.

With best wishes for the summer

Cornelia Stöcklein

KANZLER

Dr Holger Schroeter

Website relaunch for the university administration

Since the end of last year, the University Administration has been working on the relaunch of its website, with the support of the web office in Communications and Marketing (KuM). In the context of switching from the Imperia system used so far to the Drupal content management system (CMS), existing web content is being revised, restructured and rendered more accessible to users. The main aims of the relaunch are to enhance the user-friendliness of the web pages and to give the administration's service offerings a fresher, more streamlined appearance.

Besides the area-specific web pages of the divisions and staff units, the administration's cross-sectoral function pages are also being redesigned. For example, the content of the website "Services A-Z" is being thoroughly updated and expanded by additional filter options; there will also be a new "Form Center", providing a quicker overview of the forms available from the administration.

Most of the websites are about to go public, and many have already "gone live". A few more complex areas, such as the website of the Central Procurement Department, are still to be realised.

Contact the university administration's web team:
webteam.verwaltung@uni-heidelberg.de

heiCO | News from the project

Since June 1, 2024 all the faculties of Heidelberg University have been working on all the Student Affairs and Teaching processes in heiCO, the new content management system. Before this, a comprehensive course-data migration took place, with over 1.8 million data sets being transferred from the old to the new system between May 21 and 31, 2024. Every step in the migration was accompanied by quality assurance measures in order to guarantee a smooth operation.

This success was made possible by extensive preparations: a comprehensive standby-team with weekend availability was set up and training sessions and workshops took place both on the spot and digitally. To cover the time in which the heiCO system was not available, a back-up system was set up to minimise the disruption to ongoing processes. In parallel, the heiCO helpdesk was bolstered so as to guarantee the rapid handling of even a critical number of inquiries during this phase. By mounting a large-scale, step-by-step information campaign, the heiCO team kept the staff and students of Heidelberg University up to speed about the migration.

Since June, 2024 the institutes – depending on the subject – have been engaging in various forms of intensive follow-up, prior to activating the course data for the students. Besides the "heiCO pilots", the heiCO team offers further support options: it has drawn up additional instruction sheets for the follow-up and lengthened the online office hours of the Examinations Management subproject. In addition, the heiCO team offered direct assistance on four days at different locations. In addition, the Rectorate has allocated financial resources for additional support to the faculties in order to make things easier for the subjects requiring more staff or materials to carry out the remaining operations.

Even though great strides have been made, the change-over to the heiCO system is by no means complete, the next step being the integrations (e.g. of the central research institutions). With time, heiCO will be further expanded and updated, for which a permanent operating team will be responsible as of 1 August 2024.

Information on the support options for follow-up:

- www.uni-heidelberg.de/de/serviceportal-lehre/heidelberg-campus-online/schulungsangebot/heico-schulungen

Further information:

- www.uni-heidelberg.de/de/serviceportal-lehre/heidelberg-campus-online/heico-info-hub

PROJECT heiCO

Vice-Rector Silke Hertel

Head
Jessica Rink

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

Export control | Business trips to third countries

Dual-use matters and existing country embargos must be respected during travel in non-EU countries. Please check in advance whether you intend to export goods, technologies or software that are listed under dual use. Knowledge transfer in this respect is also subject to bans or obligatory permits. This can be relevant if, for example, you have saved such knowledge on electronic devices/media and are taking them along on your trip.

Do not hesitate to raise such questions with the Export Control Staff Unit. Supplementary online briefings are offered every month as part of the internal continuing education programme.

Further information:

- www.uni-heidelberg.de/institutions/administration/law/d1_exportcontrol.html

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Export Control Staff Unit
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FINANCE DIVISION

Head
Tim Krützfeldt

Payments by cheque

The existing arrangements for "payments by cheque" have been revised again on the basis of external requirements; with immediate effect, cheque payments to the United States are no longer possible. If you have made your payments by cheque to date please inquire about the recipient's bank details and forward them to our master data maintenance: stammdaten.fibu@zuv.uni-heidelberg.de

You are welcome to address any questions to Department 4.3, Payment Transactions: zahlungsverkehr@uni-heidelberg.de

e-invoicing | Change to central receipt of invoices

Now that, in the last few months, the approximately 100 biggest suppliers have been successfully integrated into the e-invoicing system, the next step is to connect all the remaining roughly 30,000 suppliers to the central invoice receipt system as of early July 2024. Then all future invoices will be received centrally and validated by Financial Accounting, before being further processed in the e-invoicing system and finally cleared. It will then be possible to drop the system – necessary for a transitional period – of printing invoices and forwarding them to the scanning point in a blue postal folder.

For technical reasons, however, books and online media acquisitions by the University Library and its sub-libraries are initially exempted from the central invoice receipt system, as are recurring entry documents (regular payments such as scholarships, rents and energy billing).

The procedure with internal university financial records remains unchanged: documents that have so far been sent for scanning via the blue postal folder (specifically, expense reimbursements, payments of advances, etc.) can still be submitted and processed in this way. Acceptance orders, rebookings and documents for internal cost allocation can continue to be submitted and processed exclusively in paper form.

Please read the details in the circular letter 8 and internal e-invoicing order.

Further information:

- www.uni-heidelberg.de/erechnung
- www.uni-heidelberg.de/md/zuv/recht/senat/rsch.nr.8_2024-06-15.pdf

FINANCE DIVISION

Head
Tim Krützfeldt

General agreements for procurement

The Central Procurement Department (ZBS) has signed a host of different general agreements for the whole university in order to make the procurement process simpler and more cost-efficient. These agreements are checked regularly and updated as the need and occasion requires.

The general agreements listed below have recently undergone changes, which can be accessed via the corresponding link:

Catering:

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/sonstiger-bedarf/catering.html

Hired vehicles:

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/mietwagen.html

Office materials and paper:

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/verbrauchsmaterial.html

Printing accessories:

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/verbrauchsmaterialeadv.html

You will find an overview of all general agreements by clicking the following link:

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/vertraege.html

In the case of questions or suggestions please get in touch with the contact persons named on the ZBS website.

Questions coming to Financial Accounting

In the last few weeks the accounting team has been receiving more and more email inquiries which do not include full contact details; this only delays subsequent communication and responding to the inquiries.

Accordingly, you are generally requested to provide an email signature or state your name, telephone number, workplace and function, as appropriate. This will enable us to reply to your concern without delay.

Smoothing air travel expense reimbursement with private element

So that the processing of air travel costs with an integrated private stay can be adapted to the statutory framework, those taking business trips are requested, as of now, to include at least three comparative quotes for their flights with their statement of travel costs.

§11(39) LRGB (State Travel Cost Act) stipulates that, in the case of business trips combined with a private stay, the travel expense reimbursement must be calculated as though the business trip were without a private element. Consequently, evidence must be shown that no additional costs arise due to the time spent for private purposes.

In order to guarantee this, the travel cost application must in future contain additional proof of a comparable quote for a flight corresponding to the period actually spent on business (return trip). This additional quote for the same airline must be obtained from the same travel agency along with the actual booking. If no such comparative quote is submitted, the travel cost office will unfortunately have to halve the reimbursement of the flight costs as presented.

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

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

e-invoice | Climate levy on business air travel

Since January 1, 2022 Heidelberg University has been obliged to deduct climate compensation for business air travel. In order to improve the accounting process via the e-invoice and travel expense billing, the travel cost desk requests the appending of air timetables and/or the flight booking confirmation to all travel expense applications, even when flights are paid for via an e-invoice.

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html

Occupational Integration Management (BEM)

Convinced that health and well-being are important preconditions for motivation, efficiency and identification with a person's occupation and employer, Heidelberg University has comprehensively implemented structured Occupational Integration Management (BEM). This is a down-to-earth process of dialogue with a free process and open outcome aimed at overcoming an existing inability to work, preventing a renewal of this inability, and retaining the person's job on a long-term basis.

All employees who were unable to work for over six successive weeks, or with interruptions, within the last 12 months (regardless of the calendar year) are invited to participate in the BEM procedure. Participation is always voluntary.

Every administrative office of the university's institutes and facilities regularly reports those entitled to participate in BEM to the respective desk in Human Resources Development, with due respect for privacy issues.

BEM administrative assistance in Human Resources Development
Tel. +49 6221 54-12581 or 54-12537
bem@uni-heidelberg.de

Further information is available at:

- www.uni-heidelberg.de/de/bem

heiTRACKS Navigator | English-language orientation, networking and pizza

All researchers with doctorates are warmly invited to the "heiTRACKS Navigator". This event (in English) is taking place on July 9, 2024 from 5 p.m. to 7.30 p.m. in the Käthe Leichter Forum at the Im Neuenheimer Feld.

The event will give you an overview of the university's support services and enable you to make direct personal contact with heiTRACKS contact persons. Afterwards, you can also chat to other researchers in a relaxed atmosphere.

Dr Susanne Scheer requests registration in advance to:
susanne.scheer@zuv.uni-heidelberg.de

Further information is available at:

- www.uni-heidelberg.de/university/staff/career/postdocs/welcome.html

Graduation ceremony of trainees in 2024

This year will see 24 young people completing their vocational training at Heidelberg University. In order to appreciate their achievements and celebrate the successful examination results of the new skilled workers, the traditional graduation ceremony of the final year will take place on July 24, 2024 at 6 p.m. in the Great Hall of the Old University.

Please register with:
azubi-abschlussfeier@uni-heidelberg.de

RESEARCH DIVISION

Head
Dr Frank Fischer

New research advisers in Heidelberg Research Service

At the beginning of the year, the team of the Heidelberg Research Service (Department 6.2) recruited two new research advisers as parental leave cover.

Since April 2024 Stefanie Wallbraun, together with her colleague PD Dr Yvonne Pachmayer, has been responsible for DFG projects. This mainly involves advising researchers on applying for DFG funding, on establishing third-party-funded projects like collaborative research centres and research training groups (for doctoral students), and on ways to fund individual projects.

Stefanie Wallbraun
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Since April 2024, Dr Moritz Vogel, together with his colleague Dr Xenja Herren, has been looking after the area of EU & International Funding, focusing mainly on advising researchers with respect to their applications for the prestigious European Research Council (ERC) grants. At the same time, in Division 6, he is involved in developing a research information system for Heidelberg University.

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Financial Conflict of Interest (FCOI) policy | Easier access to US funding

In order to facilitate the acquisition of third-party funding from the United States, Heidelberg University has recently adopted a Financial Conflict of Interest (FCOI) policy in conformity with the public health service. The policy is regarded as a precondition for being able to participate in tendering by US public health services (PHS) agencies (e.g. National Institutes of Health – NIH) and the US National Science Foundation (NSF) as a principal or subrecipient.

The FCOI policy applies to all departments of Heidelberg University, including the two medical faculties, and here respectively for the staff working on third-party funded projects supported by the said US funding bodies (e.g. NIH, NSF), in addition to the anti-corruption policy of Heidelberg University. The FCOI prerequisites were implemented in close cooperation with the university's anti-corruption officers.

The policy stipulates that applicants submit a declaration of possible financial conflicts of interest before making their grant application. This declaration must be regularly renewed by all those collaborating during the course of the project. In addition, attending an online training course provided by the NIH on conflicts of financial interest is also compulsory, before the project begins.

The policy on financial conflicts of interest, with all the relevant documents, can be viewed online via the link below.

Researchers planning to apply to one of the above-mentioned funding bodies are asked to get in touch early with the Heidelberg Research Service contact persons in the Research Division. Researchers in the two medical faculties should best approach the contacts in their faculties.

Further information is available at:

- www.uni-heidelberg.de/en/research/research-service/forms-guidelines-model-contracts/financial-conflict-of-interest-policy

DIVISION FOR FOUNDATIONS AND ASSETS

Head
Jochen Ridinger

Prize of the Dr Karl A. Lamers Peace Foundation | 2024 call for proposals

This year, too, there is a call for proposals for the prize awarded by Heidelberg University on behalf of the Dr Karl A. Lamers Peace Foundation. This prize, worth € 5.000, has been awarded since 2022 and honours outstanding Master's students and researchers at Heidelberg University who in their thesis, their junior professorship or young research group leadership have made notable contributions to the topic area "Peace – Freedom – Security", boosting research and of great social relevance.

Who can submit proposals?

Professors in the following faculties at Heidelberg University can submit proposals:

- Faculty of Economics and Social Sciences
- Faculty of Law
- Faculty of Philosophy

Eligible are dissertations evaluated in the 2023/2024 winter semester or 2024 summer semester, or academic accomplishments by researchers who, in this period, have qualified as candidates for a professorship as young research group leaders or junior professors (with or without tenure track). Personal applications are not possible.

What is the application procedure?

A preselection process takes place within the faculty. The internal faculty selection commission, or a body at each of the three faculties, selects from the submissions at most three dissertations that are proposed for the cross-faculty selection of the prize-winners. The closing date for submission is decided by the respective faculty and announced internally. The faculties can then submit their proposed choice to the Division for Foundations and Assets by, at the latest, **October 15, 2024**, if possible in digital form.

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