

# DIES ProGRANT Multiplication Trainings

## GUIDELINES FOR FUNDING

Multiplication  
Trainings

May –  
October  
2021

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APPLICATION  
DEADLINE:  
**April  
21st, 2021**

DIES  
**ProGRANT**

The ProGRANT Multiplication Trainings (PMT) program funds will cover the expenditure for implementing the multiplication trainings which will be carried out by a project team in their home country or the region. Each training has to be composed of at least two workshops (one virtual and one on-site – if possible) and an E-Learning phase in between which can take place from May 2021 through October 2021. A maximum budget of 15.000 Euros can be used as a point of reference for funding from the program for eligible project teams (see Call for Proposals).

The expenditures of the PMT funds will need to be made accountable with a list of expenses, copies of original invoices/receipts, and a participants' list with signature of each participant. They should be handed in within 6 weeks after each workshop, but not later than November 30th, 2021 for workshops finishing up in October 2021.

**Important: In case that the University of Cologne is not able to forward an advance payment to the team lead's affiliated institution, the project team has to be willing and able to make advance payments as well. In this case the University of Cologne will arrange for reimbursements.**

The budget for each PMT is divided into five categories. The regulations for each category are as follows:

## 1. Administrative Staff

|                    |  |
|--------------------|--|
| <b>Item(s)</b>     | Local administrative staff (NOT project team members) for the support of the organization of the workshop.                 |
| <b>Description</b> | Up to 60 hours according to the local salary per seminar. However, the total amount should not exceed 480 EUR per seminar. |

## 2. Renumeration

### 2.1. Renumeration of Regional Experts

|                    |  |
|--------------------|--|
| <b>Item(s)</b>     | Two experts can be invited to the workshop on a renumeration basis. The experts should be official Regional Experts from our ProGRANT Trainer pool.                              |
| <b>Description</b> | Up to two experts can receive a renumeration of up to 250 Euro per day per person <sup>1</sup> . The experts should be official Regional Experts from our ProGRANT Trainer pool. |

### 2.2. Renumeration of the Project Team

|                    |  |
|--------------------|--|
| <b>Item(s)</b>     | A renumeration of up to 2000 Euros per ProGRANT Multiplication Training (all elements of the training) can be budgeted for the project team.   |
| <b>Description</b> | The project team can receive a renumeration for the implementation of the Multiplication Training. The daily rate of the renumeration cannot exceed 250 Euros per team. The project team decides individually how the renumeration is distributed among the members. |

<sup>1</sup> The renumeration per day requires an engagement of at least 6 hours. In exceptional cases, the renumeration can be budgeted up to 500 Euro/day. Special justification and approval are required in advance.

### 3. Travel of Regional Experts and the Project Team

|                    |   |
|--------------------|---|
| <b>Item(s)</b>     | The travel expenses (economy class and best option) for the Regional Expert and/ or the project team will be covered. Expenditure for visa and vaccines will be covered if applicable.                                    |
| <b>Description</b> | Up to one return travel ticket (train, flight, bus) for the Regional Expert and the project team members per workshop can be budgeted. Visa fees and the vaccine costs needed for the travel can be budgeted and covered. |

### 4. Accommodation and Meals for Regional Experts, the Project Team and the Participants

|                    |  |
|--------------------|--|
| <b>Item(s)</b>     | Within this category, the project team can budget the following expenses: <ul style="list-style-type: none"><li>• <i>The accommodation of the Regional Experts and the project team members</i></li><li>• <i>The costs for the meals which can include:</i><ul style="list-style-type: none"><li>• <i>Breakfast,</i></li><li>• <i>Lunch,</i></li><li>• <i>Dinner</i></li></ul></li></ul> |
| <b>Description</b> | The budget for accommodation and meals differs from country to country. Please refer to “Maximum Rates for Accommodation and Meals for Regional Experts, the Project Team and the Participants” for the calculation of the maximum budget per person per day.  |

### 5. Materials for the Workshop

|                |  |
|----------------|--|
| <b>Item(s)</b> | Workshop materials can be <ul style="list-style-type: none"><li>• <i>Consumable supplies such as paper, pens and other workshop stationery, etc.</i></li><li>• <i>Printing expenses for leaflets, brochures and training materials, etc.</i></li></ul> |
|----------------|--|

# Regional Experts, Project Team and Participants

## Maximum Rates for Accommodation and Meals

Please note that the rates are applicable for the country the ProGRANT Multiplication Trainings are held in. E.g., if the PMT takes place in Algeria, the rates for Algeria are applicable for all Regional Experts and project team members. The amounts indicated are maximum rates and cannot be exceeded, however, they don't have to be maxed out.

| Country            | Maximum Rates per Person / per Day |  |
|--------------------|------------------------------------|--|
|                    | Accommodation                      | Meals <sup>1</sup> (Breakfast, Lunch and Dinner) |
| Algeria            | 173.00 €                           | 42.00 €  |
| Argentina          | 113.00 €                           | 29.00 €  |
| Bolivia            | 93.00 €                            | 25.00 €  |
| Colombia           | 115.00 €                           | 38.00 €  |
| Costa Rica         | 93.00 €                            | 39.00 €  |
| Cuba               | 150.00 €                           | 38.00 €  |
| Dominican Republic | 147.00 €                           | 37.00 €  |
| Ecuador            | 97.00 €                            | 36.00 €  |
| Egypt              | 125.00 €                           | 34.00 €  |
| El Salvador        | 119.00 €                           | 36.00 €  |
| Honduras           | 101.00 €                           | 40.00 €  |
| Iran               | 196.00 €                           | 27.00 €  |
| Jordan             | 126.00 €                           | 38.00 €  |
| Lebanon            | 123.00 €                           | 49.00 €  |
| Mexico             | 177.00 €                           | 40.00 €  |
| Morocco            | 129.00 €                           | 35.00 €  |
| Palestine          | 130.00 €                           | 39.00 €  |
| Paraguay           | 108.00 €                           | 31.00 €  |
| Peru               | 143.00 €                           | 28.00 €  |
| South Sudan        | 150.00 €                           | 28.00 €  |
| Sudan              | 195.00 €                           | 27.00 €  |
| Tunisia            | 115.00 €                           | 33.00 €  |
| Uruguay            | 90.00 €                            | 40.00 €  |
| Yemen              | 95.00 €                            | 20.00 €  |

<sup>1</sup> The allocation of the meals is 20% for breakfast, 40% for lunch and 40% for dinner. If the breakfast is included in the accommodation, it needs to be deducted accordingly.

## Contact and Information

If you have any questions about the application process, please feel free to contact the UoC Coordination Office at [proposalwriting@verw.uni-koeln.de](mailto:proposalwriting@verw.uni-koeln.de) for further information.

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