



How to apply for Equipment Grants

Applications for equipment submitted to the Alexander von Humboldt Foundation must include the following documents:

- A completed application form with details on the application.
- A detailed list of the requested equipment, indicating model/type, order/supply number, technical data, price and manufacturer.
- three offers from different local or foreign distributors have to be submitted (prices to be quoted either in Euro or in US-Dollar). The offers from local distributors should include additional cost like VAT, packing, freight and insurance charges. If the equipment can only be purchased outside the home country or if a longer transport within the home country is necessary, offers must be quoted CIP, i.e., Carriage and Insurance paid to place of destination. Carriage depends on the means of transport, i.e. if the equipment has to be dispatched by air, by ship or by truck. The means of transport and the corresponding terms of delivery according to the international conditions of delivery must be indicated in the quotation:
 - Transport by air: "Carriage and Insurance paid to next international airport";
 - Transport by ship: "Carriage and Insurance paid to next seaport
 - Transport by truck: "Carriage and Insurance paid to your university town".
- A brief research plan outlining the scientific work to be carried out by using the requested equipment.
- A list of the applicant's publications of the last five years.
- A letter of reference from the director of the applicant's institute, including a written confirmation that future costs for spare parts and service and maintenance of the equipment will be met by the home institute.
- Names and addresses of scientific colleagues in Germany who are in contact with the applicant and who can provide information regarding the application. – The references will be requested directly by the Alexander von Humboldt-Foundation.

The indication of any financial contribution by the applicant's institute or other institutions towards the purchase costs for the equipment or auxiliary items would be helpful in deciding on the application.

In case of a positive decision on the application, the applicant will receive a fixed sum of money based on the most competitive offer in price and performance of the desired equipment and the decision of the committee. The money will be handed over to the Humboldtian via the German Embassy in his home country or will be transferred to the



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account of the Humboldtian or his institute if payment of the money via the German Embassy is not possible. If the equipment is purchased outside the home country, the Humboldt Foundation can support the formalities for duty free import of the equipment into the home country by issuing a "Certificate of Donation" or other necessary documents for customs purposes.

For more information please contact:

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