Guidelines for the preparation of a financial plan

- Use the form Financial Plan to provide an overview of your planned expenditures in the respective categories. Please do not alter the layout of this form, as some fields apply mathematical functions. Please justify your expenditures on a separate sheet and upload the document as “Justification of Financial Plan” (max. 1 page) to your application. Try to elucidate your proposed expenditure in as much detail as possible, and itemise it explicitly for each category. Bear in mind that you must not exceed the permitted maximum amounts for the individual categories.

- In sections 1.2 and 2.2 of the Financial Plan please specify the type of expenditure by selecting the respective item from the drop-down menu. You can insert additional rows if needed; otherwise please do not alter the layout of this form, as some fields apply mathematical functions. Please note: Funds can be reallocated to a certain extent between the individual cost categories over the course of the funding period. You can find more information on this option and on the use of funds in the Regulations on the use of funds. Documents can only be uploaded as PDF files. Please check that all your entries are visible before uploading.

- 1.1 Your salary will be set depending on your career stage and may amount to up to 85,000 euros per year (employer's gross amount). Your Financial Plan should provisionally list the maximum sum.

- 1.2 Relocation costs: Please calculate the relocation costs for yourself and, if applicable, your family specify these expenditures by selecting the respective items from the drop-down menu. Please list travel costs per person under 1.2.1; other items such as shipping of household effects etc. should be listed under 1.2.2. Relocation costs.

- 2.1 Research stays in Germany: Please state (as far as possible) the year and duration of your intended research stays and itemise the respective costs (travel expenses, costs of stay).

- 2.2 Conference Participations: Please list (as far as possible) the conferences you plan to attend. Calculate the respective costs and specify them by selecting the appropriate item from the drop-down menu, e.g. 2.2.1. Daily allowances/accommodation costs (i.e. expected cost of meals and overnight stays); etc.

- 2.3 Realisation of workshops and conferences at AIMS: Which workshops and conferences do you intend to hold, and in what year? Please explain the basis of your cost calculations, e.g. number of participants (national/international), travel and accommodation costs per attendee, venue rental, etc. Please note: in this context, you can also request funds for initiating cooperation with industry.

- 2.4 / 2.5 Costs of academic literature, equipment, consumables: What purchases are you planning, and in what year? Please describe these costs in as much detail as possible.