

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. Bear in mind that you must not exceed the permitted maximum amounts for the individual categories.
- 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 important information on this option and on the use of funds in the [FAQ](#).**
- Please justify your expenditures on a separate sheet and upload the document as “**Justification of Financial Plan**” (max. 2 pages) to your application. Try to elucidate your proposed expenditure in as much detail as possible, and itemise it explicitly for each category.
- Documents can only be uploaded as PDF files. Please check that all your entries are visible before uploading.

In order to prepare your Justification of Financial Plan, please consider the following:

- **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) for an internationally experienced Full Professor. Your Financial Plan should provisionally **list the maximum sum**.
- **1.2 Relocation costs** (up to 10,000 euros): Please calculate the relocation costs and itemize these expenditures by **1.2.1 flight costs and 1.2.2 moving expenses** (e.g. shipping of household effects). If you are traveling with family, please specify the airfare costs incurred per person. Relocation costs can only be claimed once at the time you take up your position.
- **2.1 Research stays in Germany** (up to 10,000 euros p.a.; up to 3,000 euros monthly): 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** (up to 7,500 euros p.a.): Please list the conferences you plan to attend. Calculate the respective costs and specify your expenses by travel, accommodation and daily allowances.
- **2.3 Realisation of workshops and conferences at AIMS** (up to 15.000 euros p.a.): 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 travel and accommodation costs per attendee (national/international),venue rental, etc. Please note: in this context, you can also request funds for individual research stays of collaboration partners, and for initiating cooperation with industry.
- **2.4/ 2.5 Scientific Equipment** (up to 20,000 euros p.a.) : What purchases are you planning, and in what year? Please describe these costs in as much detail as possible. Please list equipment not **exceeding 800 euros under 2.4** (Costs of academic literature, equipment, consumables, etc.) and **equipment exceeding 800 euros under 2.5** (computer equipment such as laptops, desktops, printer, scanner, copier; etc.).