

# Frequently asked questions (FAQ)

## CATS Network Grants

### Are universities eligible to apply?

Yes, if universities are either public or, in case of private universities can prove their status as a non-profit organization, then they are eligible to apply.

### Can institutions that have already carried out a CATS Network project apply for funding again?

Yes, there is no limitation for former project partners to reapply. However, timewise there should not be any overlap of two projects carried out by the same partner.

### Does our institution need to provide a formal letter, stating that they support our application?

No, a formal letter is not needed. However, the consent of the institution to apply and, in case of selection, to support the project administratively, is considered a precondition for the application.

### How do you prove the status of a non-profit organization?

Selected projects provide the necessary documents for a case-by-case assessment, to be proved by a German lawyer. The costs of the lawyer's assessment are borne by the Centre for Applied Turkey Studies (CATS). State-approved public universities are exempted from the need to prove their status as a non-profit organization, as this is taken as a matter of fact.

### Which documents are needed?

- The by-laws of the corporation (or equivalent documents)
- Extract from the register for associations and/or foundations (if the institution is registered)
- Proof of the non-profit activities of the organization, e.g., annual reports and accounting reports
- Copy of the certificate that outlines the organization's non-profit status according to the respective national regulations
- A "Statement of Income in the Federal Republic of Germany", declaring that the applying institution receives no income in Germany

Additional documents may be requested, if needed. The German Federal Central Tax Office will accept central documents only in German or English. Central documents that are, for example, only available in Turkish, must be translated into German or English.

### **Does the size of a budget have an influence on the project's chances of selection?**

No, it is not the total amount of the budget that is significant here but rather the cost effectiveness that is considered by the jury, among other criteria. Large-scale projects are supposed to deliver a more comprehensive output than smaller projects.

### **Should the financial plan distinguish between two calendar years?**

Yes, with a project duration of up to 15 months, the financial plan should distinguish between expenses in 2023 and 2024. When carrying out a project, unspent funds from 2023 can be transferred to 2024.

### **Is there any template for the financial plan we can use?**

Yes, if you would like to receive such a plan, please email us at: [CATS@swp-berlin.org](mailto:CATS@swp-berlin.org).

### **How are personnel costs and honoraria to be differentiated?**

If you are employed at an institution that applies for funding, part of the personnel costs for your salary can be included into the project budget. However, employees must not receive a project-related honorarium from their employer.

Honoraria can only be paid to persons who are external to the institution that receives funding, be it for providing services (e.g., proofreading, translation, or graphics) or for contributing to the research and outputs of the project (e.g., writing reports and analyses, participating as a speaker, or moderating an event).

### **How are personnel costs calculated in the project budget?**

The basis of the calculation is the gross salary to be paid by the employer ("employer gross", including non-wage labour costs like taxes and insurance). After calculating the percentage of working hours to be spent on the project, the same percentage should be deducted from the employer gross to determine personnel costs. For example, if the employer gross is 4.000 Euro per month for 40 hours/week and 25% (10 hours/week) shall be spent on the project, then 25% of the 4.000 Euro per month (equalling 1.000 Euro/month) shall be included as personnel costs in the project budget. Please indicate the percentage of the full-time equivalent (FTE) in the financial plan (in this case: 25% FTE).

### **Whose personnel costs can be taken over by the project?**

Beside researchers, other staff costs can also be included in the project budget, for example for project management or administration, graphic design, proofreading and other kinds of internal support. Of course, the estimation of the working hours spent on the project should be realistic.

## Is it possible to start the project later than June 2023?

Yes, it is possible to start a bit later. As the project shall not continue into 2025, the latest possible starting date with a project duration of 15 months would be October 2023. However, we recommend starting earlier, if possible.

For more information about the CATS Network, please see the website: <https://www.cats-network.eu/>

As part of the application process, we will store and process the data you send us and share it with members of the jury that will consist of SWP employees and other members of the CATS Network. To ensure that you are fully aware of the collection, processing and use of your personal information, please read our [Privacy Policy](#). If you do not agree with the processing of your data by SWP, you can object at any time by contacting [cats@swp-berlin.org](mailto:cats@swp-berlin.org).

*Please also note our data protection declarations for events and stored addresses at SWP at <https://www.swp-berlin.org/en/data-protection/>.*

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