

**Principles governing the assumption of costs by the Friends of the HZI e.V.**

As of November 2025

**I. Cost coverage for working lunches and catering**

To support *catering* at HZI seminars, there is an agreement with the HZI management for routine events.  
The following applies:

1. The Friends Association can only cover **a proportion** of the catering costs that **cannot** be borne by the HZI departments themselves according to the HZI hospitality guidelines in their currently valid version. This also applies to working lunches of the HZI management and site managers.
2. Cost coverage must be requested informally **in advance** (this is not possible retrospectively).
3. Costs for working lunches and catering that remain below €200 only need to be reported and do not need to be applied for.
4. Costs must be documented by means of an invoice separate from HZI costs.
5. The Friends Association only supports "after-meetings in restaurants" following lectures by external scientists in exceptional cases and upon prior request by the applicant.

**II. Procedure for awarding scholarships and scientific work**

1. The Friends Association supports scientific activities at the HZI. These include:
  - Scholarships for external scientists for work at the HZI
  - Scholarships for HZI members for external guest stays and meetings
  - Support for spin-offs
  - Joint events at all locations, especially for young scientists
  - Organization of scientific events (symposia and conferences)
2. Such measures must be applied for in advance. The application should contain at least the following information:
  - Type of event
  - Details of the agenda and speakers
  - Amount requested that cannot be financed by the HZI
  - Explanation of the need for funding
  - Amount of the subsidy from the Friends Association as a percentage of the total financing
3. Applications are generally reviewed twice a year, evaluated comparatively, and decided upon. Applications must be received before February 1 and August 1 of each year in order to be considered in the subsequent decision-making meeting. The first batch of applications is scheduled to be reviewed in February 2026.

4. The board decides on both the eligibility and the possible amount of funding for these applications. If necessary, the board may also consult external experts to help with the decision-making process.
5. Funding criteria: The main criteria for determining eligibility are the scientific excellence of the project and the candidates to be funded, as well as their working group/supervisors.

**III. Entry into force and contact**

1. These principles apply from November 2025 and constitute an internal regulation that can be amended at any time if necessary and at the request of the FöV-GF or the Executive Board.
2. All inquiries and invoices should be sent to the email address of the Friends Association: foerderverein@helmholtz-hzi.de