



Funding of scientific events following positive assessment by the Scientific Advisory Board

Preamble

The One Health Platform (OHP) is a statutory association of scientists from university and non-university research institutions in the field of One Health research and practitioners (public health services/veterinary services/environmental agencies) from all over Germany. The aim of the OHP is to promote interdisciplinary and transdisciplinary scientific exchange in the One Health field, to link national and international initiatives, to provide impetus and to create space for identifying research gaps and needs. In addition, dialogue between science and practice is to be promoted.

Funding objective

The OHP funds scientific events in Germany that serve to initiate new collaborations and projects in the field of One Health research. Funding is provided by the Federal Ministry of Research, Technology and Space (BMFTR). Funding is provided for scientific events that demonstrate a high degree of networking between relevant disciplines (see research agenda) and a cross-institutional character (university and non-university research institutions, authorities). The events should be open to the public and accessible to the broader One Health community. An international orientation is desirable, but not mandatory.

A prerequisite for funding by the OHP is that the event has an interdisciplinary and/or transdisciplinary focus. The interdisciplinary and/or transdisciplinary approach must be evident from the programme and the target audience. Possible topics include: internationalisation, AI and harmonisation of data sets.

Funding can be applied for¹ for:

- rental of the conference room, including technology
- catering
- advertising the workshop²
- the production of an abstract volume²
- an appropriate evening event (the Scientific Advisory Board will decide on the appropriateness)
- Travel expenses for speakers (fees are not covered)

In addition to financial support, personnel support for the administrative implementation of the workshop can also be requested from the OHP. This also requires the approval of the Scientific Advisory Board.

The following are generally not eligible for funding:

- Working meetings for the preparation or implementation of joint projects
- Summer schools
- Series of events organised by a single organiser³
- Teaching courses

¹ Please also refer to the section "General information on the financing of workshops by the OHP".

² For sustainability reasons, the printing of materials is only eligible for funding if there is a clear justification.

³ Individual events in a series may be eligible for funding in exceptional cases if they are of particular interest to One Health research and are announced as a joint event with the OHP.

Eligibility

All members of the OHP are eligible to apply. The conditions for membership are laid down in the statutes.

Application procedure

The SAB decides on the funding of scientific events by the OHP. The SAB usually meets four times a year. Provided that the application is submitted at least two weeks before the meeting, decisions on applications are usually made at the next meeting of the Scientific Advisory Board.

Procedure

1. Applications for workshops can be submitted in writing to the Münster office at any time. The application must include the title, date, objective (max. 750 characters), target group and the amount of funding requested. The office will add this information to the SAB's meeting documents.
2. At the SAB meeting, the applicant must present the scientific event in the form of a presentation (duration: maximum 10 minutes). The date for the presentation will be agreed in consultation with the applicant. Only in justified exceptional cases can an application be reviewed by circulation. The SAB decides on the acceptance of the reason.

Contents of the presentation

- Topic of the event, date and venue
- Objectives and target group(s), expected number of participants
- Scientific management of the event (name, institution, field of expertise)
- Preliminary draft programme including schedule
- List of planned speakers (name, institution, country, presentation title if applicable)
- Expected results for One Health research and interdisciplinary and/or transdisciplinary cooperation between relevant disciplines
- Planned conference materials
- Preliminary financial calculation
- Funding amount requested
- Support requested from the administrative office
- If applicable, position of the One Health Platform in the event of funding by several funding organisations/sponsors

The applicant will be available to answer questions from SAB members immediately after the presentation.

3. Following the presentation, the SAB will decide whether and to what extent the scientific event will be funded. Any conditions will also be announced.

Maximum funding amount: €15,000 per scientific event. The scope of the funding will be determined by a vote of the SAB.

Reporting obligation

A written report (max. 3-4 pages) must be submitted no later than three months after the end of the event. The report template will be provided by the Münster office.

Contact information:

The team at the Münster office is responsible for handling applications and invoicing for scientific events.

Dr Friederike Jansen

One Health Platform

c/o Institute of Virology

University of Münster

Von-Esmarch-Str. 56

48149 Münster

Tel.: 02 51/83 53011

Email: friederike.jansen@ukmuenster.de

www.zoonosen.net

Sebastian Sprengel

One Health Platform

c/o Institute of Virology

University of Münster

Von-Esmarch-Str. 56

48149 Münster

Tel.: 02 51/83 53013

Email: sebastian.sprengel@ukmuenster.de

www.zoonosen.net

General information on the financing of workshops by the National Research Platform for Zoonoses:

1. Reimbursement of costs:

Travel expenses are subject to the provisions of the Federal Travel Expenses Act and the general administrative regulations for the Federal Travel Expenses Act, as amended. You will receive a corresponding expense report form with all relevant information for settling travel expenses.

Before **awarding contracts** with a contract volume of 1,000 euros or more, at least three written offers must be submitted in advance in accordance with the VOL. Once the offers have been approved by the Münster site, the applicant can award the contract.

All **receipts** must be submitted within 4 weeks of the end of the event. Reimbursement is subject to the submission of original receipts or appropriate supporting documents.

2. Naming/mentioning of the sponsor:

If the event is financed exclusively or partially by the One Health Platform, the BMBF logo must be used in the conference materials in accordance with the BMBF's layout/corporate design guidelines.

In the case of exclusive funding by the OHP, the layout for conference materials must be used by the OHP. In the case of co-financing and purely administrative support for the event by the OHP, the OHP logo must be used on all conference materials.