



## FAQ on the grant “Reporters in the Field”

### FINANCIALS

#### 1. Which taxes have to be paid?

The grant is subject to the taxation laws of your country, which might deviate significantly from the German ones. Please get professional advice on this in your home country. Remember that we cannot give you additional money to cope with the taxes you have to pay. Robert Bosch Stiftung shall not pay any social security contributions or other levies.

#### 2. Can team members receive money directly from the Foundation?

No, the grant can only be paid to the team leader, who will transfer the respective amounts to the team members. Team members have to send an invoice to the team leader to reclaim their fees. Please understand that due to administrative reasons, there can only be one grant recipient per research project.

#### 3. How can we relocate the money from different budget parts of the grant?

If you find that some of your money is better spent on other parts of your research, please contact the program office (Dóra or Lina). You need a written confirmation by us (an e-mail is enough).

#### 4. Can we get paid when we publish our stories?

Definitely! You're free to receive salaries and honorariums. Only if you make a profit from the funded project, funds have to be paid back accordingly. We consider profit as the surplus of your revenues after subtracting all of your expenditures and the usual daily rates for all the days you worked on the project. Please note that you are allowed to subtract expenditures and working days your team did not mention in the application, but which were necessary to carry out your research project.

For example:

You are paid a fee of 500 Euros for your publication. You calculated 300 Euros on travelling and 500 Euros for one week of work in your budget plan, so you were granted 800 Euros.

However, it turned out that this was not enough: You had to work two weeks (corresponding with 2x500 Euros). Your expenditures and compensation are thus 1.300 Euros and you don't have to refund anything:

800 (grant) + 500 (fee) = 1.300 revenues

300 (travel costs) + 500 (1. week of work) + 500 (2. week of work) = 1.300 expenditures.

Please contact the program office if you received profit and questions about this arise.

## **5. How do we issue our invoices?**

Invoices have to be issued directly to the team leader and must contain the following information:

- General information: the fee recipient's name, address, and tax ID number
- The service rendered
- The time period in which the service was rendered and/or the hours worked
- The applicable VAT rate or a short explanation why your exempt from VAT
- The date of issue for the invoice
- Your digital signature.

## **6. Can we use money from our research grant for work that was done before the grant was confirmed?**

In general, this is not possible.

### **Program Contacts:**

Lina Verschwele & Dóra Diseri

Program Office "Reporters in the Field"

c/o n-ost Netzwerk für Osteuropa-Berichterstattung

Alexandrinenstrasse 2-3 Aufgang C

D-10969 Berlin, Germany

Tel.: +49-30-259 32 83-21

[reporters@n-ost.org](mailto:reporters@n-ost.org)

[www.reportersinthefield.org](http://www.reportersinthefield.org)

<https://facebook.com/reportersinthefield>

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