



# Form filling aid

## Projektantrag (Project Proposal)

### Overview:

**Form Title:** *Projektantrag* (Projekt Proposal)

**Purpose:** Proposing a project with expenses or revenue exceeding €100.

**Important:** This guide translates and explains the German form fields but does not replace the original German form. You must still submit the official German version with a cost calculation, when applicable.

You can fill out the form in German or English, we understand both. If you wish correspondence in English, please specify when you contact us.

We will use the German terms for documents or fields, to understand what we mean please use this aid.

**Orange** fields should be filled out by you; **blue** fields should be left empty – they are filled out by the department of financial affairs.

If you have any questions, please feel free to contact us at [finanzen@htugraz.at](mailto:finanzen@htugraz.at) and ask.

### General translations

<b>German - short</b>	<b>German – long</b>	<b>English</b>
WiRef	Wirtschaftsreferat / Wirtschaftsreferent*in	Department for financial affairs / head of department for financial affairs
KSV	Kostenstellenverantwortliche Person	Cost center manager
Kalkulation	-	Cost calculation
VA	Vorschussantrag	Advance payment request form

### Field by Field translation:

On the following pages you find detailed translations for the different sections of the form.





## Header Section:

# PROJEKTANTRAG

## für Ausgaben ab € 100,-

PA

von WIREF auszufüllen

Mit der Einreichung des Formulars erkläre ich, dass die Angaben auf dem Formular und den beigelegten Anlagen (Kostenkalkulation, etc.) sachlich korrekt bzw. gerechtfertigt sind und im Einklang mit den geltenden Gesetzen (insbesondere dem Hochschülerinnen- und Hochschülerschaftsgesetz), der Satzung und Gebarungsordnung der HTU Graz steht.

Stv

UV  Referat / Studi-Lab

## Legal Disclaimer:

The German Text translates to:

"By submitting this form, I declare that the information on the form and attached documents (cost calculation, etc.) is factually correct and justified and complies with applicable laws (especially the Student Union Act), the statutes, and the financial regulations of HTU Graz."

## Fields:

German Field	English Translation	What to fill in	Examples
<i>für Ausgaben ab € 100,-</i>	For expenses exceeding €100,-	-	-
PA	Project proposal number	Leave blank, is filled by WiRef	-
<i>Von WiRef auszufüllen</i>	To be filled by WiRef	Leave all blue fields empty	-
StV	Student representative unit ( <i>Studienvertretung</i> )	check the appropriate box	VT, Maths, Maschinenbau, ...
UV	University student representatives		-
<i>Referat/Studi-Lab</i>	Department/makerspace	if StV or Referat: specify which one	GIN, international Students ...





## Project details 1

### Angaben zum Projekt

Projektname

Alkohol

Ja  Nein

Zeitraum

Geplante Personenzahl

Vorschuss

Ja  Nein

Falls JA, ER Formular mitschicken

### Fields

<b>German Field</b>	<b>English Translation</b>	<b>What to fill in</b>	<b>Examples</b>
<i>Angaben zum Projekt</i>	Project details	-	-
<i>Projektname</i>	Project name	How the project is called	Game night, Barbecue Party, new filament, ...
<i>Zeitraum</i>	Project period	When the project will happen	27.-30.3.2026, May 2026, ...
<i>Geplante Personenzahl</i>	Estimated number of attendees	How many people you expect to attend	25, 200, ...
<i>Alkohol</i>	Alcohol	Is alcohol served at this event?	Check yes or no
<i>Vorschuss</i>	advance payment	Do you need advance payment from HTU?	Check yes or no
<i>Falls JA, VA Formular mitschicken</i>	If yes, attach VA form.	-	-





## Project details 2

Beschreibung

geplante maximale Ausgaben:  EUR

geplante maximale Einnahmen:  EUR

**Anmerkungen WIREF**


<i>German Field</i>	English Translation	What to fill in	Examples
<i>Beschreibung</i>	Description	A short description of how the money will be used. More involved project: attach cost calculation.	1200€ for Bus 27€ per person entrance fee 20€ per person participation fee
<i>Geplante maximale Ausgaben</i>	Planned maximum expenditures	How much you expect to spend at most	2500€, ...
<i>Geplante maximale Einnahmen</i>	Planned maximum revenue	How much you expect to earn at most	0€, 500€, ...
<i>Anmerkungen WIREF</i>	Notes WIREF	Leave empty, field for notes from WIREF	-





## Signature Section

Kostenstellenverantwortliche Person	
Vorname	Signatur
Nachname	Datum / Ort
Wirtschaftsreferat	Vorsitz
Signatur	Signatur

## Fields

<i>German field</i>	<b>English Translation</b>	<b>What to fill in</b>	<b>Examples</b>
<i>Kostenstellenverantwortliche Person</i>	Cost center manager	-	-
<i>Vorname</i>	First name	First Name of cost center manager	Maxime
<i>Nachname</i>	Last name	Last Name of cost center manager	Musterfrau
<i>Signatur</i>	Signature	Cost center manager needs to sign here	-
<i>Datum/Ort</i>	Date/Location	Date and location where form is signed	15.3.2026/Graz
<i>Wirtschaftsreferat</i>	Department for financial affairs	Signature of WiRef or Vice-WiRef	-
<i>Vorsitz</i>	Chair	Signature of chair or vice-chair	-

