**Proposal Template**

for the Establishment of a Collaborative Research Centre



# Preliminary Note

This template offers guidance in preparing a proposal for a Collaborative Research Centre.

**Please refer to the annotated German version for detailed information on all chapters!**

Text printed in grey is to be replaced by applicants, while text printed in black should also appear in the final version. Passages that apply only to Transregional Collaborative Research Centres (CRC/Transregio), but not to local Collaborative Research Centres are shaded in blue.

Proposals are to be submitted in DIN A4 format and may not exceed 400 pages.

# Proposed Collaborative Research Centre <number>

**<title>**

<coordinating university>

## < for CRC/Transregio: other applicant university(-ies) >

Funding Proposal

<period>

**Proposal for the Establishment and Funding of**

### Collaborative Research Centre <number>

**<title>**

for

<year/2 – year – year – year – year/1 or

year – year – year – year >

Coordinating university:

<name>

|  |  |
| --- | --- |
| Other applicant university(-ies) : | <name/s> |

**Spokesperson of the Collaborative Research Centre:**

<academic degree, first name, surname>

<work address>

<phone number>

<e-mail address>

**Management or office of the Collaborative Research Centre:**

<academic degree, first name, surname>

<work address>

<phone number>

<e-mail address>

<place and date> <signature>

<name> (Spokesperson of Collaborative Research Centre)

<place and date> <signature>

<name> (Rector, chancellor or president of applicant university)

|  |  |
| --- | --- |
| <place and date> | <signature> |
|  | <name> (Rector, chancellor or president of co-applicant university) |

# Table of Contents

## Preliminary Note ................................................................................................................ 1 Table of Contents .............................................................................................................. 4 1 General information..................................................................................................... 8

### 1.1 Key data .............................................................................................................................................8

1.1.1 Statutory bodies of the Collaborative Research Centre .................................................................8

1.1.2 Principal investigators .....................................................................................................................8 1.1.3 Participating institutions ..................................................................................................................8

1.1.4 Project groups and projects ............................................................................................................8

**1.2** **Research profile of the Collaborative Research Centre ...............................................................8** 1.2.1 Summary of the research programme ............................................................................................8

1.2.2 Detailed presentation of the research programme .........................................................................8

1.2.3 Positioning of the Collaborative Research Centre within its general research area ......................8

1.2.4 National and international cooperation and networking .................................................................8

### 1.3 Research profile of the applicant university(-ies) .........................................................................8

1.3.1 Strategy and planning .....................................................................................................................8

1.3.2 Staff situation ..................................................................................................................................8

1.3.3 Research infrastructure ..................................................................................................................8

### 1.4 Support structures ...........................................................................................................................8

1.4.1 Early career support .......................................................................................................................8

1.4.2 Gender equality and family-friendly policies ...................................................................................9

1.4.3 Management of research data and knowledge ..............................................................................9

1.4.4 Knowledge transfer and public outreach ........................................................................................9 **1.5** **Other sources of third-party funding for principal investigators ................................................9** **2** **Existing funds and requested funds ........................................................................ 10**

### 2.1 Existing funds ................................................................................................................................ 10 2.1.1 Overview of direct costs available ............................................................................................... 10

2.1.2 Overview of existing staff ............................................................................................................. 10

2.1.3 List of existing instrumentation .................................................................................................... 10

**2.2** **Requested funds ........................................................................................................................... 10** 2.2.1 Overview ...................................................................................................................................... 10

2.2.2 Overview of funds requested for staff .......................................................................................... 11

2.2.3 Overview of funds requested for major research instrumentation ............................................... 11 **2.3** **Upkeep of laboratory animals ...................................................................................................... 11**

## 3 Project details ............................................................................................................ 12 A Template for a research or service project ............................................................. 13

**3.1** **General information about Project <code> ................................................................................. 13** 3.1.1 Project Title: <text> ...................................................................................................................... 13

3.1.2 Research area(s): <text> ............................................................................................................. 13

3.1.3 Principal investigator(s) ............................................................................................................... 13

3.1.4 Legal issues ................................................................................................................................. 13

**3.2** **Summary ........................................................................................................................................ 13 3.3** **Research rationale ........................................................................................................................ 13** 3.3.1 Current state of understanding and preliminary work.................................................................. 13

3.3.2 Project-related publications by participating researchers ............................................................ 13

### 3.4 Project plan .................................................................................................................................... 13 3.5 Role within the Collaborative Research Centre ......................................................................... 13 3.6 Differentiation from other funded projects ................................................................................. 14 3.7 Project funding .............................................................................................................................. 14 3.7.1 Previous funding .......................................................................................................................... 14

3.7.2 Requested funding ...................................................................................................................... 14

3.7.3 Requested funding for staff ......................................................................................................... 14

3.7.4 Requested funding of direct costs ............................................................................................... 15 3.7.5 Requested funding for major research instrumentation .............................................................. 15 **B** **Template for an Integrated Research Training Group ............................................ 16**

### 3.1 General information about Project MGK ..................................................................................... 16

3.1.1 Title: Integrated Research Training Group .................................................................................. 16

3.1.2 Project leader(s) .......................................................................................................................... 16

### 3.2 Summary ........................................................................................................................................ 16 3.3 Training plan .................................................................................................................................. 16 3.4 Management and supervision ...................................................................................................... 16 3.5 Environment of the Integrated Research Training Group ......................................................... 16 3.6 Project funding .............................................................................................................................. 16 3.6.1 Previous funding .......................................................................................................................... 16

3.6.2 Existing funds .............................................................................................................................. 16

3.6.3 Requested funding ...................................................................................................................... 17

3.6.4 Requested funding for staff ......................................................................................................... 17

3.6.5 Requested funding for direct costs .............................................................................................. 17

3.6.6 Requested funding for fellowships............................................................................................... 17 3.6.7 Requested global funds ............................................................................................................... 18

## C Template for an information infrastructure project ................................................ 19

### 3.1 General information about Project INF ....................................................................................... 19

3.1.1 Title: <text> .................................................................................................................................. 19

3.1.2 Principal investigator(s) ............................................................................................................... 19

3.1.3 Legal issues ................................................................................................................................. 19

**3.2** **Summary ........................................................................................................................................ 19** **3.3** **Research rationale ........................................................................................................................ 19** 3.3.1 Current state of understanding and preliminary work.................................................................. 19

3.3.2 Project-related publications by participating researchers ............................................................ 19

### 3.4 Project plan .................................................................................................................................... 19 3.5 Role within the Collaborative Research Centre ......................................................................... 19 3.6 Delineation from other funded projects ...................................................................................... 19 3.7 Project funding .............................................................................................................................. 19

3.7.1 Previous funding .......................................................................................................................... 20

3.7.2 Requested funding ...................................................................................................................... 20

3.7.3 Requested funding for staff ......................................................................................................... 20

3.7.4 Requested funding of direct costs ............................................................................................... 21 3.7.5 Requested funding for major research instrumentation .............................................................. 21 **D** **Template for a public relations project .................................................................... 22**

**3.1** **General information about Project Ö .......................................................................................... 22** 3.1.1 Title: <text> .................................................................................................................................. 22

3.1.2 Principal investigator(s) ............................................................................................................... 22

3.1.3 Legal issues ................................................................................................................................. 22

### 3.2 Summary ........................................................................................................................................ 22 3.3 Project plan .................................................................................................................................... 22 3.4 Preliminary work ............................................................................................................................ 22 3.5 Project funding .............................................................................................................................. 22

3.5.1 Previous funding .......................................................................................................................... 23

3.5.2 Existing funds .............................................................................................................................. 23

3.5.3 Requested funding ...................................................................................................................... 23

3.5.4 Requested funding for staff ......................................................................................................... 23 3.5.5 Global funds ................................................................................................................................. 24

## E Template for a transfer project ................................................................................. 25

### 3.1 General information about Transfer Project T<number> .......................................................... 25

3.1.1 Title: <text> .................................................................................................................................. 25

3.1.2 Research area(s): <text> ............................................................................................................. 25

3.1.3 Principal investigator(s) ............................................................................................................... 25

3.1.4 Application partner ....................................................................................................................... 25

3.1.5 Legal issues ................................................................................................................................. 25

### 3.2 Summary ........................................................................................................................................ 25 3.3 Research rationale ........................................................................................................................ 25

3.3.1 Current state of understanding and preliminary work by participating researchers .................... 25 3.3.2 Current state of understanding and challenges in application .................................................... 25

3.3.3 Project-related publications by participating researchers ............................................................ 25

### 3.4 Project plan .................................................................................................................................... 26 3.5 Role within the Collaborative Research Centre ......................................................................... 26 3.6 Differentiation from other funded projects ................................................................................. 26 3.7 Project funds .................................................................................................................................. 26 3.7.1 Previous funding .......................................................................................................................... 26

3.7.2 Contributions of the application partner ....................................................................................... 26

3.7.3 Requested funding ...................................................................................................................... 26

3.7.4 Requsted funding for staff ........................................................................................................... 27

3.7.5 Requested funding of direct costs ............................................................................................... 27 3.7.6 Requested funding for major research instrumentation .............................................................. 28 **H** **Template for the central administrative project ...................................................... 29**

### 3.1 General information about Project Z ........................................................................................... 29

3.1.1 Title: Central Tasks of the Collaborative Research Centre ......................................................... 29

3.1.2 Project leader ............................................................................................................................... 29

**3.2** **Project funding .............................................................................................................................. 29**

3.2.1 Existing funds .............................................................................................................................. 29

3.2.2 Requested funding ...................................................................................................................... 29

3.2.3 Requested funding for staff ......................................................................................................... 30

3.2.4 Requested funding for direct costs .............................................................................................. 30 3.2.5 Requested global funds ............................................................................................................... 30

**4** **Bylaws of the Collaborative Research Centre ........................................................ 31** **5** **Declaration on working space for the Collaborative Research Centre ................. 32** **6** **Declaration on lists of publications ......................................................................... 33**

## 1 General information

### 1.1 Key data

#### 1.1.1 Statutory bodies of the Collaborative Research Centre

**1.1.2 Principal investigators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Principal investigators | Year of birth | Doctorate obtained in | Home institution, location | Project |
| <in alphabetical order> |  | <year> |  | <index number> |
|  |  |  |  |  |

#### 1.1.3 Participating institutions

**1.1.4 Project groups and projects**

|  |  |  |  |
| --- | --- | --- | --- |
| Project | Title | Research area | Principal investigator(s), institute(s), location(s) |
| <index number> |  |  |  |
|  |  |  |  |

### 1.2 Research profile of the Collaborative Research Centre

**1.2.1 Summary of the research programme**

**1.2.2 Detailed presentation of the research programme**

**1.2.3 Positioning of the Collaborative Research Centre within its general research area**

**1.2.4 National and international cooperation and networking**

### 1.3 Research profile of the applicant university(-ies)

**1.3.1 Strategy and planning**

**1.3.2 Staff situation**

**1.3.3 Research infrastructure**

### 1.4 Support structures

**1.4.1 Early career support**

#### 1.4.2 Gender equality and family-friendly policies

##### A. Research Staff

|  |  |
| --- | --- |
|  | **First Funding Period**    intended female share [%] |
| Doctoral researchers |  |
| Postdoctoral researchers |  |

##### B. Principal Investigators

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **First Funding Period** | | |
| Number of men/women | | Proportion of women [%] |
| m | w |
| Postdoctoral researchers |  |  |  |
| Group leaders, junior group leaders, junior professors |  |  |  |
| Professors C3/W2 |  |  |  |
| Professors C4/W3 |  |  |  |
| Total |  |  |  |

**1.4.3 Management of research data and knowledge**

**1.4.4 Knowledge transfer and public outreach**

### 1.5 Other sources of third-party funding for principal investigators

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Principal investigator | Project | Project title | Funding period | Funding agency |
|  | <index number> |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 2 Existing funds and requested funds

### 2.1 Existing funds

#### 2.1.1 Overview of direct costs available

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial year | Core support provided by applicant university(-ies) | Core support provided by other participating institu-  tions | Other funds | Total |
| <year/2> |  |  |  |  |
| <year> |  |  |  |  |
| <year> |  |  |  |  |
| <year> |  |  |  |  |
| <year/1> |  |  |  |  |
| Total |  |  |  |  |

(All figures in thousands of euros)

#### 2.1.2 Overview of existing staff

|  |  |  |
| --- | --- | --- |
| Category | Number of persons | |
| at the applicant university(-ies) | at other participating institutions |
| Professors |  |  |
| Junior research group leaders |  |  |
| Postdoctoral researchers |  |  |
| Doctoral researchers |  |  |
| Other research staff |  |  |
| Non-research staff |  |  |
| Student and graduate assistants |  |  |

#### 2.1.3 List of existing instrumentation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Description of instrumentation | Year of purchase | Cost of purchase | Source of funding |
| <index number> |  |  |  |  |
|  |  |  |  |  |

(All figures in thousands of euros)

<Single items of equipment costing more than € 10,000 are considered major research instrumentation.>

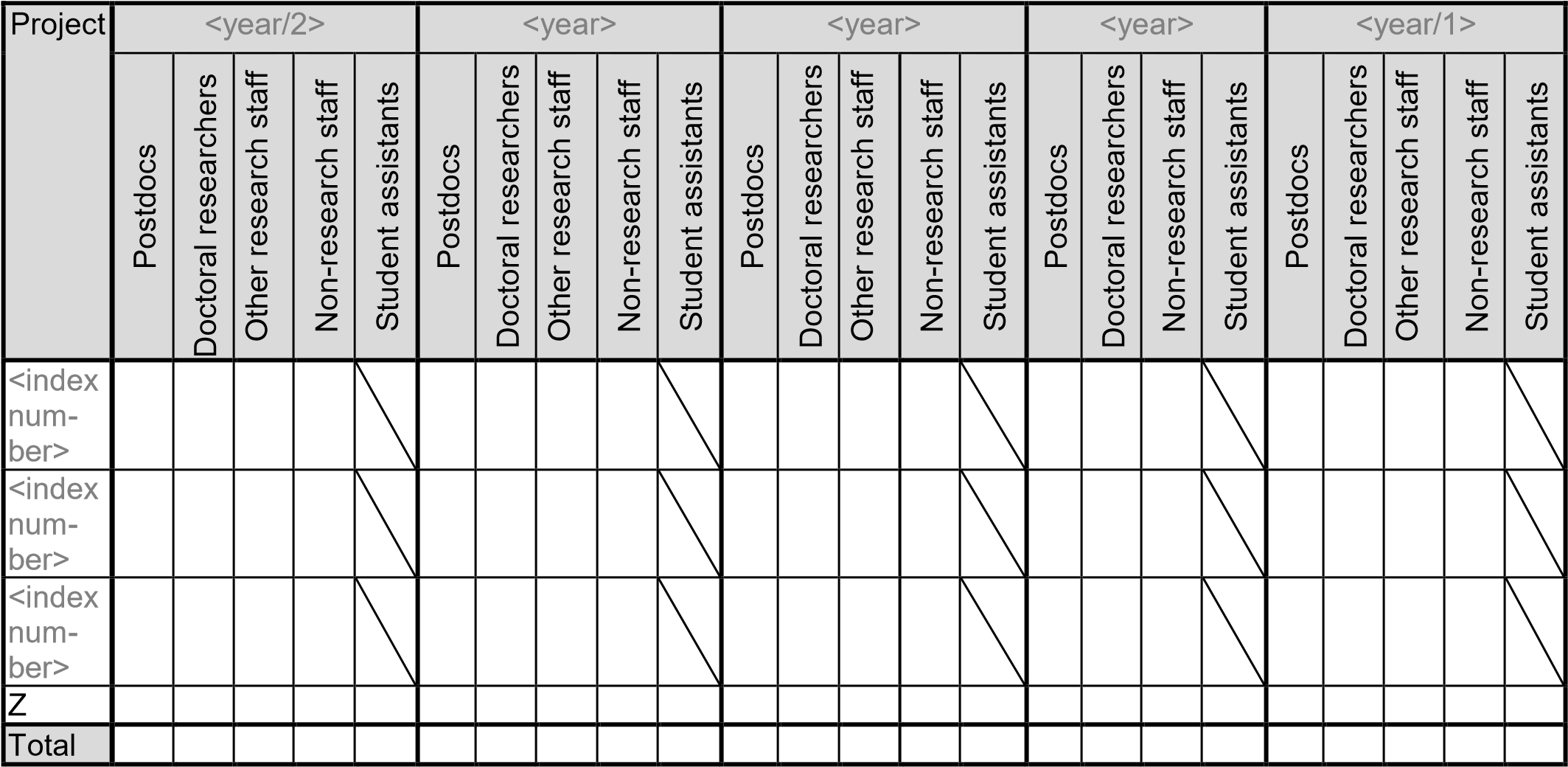
### 2.2 Requested funds

#### 2.2.1 Overview

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Financial year |  |  | Funding for | |  | Total |
| Staff | Direct costs | Major research instrumentation | Fellowships | Global funds |
| <year/2> |  |  |  |  |  |  |
| <year> |  |  |  |  |  |  |
| <year> |  |  |  |  |  |  |
| <year> |  |  |  |  |  |  |
| <year/1> |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

(All figures in thousands of euros)

#### 2.2.2 Overview of funds requested for staff



In the individual projects, funding for doctoral researchers is requested for <x>% positions.

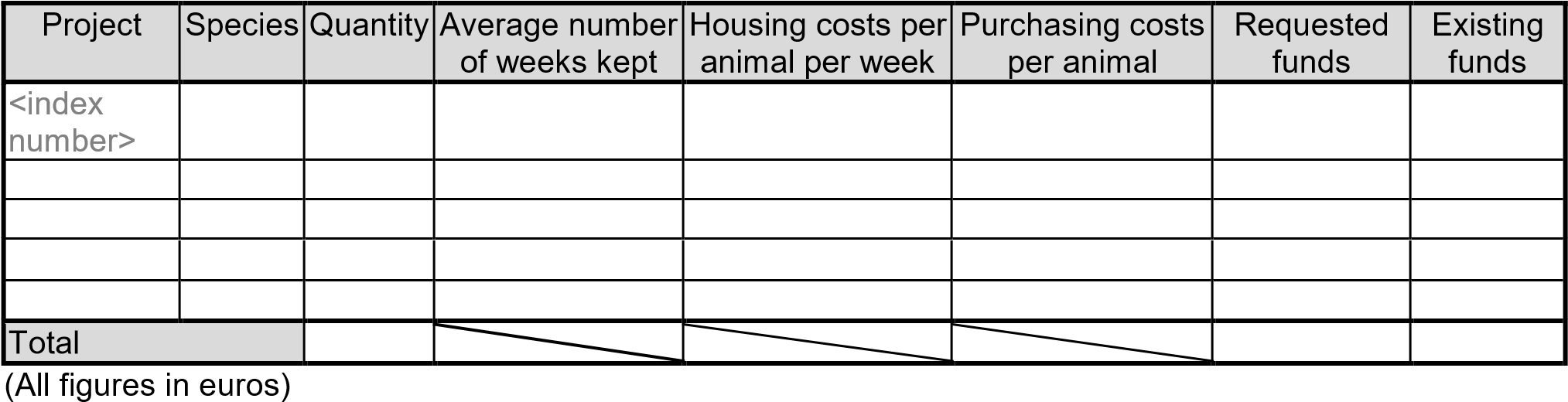
#### 2.2.3 Overview of funds requested for major research instrumentation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | Description of instrumentation | Funds requested for | | | |  |
| <year/2> | <year> | <year> | <year> | <year/1> |
| <index number> |  | <price per item> |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | |  |  |  |  |  |

(All figures in thousands of euros, including VAT, transportation, etc.)

<Single items of equipment costing more than € 10,000 (gross) are considered major research instrumentation.>

### 2.3 Upkeep of laboratory animals



## 3 Project details

<The following templates are provided:

* Research or service project (page 13)
* Integrated Research Training Group (page 16)
* Service project for information infrastructure (page 17)
* Project for public relations (page 22)
* Transfer project (page 25)
* Central Administrative project (page 29)>

Project <code>

## A Template for a research or service project

<This template is to be used for both research and service projects. Service projects should be filed under chapter G (cf. German template).>

### 3.1 General information about Project <code>

#### 3.1.1 Project Title: <text>

**3.1.2 Research area(s): <text>**

**3.1.3 Principal investigator(s)**

<surname, full first name, academic degree, date of birth, nationality>

<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

Do any of the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person holding a fixed-term position>:

End date: <date>

Further employment is planned until <date>.

#### 3.1.4 Legal issues

This project includes

|  |  |  |
| --- | --- | --- |
| 1. | research on human subjects or human material. | <yes/no> |
| <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal. | <yes/no> |
| 2. | clinical trials | <yes/no> |
| <If applicable:> A copy of the studies’ registration is included with the proposal. | <yes/no> |
| 3. | experiments involving vertebrates. | <yes/no> |
| 4. | experiments involving recombinant DNA. | <yes/no> |
| 5. | research involving human embryonic stem cells. | <yes/no> |
| <If applicable:> Legal authorisation has been obtained. | <yes/no> |
| 6. | research concerning the Convention on Biological Diversity. | <yes/no> |

**3.2 Summary**

### 3.3 Research rationale

**3.3.1 Current state of understanding and preliminary work**

**3.3.2 Project-related publications by participating researchers**

**3.4 Project plan**

**3.5 Role within the Collaborative Research Centre**

Project <code>

**3.6 Differentiation from other funded projects**

### 3.7 Project funding

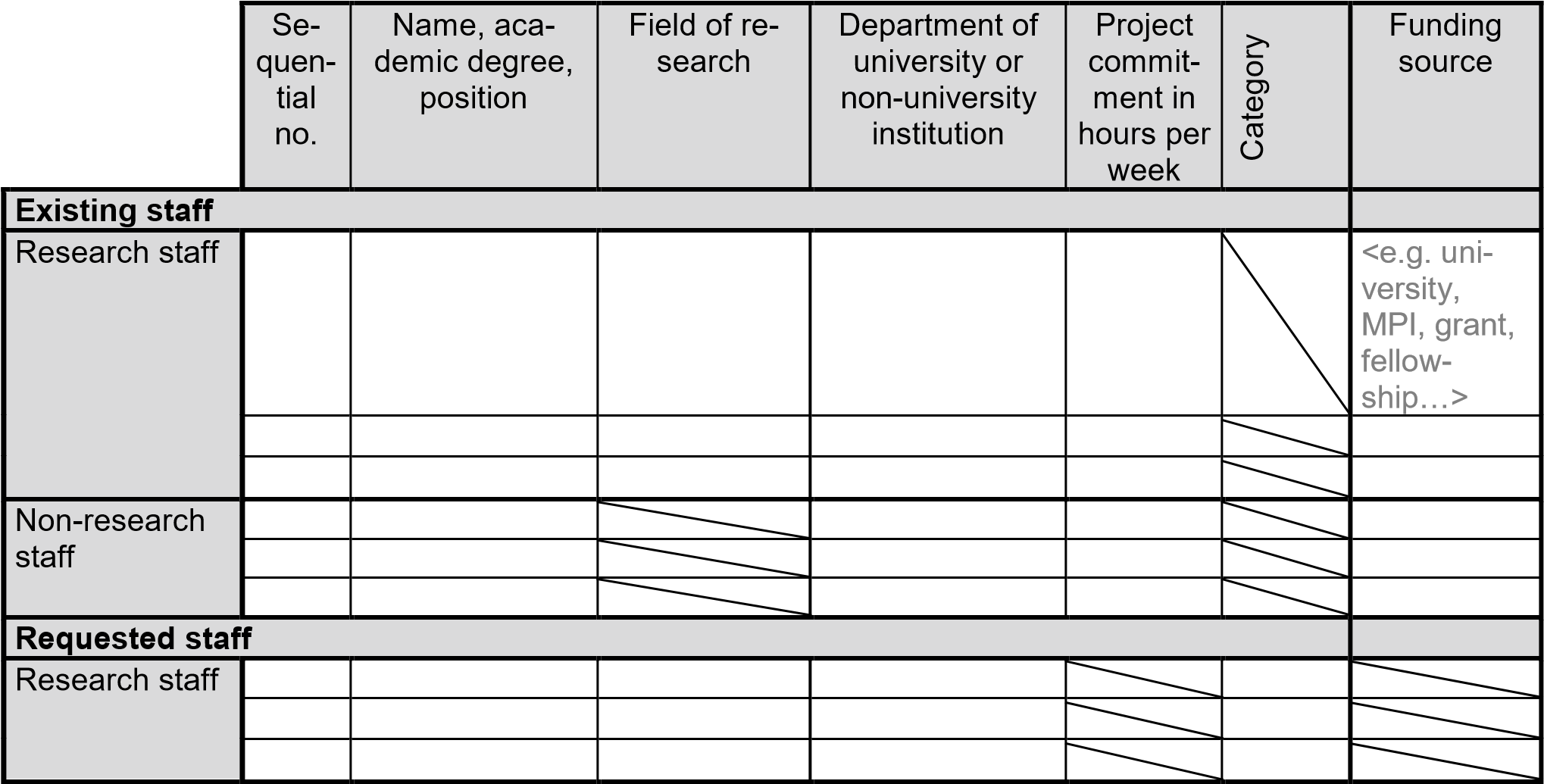
#### 3.7.1 Previous funding

<Please provide the relevant information:> This project has been funded since <month and year> under another DFG programme (reference number <x>) and shall be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted under another DFG programme (reference number <x>). <Or>: This project is currently not funded and no funding proposal has been submitted.

#### 3.7.2 Requested funding



#### 3.7.3 Requested funding for staff



Project <code>

Non

-

research

staff

Job description of staff (supported through existing funds):

<sequential number according to table above> <name>

<job description>

Job description of staff (requested funds):

<sequential number according to table above> <name> <job description>

#### 3.7.4 Requested funding of direct costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| <institution, if applicable:> existing funds from <funding source> |  |  |  |  |  |
| Sum of existing funds |  |  |  |  |  |
| Sum of requested funds |  |  |  |  |  |

(All figures in euros)

<category> for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <etc.>  **3.7.5 Requested funding for major research instrumentation**  <category> for financial year <year/2> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |

<etc.>

Project MGK

## B Template for an Integrated Research Training Group

### 3.1 General information about Project MGK

#### 3.1.1 Title: Integrated Research Training Group

**3.1.2 Project leader(s)**

<surname, full first name, academic degree, date of birth, nationality>

<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

Do any of the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person holding a fixed-term position>:

End date <date>

Further employment is planned until <date>.

**3.2 Summary**

**3.3 Training plan**

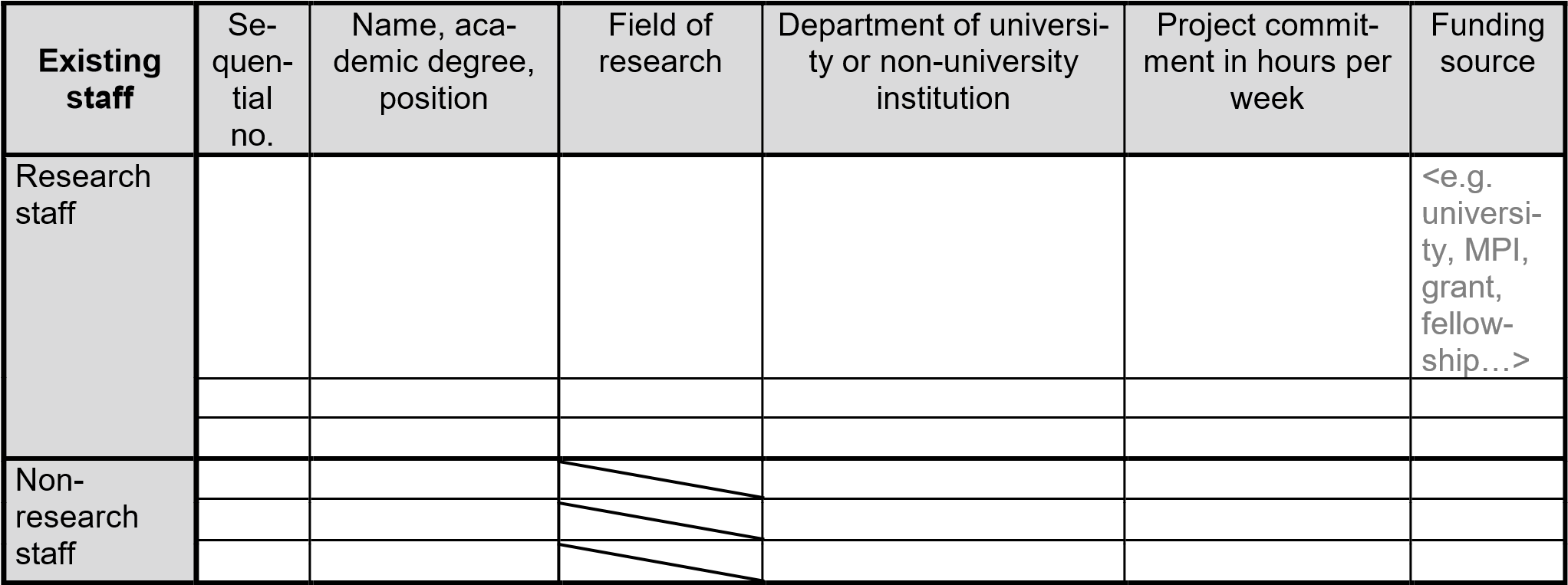
**3.4 Management and supervision**

**3.5 Environment of the Integrated Research Training Group**

### 3.6 Project funding

#### 3.6.1 Previous funding

**3.6.2 Existing funds**



Job descriptions of staff for the proposed funding period (existing staff):

Project MGK

<sequential number according to table above> <name>

<job description>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
|  |  |  |  |  |
| <institution, if applicable:> existing funds for direct costs from <funding source> |  |  |  |  |  |
| Sum of existing funds for direct costs |  |  |  |  |  |
| Sum of requested funds for direct costs |  |  |  |  |  |

(All figures in euros)

#### 3.6.3 Requested funding

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Funding for** | <year/2> | | <year> | | <year> | | <year> | | <year/1> | |
|  |  | |  | |  | |  | |  | |
| **Staff** | Quantity | Sum | Quantity | Sum | Quantity | Sum | Quantity | Sum | Quantity | Sum |
| <category, percentage> |  |  |  |  |  |  |  |  |  |  |
|  |  | |  | |  | |  | |  | |
| **Direct costs** | Sum | | Sum | | Sum | | Sum | | Sum | |
| <category> |  | |  | |  | |  | |  | |
| <category> |  | |  | |  | |  | |  | |
| Total |  | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| **Fellowships** |  | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| **Global funds** | Sum | | Sum | | Sum | | Sum | | Sum | |
| <category> |  | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| **Grand total** |  | |  | |  | |  | |  | |

(All figures in euros)

#### 3.6.4 Requested funding for staff

Coordination for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| Coordination for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| **3.6.5 Requested funding for direct costs**  <category> for financial year <year/2> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |

#### 3.6.6 Requested funding for fellowships

Project MGK

Short-term fellowships for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in euros / person), justification> | EUR | <sum> |
| <Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in euros / person), justification> | EUR | <sum> |
| Short-term fellowships for financial year <year> |  |  |
| <Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in euros / person), justification> | EUR | <sum> |
| <Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in euros / person), justification> | EUR | <sum> |
| **3.6.7 Requested global funds**  <category> for financial year <year/2> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |

Project INF

## C Template for an information infrastructure project

### 3.1 General information about Project INF

#### 3.1.1 Title: <text>

**3.1.2 Principal investigator(s)**

<surname, full first name, academic degree, date of birth, nationality>

<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

Do any of the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.3 Legal issues

This project includes

|  |  |  |
| --- | --- | --- |
| 1. | research on human subjects or human material. | <yes/no> |
| <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal. | <yes/no> |
| 2. | clinical trials | <yes/no> |
| <If applicable:> A copy of the studies’ registration is included with the proposal. | <yes/no> |
| 3. | experiments involving vertebrates. | <yes/no> |
| 4. | experiments involving recombinant DNA. | <yes/no> |
| 5. | research involving human embryonic stem cells. | <yes/no> |
| <If applicable:> Legal authorisation has been obtained. | <yes/no> |
| 6. | research concerning the Convention on Biological Diversity. | <yes/no> |

**3.2 Summary**

### 3.3 Research rationale

**3.3.1 Current state of understanding and preliminary work 3.3.2 Project-related publications by participating researchers**

**3.4 Project plan**

**3.5 Role within the Collaborative Research Centre**

**3.6 Delineation from other funded projects**

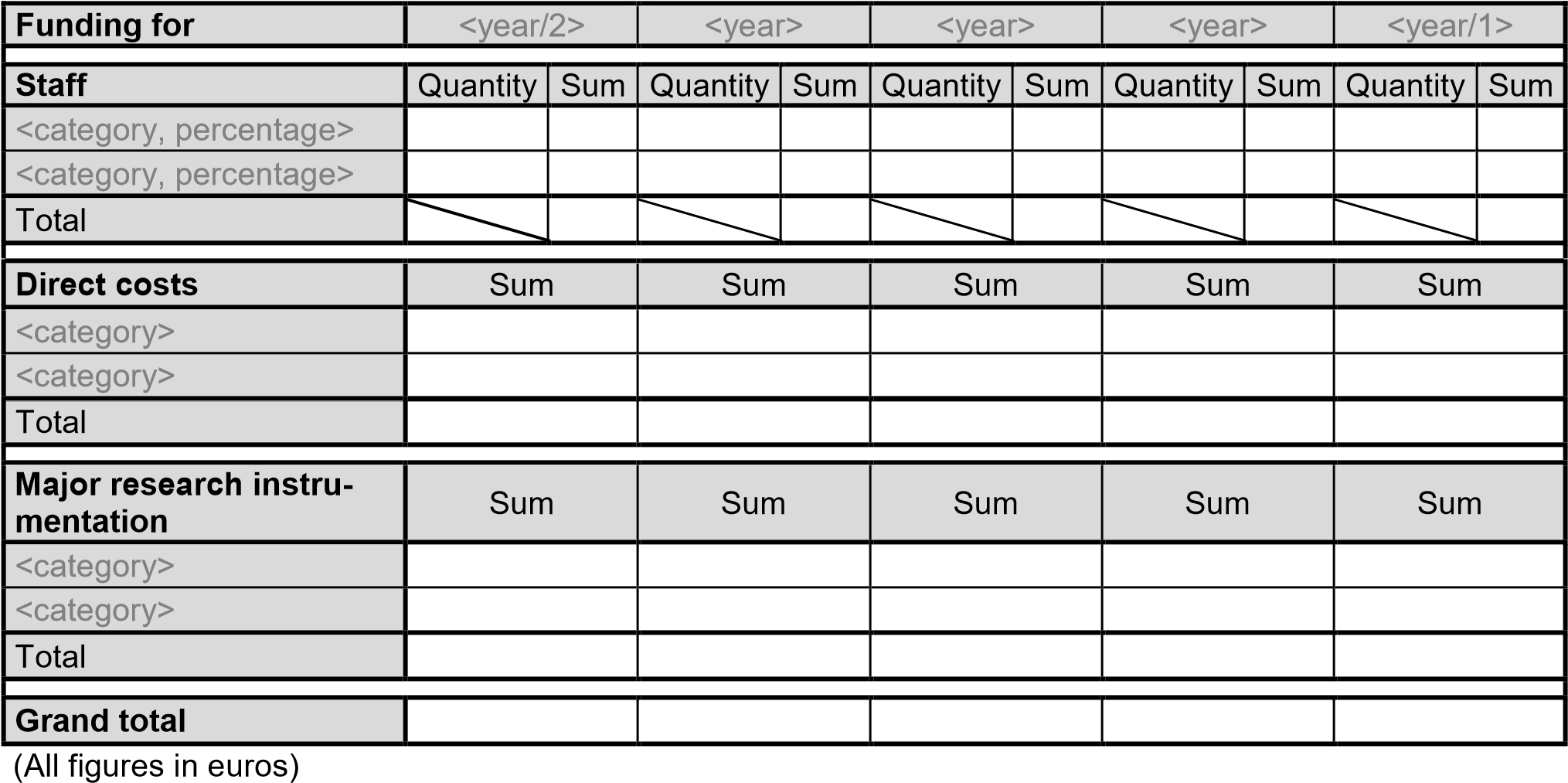
### 3.7 Project funding

Project INF

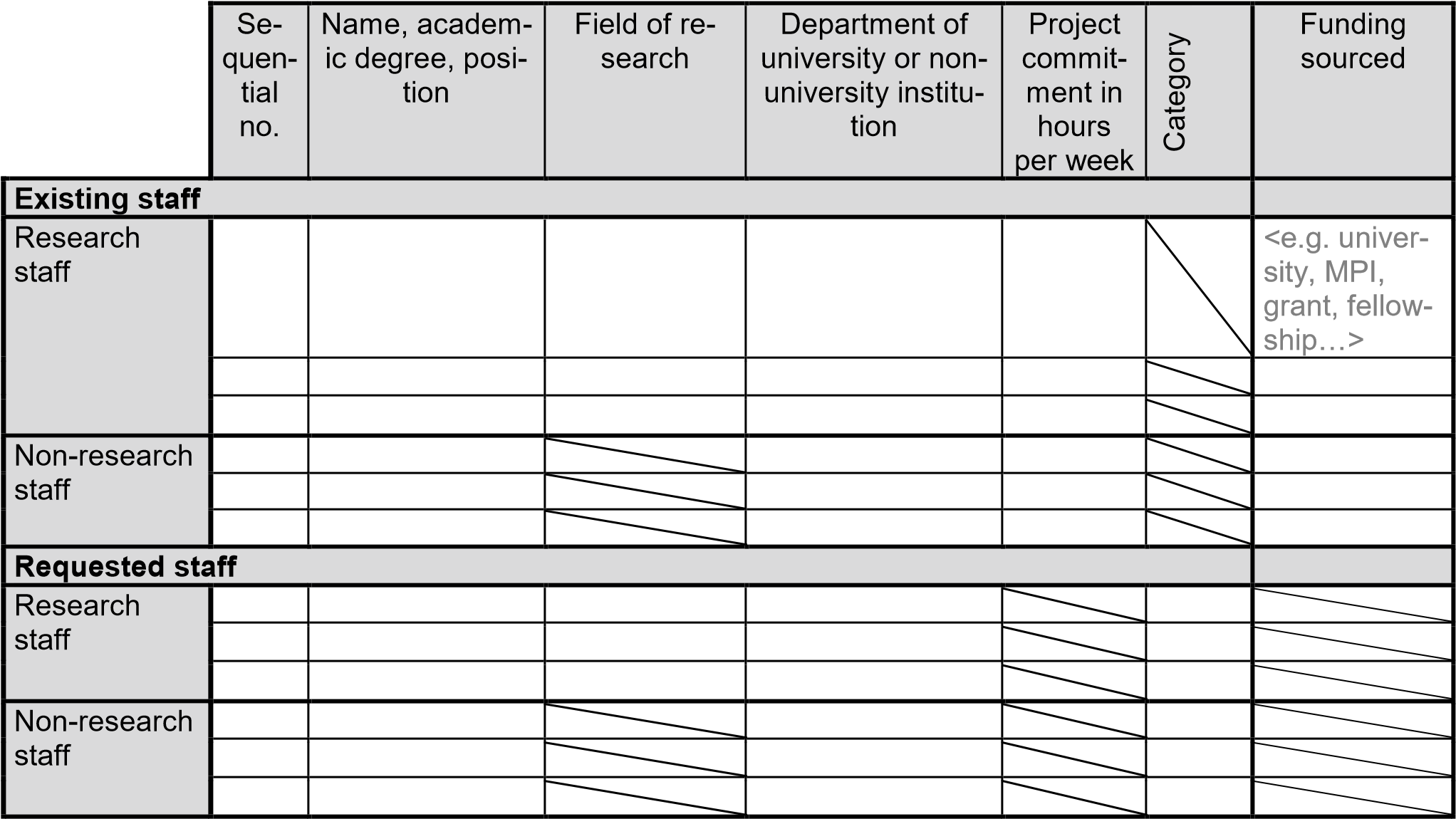
#### 3.7.1 Previous funding

<Please provide the relevant information:> This project has been funded since <month and year> under another DFG programme (reference number <x>) and shall be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted under another DFG programme (reference number <x>). <Or>: This project is currently not funded and no funding proposal has been submitted.

#### 3.7.2 Requested funding



#### 3.7.3 Requested funding for staff



Job descriptions of staff (supported through existing funds):

<sequential number according to table above> <name> <job description>

Project INF

Job descriptions of staff (requested funds):

<sequential number according to table above> <name> <job description>

#### 3.7.4 Requested funding of direct costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| <institution, if applicable:> existing funds from <funding source> |  |  |  |  |  |
| Sum of existing funds |  |  |  |  |  |
| Sum of requested funds |  |  |  |  |  |

(All figures in euros)

<category> for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <etc.>  **3.7.5 Requested funding for major research instrumentation**  <category> for financial year <year/2> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |

<etc.>

Project Ö

## D Template for a public relations project

### 3.1 General information about Project Ö

#### 3.1.1 Title: <text>

**3.1.2 Principal investigator(s)**

<surname, full first name, academic degree, date of birth, nationality>

<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

Do any of the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person holding a fixed-term position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.3 Legal issues

This project includes

|  |  |  |
| --- | --- | --- |
| 1. | research on human subjects or human material. | <yes/no> |
| <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal. | <yes/no> |
| 2. | clinical trials | <yes/no> |
| <If applicable:> A copy of the studies’ registration is included with the proposal. | <yes/no> |
| 3. | experiments involving vertebrates. | <yes/no> |
| 4. | experiments involving recombinant DNA. | <yes/no> |
| 5. | research involving human embryonic stem cells. | <yes/no> |
| <If applicable:> Legal authorisation has been obtained. | <yes/no> |
| 6. | research concerning the Convention on Biological Diversity. | <yes/no> |

**3.2 Summary**

**3.3 Project plan**

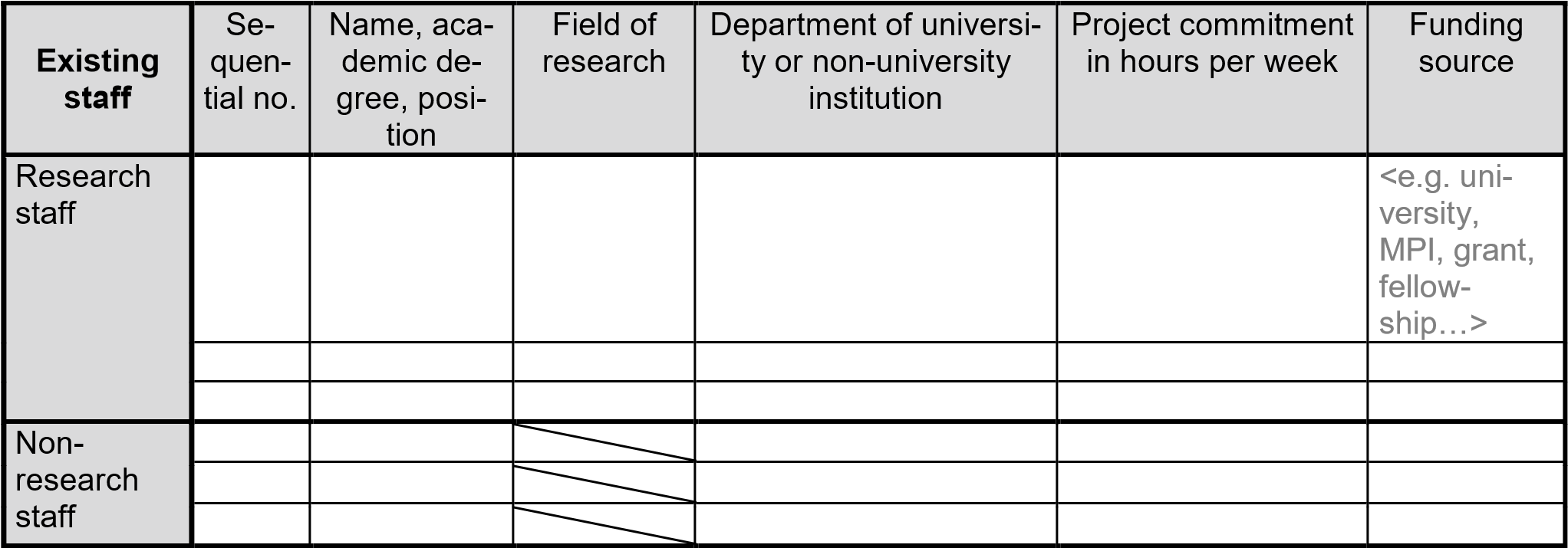
**3.4 Preliminary work**

### 3.5 Project funding

Project Ö

#### 3.5.1 Previous funding

**3.5.2 Existing funds**



Job descriptions of staff for the proposed funding period (existing staff):

<sequential number according to table above> <name>

<job description>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| <institution, if applicable:> existing funds from <funding source> |  |  |  |  |  |
| Sum of existing funds for direct costs |  |  |  |  |  |
| Sum of requested funds for direct costs |  |  |  |  |  |

(All figures in euros)

#### 3.5.3 Requested funding

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Funding for | <year/2> | | <year> | | <year> | | <year> | | <year/1> | |
|  |  | |  | |  | |  | |  | |
| **Staff** | Quantity | Sum | Quantity | Sum | Quantity | Sum | Quantity | Sum | Quantity | Sum |
| <category, percentage> |  |  |  |  |  |  |  |  |  |  |
|  |  | |  | |  | |  | |  | |
| **Global funds** | Sum | | Sum | | Sum | | Sum | | Sum | |
| Public relations |  | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| **Grand total** |  | |  | |  | |  | |  | |

(All figures in euros)

#### 3.5.4 Requested funding for staff

Coordination for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| Coordination for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |

Project Ö

#### 3.5.5 Global funds

Public relations in financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| Public relations in financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |

<etc.>

Project T<number>

## E Template for a transfer project

### 3.1 General information about Transfer Project T<number>

#### 3.1.1 Title: <text>

**3.1.2 Research area(s): <text> 3.1.3 Principal investigator(s)**

<surname, full first name, academic degree, date of birth, nationality>

<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.4 Application partner

<Full name of company or institution>

<Contact: surname, full first name, academic degree, position, address>

<phone number>

<e-mail address>

#### 3.1.5 Legal issues

This project includes

|  |  |  |
| --- | --- | --- |
| 1. | research on human subjects or human material. | <yes/no> |
| <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal. | <yes/no> |
| 2. | clinical trials | <yes/no> |
| <If applicable:> A copy of the studies’ registration is included with the proposal. | <yes/no> |
| 3. | experiments involving vertebrates. | <yes/no> |
| 4. | experiments involving recombinant DNA. | <yes/no> |
| 5. | research involving human embryonic stem cells. | <yes/no> |
| <If applicable:> Legal authorisation has been obtained. | <yes/no> |
| 6. | research concerning the Convention on Biological Diversity. | <yes/no> |

**3.2 Summary**

### 3.3 Research rationale

**3.3.1 Current state of understanding and preliminary work by participating researchers 3.3.2 Current state of understanding and challenges in application 3.3.3 Project-related publications by participating researchers**

Project T<number>

**3.4 Project plan**

**3.5 Role within the Collaborative Research Centre**

**3.6 Differentiation from other funded projects**

### 3.7 Project funds

#### 3.7.1 Previous funding

<Please provide the following information:> The project has been funded by DFG since <month and year> (DFG reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted to DFG (DFG reference number <x>). <Or>: The project is currently not funded and no funding proposal has been submitted.

#### 3.7.2 Contributions of the application partner

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| Staff (in hours per week) |  |  |  |  |  |
| Funding for direct costs |  |  |  |  |  |
| Major research instrumentation |  |  |  |  |  |

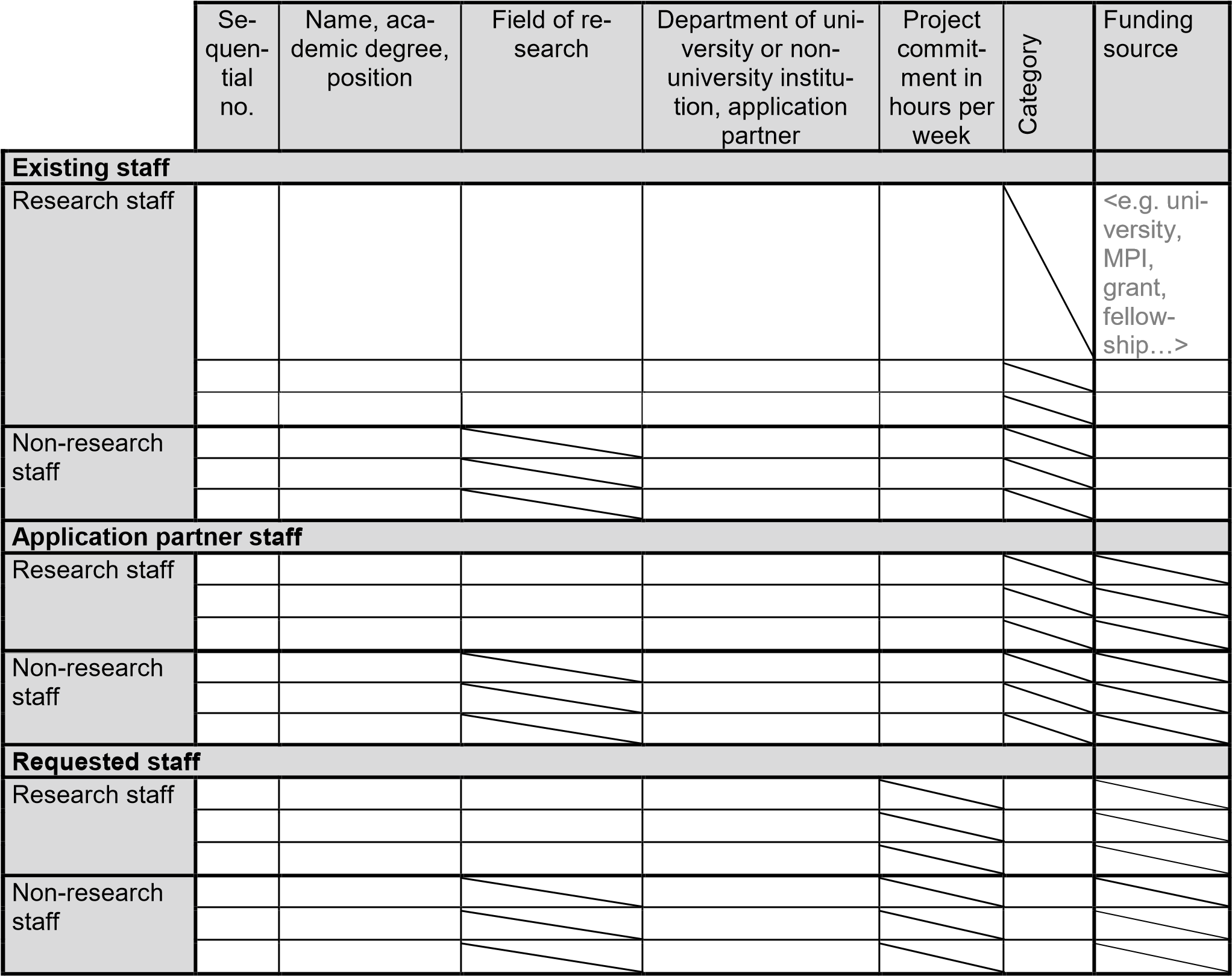
(Figures on direct costs and instrumentation in euros)

#### 3.7.3 Requested funding



Project T<number>

### 3.7.4 Requsted funding for staff



Job descriptions of staff for the proposed funding period (supported through existing funds): <sequential number according to the table above> <name>

<job description>

Job descriptions of staff for the proposed funding period (supported by application partner): <sequential number according to the table above> <name>

<job description>

Job descriptions of staff for the proposed funding period (requested funding):

<sequential number according to the table above> <name> <job description>

#### 3.7.5 Requested funding of direct costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| <institution, if applicable:> existing funds from <funding source> |  |  |  |  |  |
| Existing funds from application partner |  |  |  |  |  |
| Sum of existing funds |  |  |  |  |  |
| Sum of requested funds |  |  |  |  |  |

(All figures in euros)

Project T<number>

<category> for <year/2>

|  |  |  |
| --- | --- | --- |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <category> for <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <etc.>  **3.7.6 Requested funding for major research instrumentation**  <category> for financial year <year/2> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |
| <Description (with type designation and performance class if applicable) and justification of item> | EUR | <sum> |

<etc.>

Project Z

## H Template for the central administrative project

### 3.1 General information about Project Z

#### 3.1.1 Title: Central Tasks of the Collaborative Research Centre

**3.1.2 Project leader**

<surname, full first name, academic degree, date of birth, nationality>

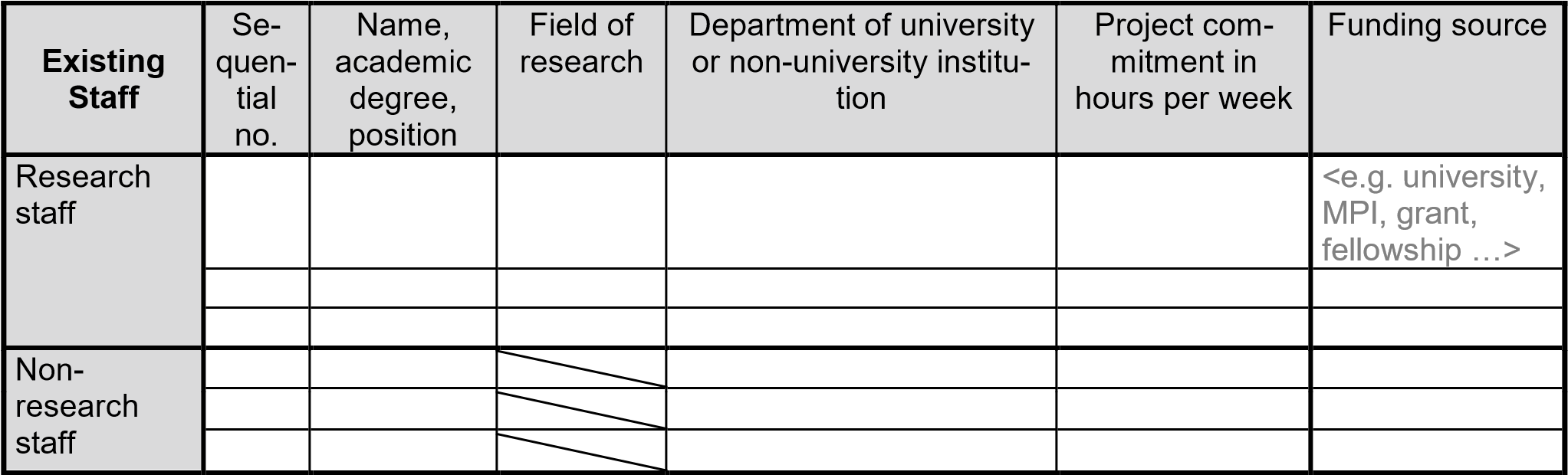
<complete work address; for institutions in Germany, please use German name>

<phone number>

<e-mail address>

### 3.2 Project funding

#### 3.2.1 Existing funds



Job descriptions of staff for the proposed funding period (existing funds):

<sequential number according to table above> <name>

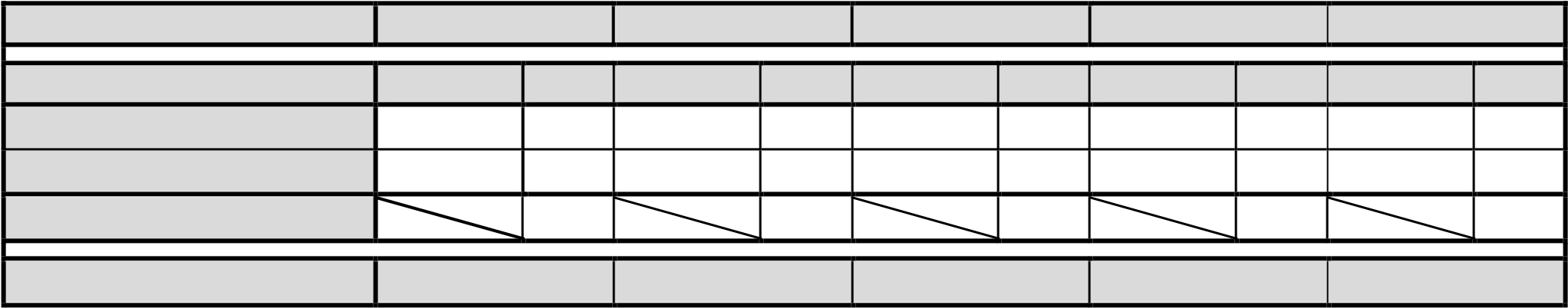
<job description>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | <year/2> | <year> | <year> | <year> | <year/1> |
| <institution, if applicable:> existing funds from <funding source> |  |  |  |  |  |
| Sum of existing funds for direct costs |  |  |  |  |  |
| Sum of requested funds for direct costs |  |  |  |  |  |

(All figures in euros)

#### 3.2.2 Requested funding

**Funding for** <year/2> <year> <year> <year> <year/1>

**Staff** Quantity Sum Quantity Sum Quantity Sum Quantity Sum Quantity Sum

<category, percentage>

<category>

Total

**Direct costs** Sum Sum Sum Sum Sum Project Z

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| <category> |  |  |  |  |  |
| <category> |  |  |  |  |  |
| Total |  |  |  |  |  |
|  |  |  |  |  |  |
| **Global funds** | Sum | Sum | Sum | Sum | Sum |
| <category> |  |  |  |  |  |
| <category> |  |  |  |  |  |
| Total |  |  |  |  |  |
|  |  |  |  |  |  |
| **Grand total** |  |  |  |  |  |

(All figures in euros)

#### 3.2.3 Requested funding for staff

<category> for financial year <year/2>

|  |  |  |
| --- | --- | --- |
| <Job description and justification> | EUR | <sum> |
| <Job description and justification> | EUR | <sum> |
| <category> for financial year <year> |  |  |
| <Job description and justification> | EUR | <sum> |
| <Job description and justification> | EUR | <sum> |
| <etc.>  **3.2.4 Requested funding for direct costs**  <Type of funds> for financial year <year/2> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <Type of funds> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <etc.>    **3.2.5 Requested global funds**  <Type of funds> for financial year <year/2> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |
| <Type of funds> for financial year <year> |  |  |
| <Description and justification of item> | EUR | <sum> |
| <Description and justification of item> | EUR | <sum> |

<etc.>

**4 Bylaws of the Collaborative Research Centre**

### 5 Declaration on working space for the Collaborative Research Centre

|  |  |
| --- | --- |
| Is the existing office and/or lab space sufficient to accommodate the Collaborative |  |
| Research Centre at the time of submitting the proposal? | <yes/no> |
| Will there be sufficient office and/or lab space to accommodate the Collaborative Research Centre including any planned extensions in the financial years… |  |
| … <year/2>? | <yes/no> |
| … <year>? | <yes/no> |
| … <year>? | <yes/no> |
| … <year>? | <yes/no> |
| … <year/1>? | <yes/no> |
| If the answer to one of the above questions is “no”:  Will additional office and/or laboratory space be acquired by… |  |
| … re-allocation of existing rooms? | <yes/no> |
| … new construction or remodelling? | <yes/no> |
| … renting? | <yes/no> |
| Will these measures be funded through… |  |
| … the university budget? | <yes/no> |
| … other funds? | <yes/no> |

If working groups participating in the Collaborative Research Centre are planned to be moved into newly built or remodelled rooms, please state the time of the relocation:

<name of working group> <date>

<name of working group> <date>

<place and date> <signature>

<name>

|  |  |
| --- | --- |
| <place and date> | <signature> |
|  | <name> |

### 6 Declaration on lists of publications

We hereby declare that the lists of publications included in this proposal and in the attached research profiles of the principal investigators were compiled in accordance with DFG rules on publication lists.

<place and date> <signature>

<name> (Spokesperson of Collaborative Research Centre)

<place and date> <signature>

<name> (Rector or president of applicant university)

|  |  |
| --- | --- |
| <place and date> | <signature> |
|  | <name> (Rector or president of co-applicant university) |