

Guidelines on national collaborative research proposals

Main proposal (one-stage process)

These guidelines apply if in the context of a collaborative research project proposal to a national funding agency the need for financial support by the Rektorat – either in preparing the proposal or in case of necessary own contributions when the project is funded – arises. The guidelines give advice on the related internal coordination processes.. The following guide is mainly addressed to those persons coordinating the application for a collaborative project. Accordingly, the demands for financial support by the Rektorat arising in the context of a collaborative project should be summarized by the speaker of the initiative (or, in the case of an externally coordinated collaborative project, the responsible scientist in Bielefeld) and then communicated to Department FFT, which will coordinate the further process.

Please do not hesitate to contact us if you have remarks or questions concerning these guidelines.

In case that you have a need for financial support from the Rektorat in the context of projects other than coordinated programmes from the DFG or high-level collaborative projects, please contact Department FFT.

Date	to do	Responsibility	Note
initial ideas for the proposal are existent	information of Vice-rector for Research about the intended project	Applicant	verbal information of the Rektorat by the Vice-rector for Research, if applicable
proposal idea is concrete	preliminary talk with funding agency	Applicant	consultation of the funding agency on intended proposal
proposal idea is concrete, demand for (financial) support from the Rektorat is existing	discussion between applicant, Vice-rector for Research and Department FFT (incl. at least information of the participating faculties) In case of the need for financial contributions of the University that demand the agreement of the responsible persons of the participating faculties / institutions, conduct a further consultation involving the respective Deans, p.r.n. Rektor / Chancellor	Department FFT at the initiative of the applicant	Points to discuss: - strategic relevance of the project - intended applicants, cooperation partner/s - possible needs to prepare proposal - possible needs in case of approval (personnel, infrastructure) - questions of basic resources (personnel and infrastructure) - further support needed or expected - preliminary application schedule verbal information of the Rektorat by the Vice-rector for Research, and, if applicable, preparation of a decision proposal for the Rektorat
as soon as possible	if a review is intended ➔ Planning of review	Applicant	agreement on the date of review with funding agency, Vice-rector for Research, Department FFT, Rektorat and Chancellor, if applicable reservation of suitable rooms

Date	to do	Responsibility	Note
at least two months before submission of the proposal, otherwise as soon as possible	in the case that the application is made with other universities/ research facilities ➔ Information to Dep. FFT on contact persons in partner institutions	FFT in consultation with applicant	If required, discussion (via phone) on strategic positioning of joint application as well as agreement on overall presentation in application and review
as soon as a rough draft is available/ at least 2 months before application	draft proposal to Department FFT	Applicant	Department FFT forwards application to the Vice-rector for Research and to the departments responsible for the technical aspects of the application
1-3 weeks after proposal has been received by Department FFT	Feedback from FFT on the proposal, if required in form of a personal consultation with the applicant(s) and the Vice-rector for Research	Department FFT	feedback on central aspects of the proposal - application strategy - budget - equality policies - concepts on training and qualification, if applicable
At least 4 weeks before submission of the proposal	If required: consultation with applicant(s), Dean(s) of the participating faculty/ies, Vice-Rector for research, Dep. FFT, p.r.n. Rektor/Chancellor	Department FFT	Points to discuss are primarily financial aspects (basic resources and own contribution by the university)
at least 2 weeks before application	notification of the Rektorat (orally or written)	Department FFT	Rektorat is to be informed about submission of the proposal If required, accompanying letter is prepared and, with the necessary signatures, forwarded to the applicant
Final version of the proposal is available, at least 1 week before submission of the proposal	Sending of the final version to Dep. FFT	Applicant	Department FFT forwards application to the Vice-rector for Research, if required also to Rektor / Chancellor
3-4 days after submission to Dep. FFT	Feedback from Dep. FFT	Department FFT	Feedback on possible final needs for correction
Final version of the proposal is available	Submission of the proposal	Applicant	Submission of the proposal to the funding agency