

Guidelines for the application for coordinated programmes of the DFG and national collaborative research projects

Main Application (two-stage application)

Primary aim of these guidelines is to make transparent the necessary coordination processes inside the university when applying for a coordinated programme of the DFG (Collaborative Research Centres, Research Groups, Research Units). These processes also apply if in the context of (two-phased) applications for national collaborative research projects, the need for financial support – either for the preparation of the proposal or for contributions of the university when the project is funded – arise.

The 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. The guide is divided into three sections, each part covering a particular phase of the application process: preliminary application, main application and on-site review.

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
feedback received on preliminary application	preliminary talk with funding organisation	Applicant	Consultation with funding agency on planned application, discussion of the recommendations of the reviewers
feedback received on preliminary application	Forwarding of the feedback to Dep. FFT, if required, consultation with Vice-rector for Research, applicant, Dep. FFT	Department FFT on initiative of applicant	<p>Points to discuss:</p> <ul style="list-style-type: none"> - 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 <p>oral information of the Rektorat by the Vice-rector for Research, and, if applicable, preparation of a decision proposal for the Rektorat</p>
as soon as possible	if a review is intended → Planning of review	Applicant	<p>agreement on the date of review with funding agency, Vice-rector for Research, Department FFT, Rektorat and Chancellor,</p> <p>if applicable reservation of suitable rooms (usually in the ZIF)</p>

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