

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

### Preliminary 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
initial ideas for the proposal are existent	information of Vice-rector for Research about the intended project	Applicant	oral 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

Date	to do	Responsibility	Note
proposal idea is concrete, demand for (financial) support from the Rektorat is existing	<p>discussion between applicant, Vice-rector for Research and Department FFT (incl. at least information of the participating faculties)</p> <p>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</p>	Department FFT at the initiative of the applicant	<p>Points to discuss:</p> <ul style="list-style-type: none"> <li>- strategic relevance of the project</li> <li>- intended applicants, cooperation partner/s</li> <li>- possible needs to prepare proposal</li> <li>- possible needs in case that funding in case of approval (personnel, infrastructure)</li> <li>- questions of basic resources (personnel and infrastructure)</li> <li>- further support needed or expected</li> <li>- preliminary application schedule</li> </ul> <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 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	<p>feedback on central aspects of the proposal</p> <ul style="list-style-type: none"> <li>- application strategy</li> <li>- budget</li> <li>- equality policies</li> <li>- concepts on training and qualification, if applicable</li> </ul>
as soon as the basic structural needs are sufficiently clarified, but at the latest four weeks before application	<p>If resources (financial, personnel and infrastructure) are to be contributed by the university in case of funding</p> <p>➔ Preparation of a decision proposal for the Rektorat</p>	Department FFT	Consultation of the Rektorat
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

<b>Date</b>	<b>to do</b>	<b>Responsibility</b>	<b>Note</b>
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