

**Guidelines for the application for coordinated programmes of the DFG and national collaborative research projects**  
**On-site review**

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 in the context of (two-phased) applications for national collaborative research projects. The guide is mainly addressed to those persons coordinating the application for a collaborative project. 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.

| <b>Date</b>             | <b>to do</b>  | <b>Responsibility</b>                | <b>Note</b>   |
|-------------------------|---|--------------------------------------|---|
| date of review is fixed | consultation with applicant, Vice-rector for Research, Department FFT | Applicant                            | first arrangements for review   |
| date of review is fixed | information to all internal participants about date of review         | Applicant                            | Rektor<br>Vice-rector for Research<br>Chancellor, if applicable<br>participating professors<br>Department FFT<br>representatives of participating faculties/units |
| date of review is fixed | Reservation of rooms for review                                       | Person in charge of the organisation | Small room (internal consultation)<br>Large room (presentation/discussion)  |
| date of review is fixed | organization of transfer between hotel and university                 | Person in charge of the organisation | Reserve the transfer service of the university for the day of the review<br>Coordination with the Chancellors office  |

| <b>Date</b>   | <b>to do</b>  | <b>Responsibility</b>                | <b>Note</b>  |
|---|---|--------------------------------------|--|
| date of review is fixed   | reservation of necessary media technology   | Person in charge of the organisation | projector (on-site or media technology team)<br>laptop<br>screen or displays (on-site or janitor)<br>high tables (Studierendenwerk)  |
| as soon as the names of the external participants have been confirmed | hotel bookings  | Person in charge of the organisation | book hotel rooms for <ul style="list-style-type: none"> <li>• reviewers</li> <li>• rapporteur</li> <li>• representatives of DFG</li> <li>• member of grant committee</li> <li>• representatives of the federal state</li> </ul>  |
| 6-8 weeks before review   | preparation of review programme   | Person in charge of the organisation | support by Department FFT<br>programme must be coordinated in time with the funding organisation   |
| 6-8 weeks before review   | catering  | Person in charge of the organisation | Room planning for catering<br>Order of catering service for coffee and lunch breaks. Costs are covered by the Rektorat, coordination with Ms Leister   |
| 4-6 weeks before review   | preparation of the presentation of the project  | Applicant                            | preparation of presentation in collaboration with the other applicants   |
| 4-6 weeks before review   | preparation of the speech/ presentation and – if required – welcoming address of the Rektor | Department FFT                       | Preparation of the speech/presentation in cooperation with the applicant and – if required – contact persons from collaborating universities<br>If required, preparation of welcoming address in cooperation with applicant<br>Preparation of the CVs of the reviewers |

| Date   | to do  | Responsibility                                    | Note  |
|--|--|---|---|
| according to the timetable set by funding organisation                           | Sending of the review programme to all external participants                     | Applicant   | Send review programme including route map, hotel information to: <ul style="list-style-type: none"> <li>• reviewers</li> <li>• rapporteur</li> <li>• representatives of DFG</li> <li>• member of grant committee</li> <li>• member of Senate committee</li> <li>• representatives of the federal state</li> </ul> |
| 2 weeks before review  | Briefing of Rektor, incl. final discussion of the Rektor's presentation / speech | Department FFT in cooperation with applicant      | discussion about the review process and questions that may arise, finalization of the presentation / speech   |
| In time before the review  | Preparation of material  | Person in charge of the organisation              | Place-name cards<br>name badges<br>handouts   |
| at the discretion of the applicant (usually at least 3-4 days before the review) | trial run(s)   | Applicant   | trial run(s) with all applicants, incl., if required, feedback from critical friends and successful former applicants in the programme  |
| 1 day before review  | Preparation of rooms   | Applicant<br>Person in charge of the organisation |   |