**Structure of the project description for the application for**

**„inneruniversitäre Forschungsförderung“**

The following information and attachments (see below) can be forwarded to external reviewers.

The project description needs to submitted in a separate pdf in addition to the application form.

1. General information
   1. Applicant *(title, name, acad. degree, position, institution)*
   2. Abstract *(same as in application form)*
   3. Topic
   4. Subject and subject area of your work / working direction
   5. Application period / project duration *(max. 12 months)*
2. Current state of research and own preliminary work
3. Aims of the present application
4. Sustainability aspects, long-term goals

*In case of early career researchers, please also include information on career status and plans and the impact of the third party grant proposal for reaching your goals.*

1. Work program *(who/what/when)*

*Please note that applications for third party funding should be submitted during the final quarter of the project duration at the earliest. The seed funding cannot be used to bridge the time until the third party funded project begins.*

1. *Justification of costs*

*In case you did not justify the costs in the main text yet, please do it here in addition to the table below.*

*- When applying for personnel costs, please respect the “****Leitlinien guter Arbeit an der Johannes Gutenberg-Universität Mainz****“ according to the “Senatsbeschluss” from 18.12.2015, and the guidelines of the “****Wissenschaftszeitvertragsgesetz”.***

*- Personnel costs (gross employer costs) need to be estimated by the applicant. Excess costs due to wrong estimations need to be compensated by alternate own funds. Please contact Human Resources (“Dezernat Personal”) for any questions on personnel costs before completing the contract.*

*- In the seed funding phase, personnel costs for graduated scientific staff can only be requested by established scientists.*

*- Postdocs cannot request personnel costs for themselves.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Personnel costs\*** | **Consumables\*\*** | **Other costs\*\*** |
| *Please list significant costs in detail; Please use rounded sums or lump sums as you see fit (e.g. 0.5 EG13-position for 12 months, archive trip hotel + travel expenses,…)* | €  *(including “Hiwi-Mittel” (student assistants))* | €  *(basic equipment and machines are categorically excluded)* | €  (travel costs without daily allowances/food) |
|  | € | € | € |
|  | € | € | € |
|  | € | € | € |
| Subtotal | € | € | € |
| **Total** | **€** | | |

\* **Obligatory**: Please name the employee (if already known), his or her current employment status and, especially **for doctoral candidates**, provide a statement on how you plan to **fund this person after expiration of the seed period,** even if the **application for third party funding is not successful.**

**\*\*** The proportion of **consumables/equipment** and **other costs** in the maximum funding amount should not exceed **20%**.

**The project description should not exceed five pages.**

**Attachments:**

**A1: Previous fund raising**

Previous funding from intra-university research funding (Stufe I)

*You are only eligible to apply for project funding again when your past seed funding was closed as agreed upon and when we received your final report (see template on our website/download centre). The table below does not serve as such report.*

|  |  |  |
| --- | --- | --- |
| Title | Duration (start and end date) | report |
|  |  | *For seed funding: External application for third party funding was submitted? Approved / rejected? Amount of funding (also sponsoring/entrance fees)?* |
|  |  |  |
|  |  |  |

Funding raised within JGU (Research groups, research centres, RMU, etc.)

|  |  |  |
| --- | --- | --- |
| Title | Duration (start and end date) | *amount of funding secured* |
|  |  |  |
|  |  |  |

Previous third party funding (within the last 5 years)

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Duration (start and end date) | Funding body /  Funding program | Amount of funding secured *(in case of consortia only the JGU/your share)* |
|  |  | *e.g. DFG, EU, foundation / e.g. individual research grant/call* |  |
|  |  |  |  |
|  |  |  |  |

**A2: *Curriculum vitae* of the applicant**

**A3. List of publications of the applicant** *(relevant publications of the past 5 years)*

**A3.1 Corresponding entry in the current research information system (CRIS)** [**Gutenberg Research Elements**](https://researchelements.uni-mainz.de/) is available and complete (please mark with a cross)

Yes No

**A3.2 *Optional***: If the entry in CRIS is incomplete or missing, a different, self-created publication list can be provided (relevant publications of the last 5 years).

Please send the **application form** (**file 1** for internal use) and the **project description including all attachments** (**file 2** for possible external review)

• in **two separate files** in **pdf format** to [Stufe-I@uni-mainz.de](mailto:Stufe-I@uni-mainz.de)

• as one printout (no duplicates needed) with **original** signatures to *“*Abteilung FT“ (no scans, no electronic signatures)

Please **do not** submit a cover letter. All relevant information should be included in the application form and project description.