**Structure of the Project Description**

**for the Application for Internal University Research Funding**

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

The project description must be submitted in a separate PDF in addition to the application form.

1. General information

* 1. Applicant *(title, name, academic degree, position, institution)*
  2. Abstract *(same as in application form)*
  3. Topic/title
  4. Discipline and subject area of your work
  5. Application period / project term *(max. 12 months)*

2. Current state of research and applicant’s own preliminary work

3. Targets of the application

4. Sustainability aspects, long-term goals

*Early-career researchers should also include information on their career status and plans as well as on how third-party funding application would help attain the envisioned goals.*

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

*Please note that in the case of seed funding, applications for third-party funding should be submitted during the final quarter of the seed funding term at the earliest. The seed funding cannot be used as bridge financing up until the third party-funded project begins.*

6. Listing and justification of the requested funds

*If you did not provide justification of the requested funds in the main text, please do so here in addition to the table below.*

*- When applying for personnel costs, please respect the* ***Guidelines for Good Work at Johannes Gutenberg University* (Leitlinien guter Arbeit)** *according to the Senate’s decision from December 18, 2015, and the stipulations of the* ***Academic Fixed-Term Contract Act* (Wissenschaftszeitvertragsgesetz – WissZeitVG)*.***

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

*- In the seed funding phase, personnel costs for research assistants with a doctoral degree may only be requested by established researchers.*

*- Postdocs cannot request personnel costs for themselves as seed funding.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Personnel costs\*** | **Material resources\*\*** | **Miscellaneous costs\*\*** |
| *Please list significant individual costs in detail;*  *use rounded sums or lump sums as you see fit*  *(e.g. 0.5 position of in salary group EG13 for 12 months, archive trip – hotel + travel expenses,…)* | €  *(incl. funds for student assistants)* | €  *(basic equipment and machinery are categorically excluded)* | €  *(travel costs without daily allowances/meals)* |
|  | € | € | € |
|  | € | € | € |
|  | € | € | € |
| Subtotal | € | € | € |
| **Total** | **€** | | |

\* **Required information**: Please name the employee (if already known), their current employment status and, in particular **for doctoral candidates**, provide a statement on how you plan to **fund this person after expiration of the seed funding period,** even if the **application for third-party funding is not successful.** If funding for a doctoral candidate subsequent to the seed funding period is not available, this is a reason for rejection.

\*\* The proportion of **material resources** and **miscellaneous costs** should not exceed **20%** of the total funding.

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

**Attachments:**

**A1. Funds acquired to date**

Previous internal university research funding (Stufe I)

*You are only eligible to apply for project funding again if your past seed project has been concluded as agreed and once a separate final report has been submitted (see template on our website/Download Center). The table below does not serve as such report.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Term (start and end date) | Funding line | Funding amount | Third-party funding application | | | | | Report | |
| Submitted | | Approved | | Amount of funding secured *(incl. sponsorship etc.)* | Submitted | |
| Yes | No | Yes | No | Yes | No |
| *(please check the appropriate box)* | | | | *(please check the appropriate box)* | |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Funding attained within JGU (research groups, research centers, RMU, etc.)

|  |  |  |
| --- | --- | --- |
| Title | Term (start and end date) | Amount of funding secured |
|  |  |  |
|  |  |  |

Previous third-party funding (in the last 5 years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Term (start and end date) | Funding institution | Funding program | Amount of funding secured *(for consortia: only the JGU/your own share)* |
|  |  | *e.g. DFG, EU, foundation* | *e.g. individual application, material grant* |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A2. *Curriculum vitae* of the applicant**

**A3. List of the applicant’s publications**

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

(please check the appropriate box)

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 PDF files** to [stufe-I@uni-mainz.de](file:///\\uni-mainz.de\dfs\Groups\50\Forschung\24%20Inneruniversitär\Stufe%20I\Downloads\Unterlagen_2021\Stufe-I@uni-mainz.de)

• as a single printout with **original signatures** (no scans, no electronic signatures)

Please **refrain** from sending a separate cover letter. All information relevant to the decision on the application should be provided in the application form and the project description (including attachments).