**Structure of the Project Description**

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

**Funding Line “Innovative Projects and Startups”**

The following information, including the attachments (see below), may be submitted to external evaluators.

They must be submitted as one PDF file along with the application form.

1. General information
	1. Applicant *(Form of address, name, academic degree, title, institution); for founding teams, please designate one person as the project lead; further members of working groups and the founding team are named in appendix A1*
	2. Abstract (*same as in the application form*)
	3. Topic/project/startup proposal
	4. Subject area
	5. Duration of the project/period you are applying for (*maximum of six months*)
	6. Date of the advising session with the Technology Transfer team [Technology Transfer | Research and Technology Transfer (uni-mainz.de)](https://forschung.uni-mainz.de/technologietransfer/) or JGU’s Startup Center (obligatory) [Johannes Gutenberg University Startup Center | Research and Technology Transfer (uni-mainz.de)](https://forschung.uni-mainz.de/startup-center/). In case of applications for EU programs, the applicant must also have an advising session with the [EU Office](https://forschung.uni-mainz.de/kontakt/eu-office/).
2. Goals of the proposal, sustainability aspects, and project prospects, required funding, external partners, etc.
3. Current state of research/underlying research results and your own preliminary work, invention disclosure details (reference number/patent application, and, if applicable, registration number)
4. Description of the necessity of a potential analysis/idea validation/business plan support, cost breakdown (on the basis of an external service provider’s offer, to be listed in the table)
5. **Only for startups:** Preliminary work completed and current status, description of the planned marketable product, unique features, target groups, estimated timeline for market readiness, etc.
6. Schedule (*who/what/when*)

*6.1. Please note: You must spend the funds you applied for within the project period (maximum of six months). At the end of the project period, an application is submitted to the external funding body.*

1. List and rationale for the funds requested

*If the rationale for the funds you are applying for was not included in the text body of the application, please include them in the table.* Please note: *If the service offer exceeds 3,000 €, you must get other offers and coordinate them with FIN 1* ([*Purchase | JGU Finance and Procurement*](https://www.verwaltung.finanzen.uni-mainz.de/einkauf/))

|  |  |
| --- | --- |
| **Intended Use** (list of larger individual sums) | **Funding amount** |
|  |  |
|  | € |
|  | € |
|  | € |
| **Total sum** | **€** |

 *The project description may not exceed five pages.*

**Attachments (required):**

**A1. Brief CV of the applicant(s) (in case of founding teams, please include a brief CV for one project lead as well as all other persons)**

**A2. Underlying invention disclosure/patent application/publication (not needed for applications for business plan support)**

**A3. Offer for a potential analysis/idea validation/business plan support from the external service provider (PDF file)**

Please send the **application form** (**file 1** for internal use) and the **project description, including the attachments** (**file 2** for potential external evaluators)

• as **two separate** **PDF files** to [Stufe-I@uni-mainz.de](file:///%5C%5Cuni-mainz.de%5Cdfs%5CGroups%5C50%5CForschung%5C24%20Inneruniversit%C3%A4r%5CStufe%20I%5CDownloads%5CUnterlagen_2021%5CStufe-I%40uni-mainz.de)

Please **do not** add a cover letter. All of the information needed to make a decision about the application should be clearly presented in the application form and the project description (including the attachments).