**Guideline for Applications**

**05) FOCUS PROJECTS**

**Instructions for Applicants:**

1. Please read the declaration before completing your application. A signed copy of this declaration must be sent to the following address:

Universität Bremen

Referat 12 – Forschung und wissenschaftlicher Nachwuchs

Postfach 33 04 40

28334 Bremen

Alternatively via email to [zf-nawi@vw.uni-bremen.de](mailto:zf-nawi@vw.uni-bremen.de) or to [zf-sowi@vw-uni-bremen.de](mailto:zf-sowi@vw-uni-bremen.de)

The declaration is not bound to the application deadline and can arrive at Unit 12 later. However, the application itself must be submitted in due time using the online form. Please do not integrate the declaration form sheet into the application document.

1. In the online form you are asked to name five persons we might contact for an external scientific opinion. Please only denominate these reviewers and do not contact them yourself. For the selection of the reviewers, it is required to take into account the Rules Governing Conflicts of Interest. You can find these rules at the end of this document.
2. University of Bremen supports the [Open Researcher and Contributor ID (ORCID)](https://orcid.org/). ORCID provides a persistent digital identifier that you own and control, and that distinguishes you from every other researcher. For this reason ORCID is a prerequisite for any funding by the Central Research Development Fund of the University of Bremen (does not apply for doctoral candidates), and it is required in the online application form.
3. The University of Bremen has updated its [Open Access](https://www.uni-bremen.de/en/research/research-profile/open-access-at-the-university-of-bremen?no_cache=1&sword_list%5B0%5D=Open&sword_list%5B1%5D=Access&cHash=5e82deb008007fffac624338d95e0689) Policy in November 2022 and thereby reaffirms its commitment to free and equal access to the results of scientific work.
4. In the case of funding, you are obliged to refer to the funding by the Central Research Funding of the University of Bremen and your affiliation to the University of Bremen in every publication from this project. For this purpose, we ask you to indicate your project in the acknowledgements, for example, by means of the CRDF No. in your funding letter.

**Only applications meeting the formal requirements and which arrive via the online tool will be considered.**

**Checklist:**

* + Please refer to the notes below (number 1 to 13) before writing the text of your proposal. The proposal text must not exceed **ten pages**.
  + Merge the proposal text and the supplements (two-page scientific CV and list of publications) into **one** PDF document.
  + Fill in the online form and upload the application document with supplements as one PDF file. The system will change the file name automatically.
  + Send the signed declaration.

**Contact:** We would be happy to help you with your application.

* + Natural Sciences and Engineering: Corinna Volkmann (Phone: +49 421 218-60321,  
    [corinna.volkmann@vw.uni-bremen.de](mailto:corinna.volkmann@vw.uni-bremen.de)).
  + Social Sciences and Humanities: Petra Schreiber (Phone: +49 421 218-60319, [petra.schreiber@vw.uni-bremen.de](mailto:petra.schreiber@vw.uni-bremen.de)).
  + Applications to Deutsche Forschungsgemeinschaft DFG (German Research Foundation): Dr. Uta Brathauer (Phone +49 421 218-60325, [uta.brathauer@vw.uni-bremen.de](mailto:uta.brathauer@vw.uni-bremen.de)).
  + Applications to EU: Dr. Andrea Gottlieb (Phone +49 218-60322) and Dr. Kristin Baer (Phone +49 421 218-60326); eu@vw.uni-bremen.de.
  + Support offers for researchers with PhD: Dr. Imke Girßmann (Phone +49 0421 218-60329, [imke.girssmann@vw.uni-bremen.de](mailto:imke.girssmann@vw.uni-bremen.de)) and [Bremen Early Career Researcher Development – BYRD](http://www.uni-bremen.de/byrd).
  + Data management: Dr. Björn Oliver Schmidt (Phone +49 421 218-60304, [bschmidt@vw.uni-bremen.de](mailto:bschmidt@vw.uni-bremen.de)).
  + Nagoya Protocol: Janina Bornemann (Tel.: 0421 218-57112, [nagoya@uni-bremen.de](mailto:nagoya@uni-bremen.de)).

**Please include all headlines in bold type in the structure of your application**. If you would like to submit the proposal in German, please follow the German application guidelines**.**

**Name of applicant:**

**Short title of proposal:**

**1 Project idea**

Describe the key idea of the project in one sentence.

**2 Summary**

Please summarize the main aspects of your project in a concise manner and understandable for a broader audience (maximum 1,800 characters, including spaces).

**3 Differentiation from other projects with third-party funding in the last five years**

Describe briefly how the proposed project can be distinguished from your other projects in the same subject area.

**4 Project description**

**4.1 Objectives of the research project**

Describe the objectives of the proposed project.

**4.2 State of research and own preliminary work**

Describe the state of research in relation to your research project and explain your own preparatory work for the planned research project.

**4.3 Work program including schedule**

Describe in detail the work program of the planned research project. Name and explain the methods you intend to use. Create a timetable (e.g. Gantt-chart) and define milestones for the entire duration of the project.

**4.4 Animal Experiments**

In the case of animal experiments requiring approval, the Central Research Development Fund recommends obtaining the official approval at the latest in parallel with the CRDF application. The research work may only be started once the official approval has been obtained.

**4.5 Implementation of the project**

Explain the necessary or given prerequisites that must be met in order to implement the proposed project. Be sure to include details of requisite infrastructure (e.g. computer equipment, other equipment, laboratory time).

**4.6 Doctoral project**

Explain the suitability of the research project for a doctorate. The separation of tasks between you as PI (Principal Investigator) and the doctoral candidate must be clear.

**5 Relation to funding goals of the CRDF program**

Describe how the proposed research project relates to the funding objectives of the CRDF program Focus Projects. The funding goals are to increase the chances of later third-party funding, to establish international collaborations for the first time and to provide young researchers with project management experience.

**6 Relevance of Sex, Gender and Diversity**

In some research projects, taking sex, gender and diversity dimensions into account can prevent ‘blind spots’ and thus enhance the scientific quality of the results. Reflection on sex, gender and diversity should therefore be part of the preparation stage for every project and, where relevant, discussed in the proposal. Sex, gender and diversity are not of equal relevance in all projects. The importance of these dimensions will vary depending on the research context, topic and methods.

Where applicable, please describe whether and to what extent the sex and/or gender

* of researchers
* of persons under study
* of individuals affected by the implementation of research results
* in other respects

is relevant to the research project (methods, work programme, objectives, etc.).

If the dimensions gender, gender and diversity are not relevant to the research project, please explain this in a few sentences.

**7 Interdisciplinarity and research diversity**

How and why is your proposal interdisciplinary? Please describe in no more than **250 words** why your proposal is interdisciplinary. This point is important for reviewers and selection committees, so outline what is new and innovative to you about the interdisciplinarity of your project. Use this space exclusively for relevant information and avoid repetition or description with regard to the project.

Since this funding line deals with individual projects, the desired broad interdisciplinarity of the projects is not always possible. Therefore, it is important to position the individual application within the field of tension of the research diversity of the University of Bremen. In addition to interdisciplinary topics, this can also be achieved through interdisciplinary mentoring/supervisor teams. This impulse is an excellent opportunity to expand one's own professional networks.

The university explicitly supports the funding of high-risk proposals (High Risk, High Gain).

**8 Cooperations**

Name all the persons and institutions that will be involved in the implementation of your project (name, university/institution).

**9 Costs**

**9.1 Outline of costs**

Please adopt the following sentence: “*I apply for a x % PhD position*”. In financing the doctoral position the CRDF at least follows the DFG guidelines for the payment of doctoral candidates. The CRDF allocates either 75 % or 100 % positions. The PhD position should not be listed in the following table.

Please note:

* When applying for **travel costs** please consider the conditions of the travel management office (“Reisekostenstelle”) of the University of Bremen. This also applies if you invite guests. Travel expenses for workshops organized in Bremen are limited to two keynote speakers; the total number of participants must be higher. As a rule, honoraria are not financed.
* Budget for **student assistants** should be calculated with the current hourly rate and the fees of *Performa Nord*. Information on this can be obtained at the respective faculty administration. Funding for student assistants exceeding 2,300 EUR per year is only granted in exceptions and needs additional detailed explanation.
* Subsidies to the **costs for publishing** scientific project results can be granted up to 750 EUR per year. These subsidies cannot be used for publishing the doctoral thesis (Habilitation). Publications via Open Access are supported explicitly.
* The acquisition of **books** will only be financed in exceptional cases. It must be ensured that these are not available in the SuUB or the subject libraries or are available online.
* Costs concerning your regular **basic equipment** (e.g. working place, computer, laptop) cannot be applied for.
* If you want to organize a **conference/workshop**:

1. Outline all anticipated income and all expenses and explain your cost calculation (also list requests to foundations or similar that have not yet been decided upon).

2. Include the amount of fees. If you do not charge any fees for participation, please explain/justify this.

3. Who will bear any deficit if there is no income or if funds are not approved?

* **Catering** cannot be financed.

**Funds can only be spent until the end of the project and contract time.   
Funds that have not been spent** will be reclaimed.

Please tabulate the requested funds for student assistants/equipment/investment for each year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested funds** | 1. **Project year** max. 3,000 € | 1. **Project year** max. 3,000 € | 1. **Project year** max. 3,000 € |
| Student assistants | € | € | € |
| Investment expenses exceeding 800 € |  |  |  |
| Material expenses  (e.g. travel costs, consumables, contracts for services | € | € | € |
| … | € | € | € |
| **Total** | **€** | **€** | **€** |

**Total amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ € (maximum 9,000 €)**

**9.2 Explanation of cost calculation**

Briefly explain each above mentioned cost item. The cost calculations should be understandable and plausible. You do not have to hand in externally obtained cost estimates.

**10 References**

Please compile a list of all the references mentioned in your funding proposal**.**

**11 Handling of project data**

Please explain how you will manage, describe and store your data and what mechanisms you will use at the end of your project to share and preserve your data. Please provide a data management plan.

**12 Application for funding elsewhere**

The University of Bremen allows the application for funding elsewhere under the condition that you inform Unit 12 – Research Services regularly about the current stage of the procedure. Nevertheless, a simultaneous funding by the University of Bremen and an external funding agency is not possible.

Please include details of any other applications for funding that you have already submitted elsewhere. If this is not the case, you must include the following declaration in your proposal:

“*I have not submitted an application for funding to any other funding organization or institution. Should this be the case in future, I will inform the Unit 12 – Research Services at the University of Bremen*.”

**13 Resubmission**

If this is a resubmission of a project that has already been handed in at the Central Research Development Fund of the University of Bremen, please note that a resubmission is only permitted once. In case of a resubmission please outline the differences compared to the previous application.

**Supplements**

**A) Applicant’s CV in tabular form**

Present your scientific career in tabular form on a **maximum of two pages**. Please also list your awards, experience in raising third-party funding, and potential patents.

**B) Publication list**

Please attach a list of your publications.

**C) Doctoral candidate’s CV in tabular form**

If a suitable person is already known by name for the doctoral position applied for, please also attach a CV of no more than two pages for this person.

**Proposed Reviewers: Rules Governing Conflicts of Interest**

**Instructions for applicants**

Please consider potential conflicts of interests of the five reviewers proposed by you.

Take into consideration that these persons must…

* be proficient in the application’s language.
* have relevant expertise for your application.
* be established and experienced academics.
* not be biased or seem to be so.

Please only propose reviewers who cannot be considered to be in a conflict of interest in any way, concerning both you as well as the host professor at the University of Bremen.

An appearance of a conflict of interest is given in the following cases:

* kinship or family relationship
* an economic or financial interest of the reviewer in the approval of the application
* present or past dependent employment relationships or academic supervision relationships
* present or planned close cooperation as well as scientific cooperation during the past five years
* an employment of the reviewer at the University of Bremen during the past ten years
* simultaneous former employment at the same employer (shared scientific work history)

Furthermore, we ask the reviewers to point out reasons for conflicts of interests themselves, where required. If necessary, external opinions are obtained by persons other than those proposed by you. You will not be informed about the identities of the actual reviewers, they will remain anonymous.

Please **do not** includethe names of the reviewers in the application (PDF).