**Application Guideline for the „Special Funding Program from the State of Bremen to Research Bremen's Colonialism“**

**Small Grants on the topic of "Bremen's Colonialism"**

**Instructions on how to apply:**

1. Please read the **declaration** before submitting your application. For the application, it is necessary that you send a hand-signed copy of the declaration by post to the following address:

Universität Bremen

Referat 12 - Forschung und wissenschaftlicher Nachwuchs

Post office box 33 04 40

28334 Bremen

Please do **not** integrate the declaration into the application document.

1. An activity applied for can take place from the day of application, however, no financial support can be derived from costs that may have already been incurred.

**Only applications that fulfil the formal requirements can be considered.**

**Checklist:**

* + Please prepare the application text using the application guidelines (see points 1 to 7 below). The application text may not exceed **four** pages.
	+ Doctoral students of the University of Bremen please send a scan of the certificate of the doctoral committee confirmation about your acceptance as a doctoral student.
	+ Please attach the application text, your curriculum vitae and the scanned certificate from the doctoral committee to one PDF document.
	+ Please fill in the online form and upload the application document including attachments as a PDF file.
	+ Please send the signed declaration.

**If you have any questions**, we will be pleased to assist you with the preparation of your application:

* + If you have any questions about the funding line, please contact Ms Evgenija Kraus (mail: evgenija.kraus@vw.uni-bremen.de or phone: 0421 218-57111).

**Please use all bold headings in your application template.**

**Name of applicant:**

**Short title of the proposal:**

**Name of the department/ institute:**

**1 Project idea**

Please describe the main idea of your project in one sentence.

**2 Summary**

Please briefly summarise the essential aspects of the application (maximum 1800 characters).

**3 Project description**

**3.1 Aim of the proposal**

Please describe the aim of the proposed project. Doctoral candidates should specify what the added value of the doctoral project is (e.g. obtaining an additional qualification, networking). Funding of the dissertation itself is not possible.

**3.2 Realisation of the project**

Please explain which requirements are necessary in order to implement the planned project. Please describe the current state of research, your own preliminary work and the planned work programme. Please present the timetable of your project in an overview.

**4 Cooperations**

Name all persons and departments/institutes involved in the implementation of the project.

**5 Costs**

**5.1 Cost overview**

**Please present the requested funding for student assistants and material resources in tabular form.**

Information:

* If your research project involves travel expenses, please refer to the Bremen Travel Expenses Act (Bremer Reisekostengesetz). This also applies if you invite guests.
* If funding for student assistants is requested, please calculate with the **current** hourly rate and take into account the Performa Nord fee. The current hourly rates and the Performa Nord fee can be found on the website of Unit 05 Financial Controlling:

<https://www.finanzcontrolling.uni-bremen.de/sap/hkr/Vertrag/Formulare.htm> .

|  |  |  |
| --- | --- | --- |
| **No.** | **Funds requested** | **EUR** |
| **1** |  |  |
| **2** |  |  |
| **…** |  |  |
| **Total:** |  |

**5.2 Justification**

Provide a brief justification for each cost component. Generally, no externally obtained cost calculations are to be submitted, but the cost calculations should be comprehensible and plausible.

**6 Additional information on the call for proposals if you are planning to prepare a third-party funding**

6.1 Type of intended project (call details and application deadline) and information on the planned project scope (including the planned Bremen participation).

6.2 Justification of why the proposal topic is highly prospective for the upcoming call and where it is anchored in the work programme for the call.

6.3 Information on the status of the proposal and the preliminary activities that demonstrate that the proposal will be submitted on time and fully prepared.

**7 Bibliography**

List all works mentioned in the proposal text in a bibliography.

**Annexes**

**A) Curriculum vitae**

Briefly describe your scientific career, including honours and awards, and list your most important publications (conference papers, if applicable) and patents.

**B) Certificate of Acceptance as a Doctoral Candidate (at the University of Bremen)**

Please scan the certificate from the doctoral committee confirming your acceptance as a doctoral candidate and attach it to the application.