

Committee for Research and  
Junior Academics (Research Committee, FK)

# FUNDING GUIDELINES for the Allocation of Funds from the Research Reserve

## Information for Applicants

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Paderborn University  
Central University Administration  
Committee for Research and  
Junior Academics (Research Committee, FK)

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These funding guidelines are available on the website of the Committee for Research and Junior Academics: <https://www.uni-paderborn.de/forschung/fk/>

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# INTRODUCTION

## FUNDING OPTIONS

In general, the Committee for Research and Junior Academics (hereinafter called “Research Committee”) provides funding for the following areas:

- **Material expenses** (consumables, supplies, funding for equipment)
- Funding for **research assistants and student assistants**
- Funding for organising and conducting **conferences**
- Travel Allowances

These funds comprise the “Research Reserve”.

With regard to **interdisciplinary and interfaculty research projects** and the **establishment of research priorities** for developing and enhancing the University’s profile, the Research Committee makes funding recommendations to the University Executive Board.

## INTENDED PURPOSE

The research reserve can only be used for necessities and requirements that **specifically serve the purpose of conducting research projects**. If an application for funding is not clearly related to research, the application will be denied.

## ALLOCATION OF FUNDS

The funds from the research reserve are allocated upon the recommendation of the Research Committee, and **in some cases, in line with the principle of subsidiarity, upon recommendation of the deans or a committee appointed for this purpose**. The various responsibilities are described on the following pages.

## APPLICATIONS

Due to the numerous funding applications, the Research Committee, like all other research funding providers and sponsors, must set clear requirements for the applications and insist on certain formal criteria.

These funding guidelines are intended to help applicants complete their applications with all the necessary information and documents, so that the responsible offices can process them quickly.

Application for Funding for  
**Material Resources and Staff Appropriations**  
 Committee for Research and Junior Academics  
 Paderborn University

**(Application to submit to the faculty)**

|   |  |  |                      |
|---|--|--|----------------------|
| <b>Applicant</b>  | Position/Title/ Pay Scale/Salary Group | Phone no. (UPB-internal)   | Faculty              |
| Responsible university instructor   |  | Application dated  | Financial year       |
| <b>Project name</b>   |  |  |                      |
| Requested material resources (item)   |  |  | EUR                  |
| Within the department:<br><input type="checkbox"/> Initial funding (Allocated by dean)<br><input type="checkbox"/> Small projects (Allocated by dean) |  |  |                      |
| Who benefits from the material resources requested?   |  | <input type="checkbox"/> Special project <input type="checkbox"/> Entire working group |                      |
| <b>Requested Staff Appropriations</b>   | SA Research Asst. EUR                  | SA Research Asst. with Bachelor's Degree EUR   | SA Student Asst. EUR |
| Within the department:<br><input type="checkbox"/> Initial funding (Allocated by dean)<br><input type="checkbox"/> Small projects (Allocated by dean) |  |  |                      |

**Have you already applied for any material resources/staff appropriations this financial year from the funds of the Committee for Research and Junior Academics?**

No       Yes (please include a separate list of the funds already requested/approved, along with the project name)

**Will funding be / Has funding already been applied for elsewhere for this or similar projects?**

No       Yes (Please list separately)

**Please observe the funding guidelines published by the Committee for Research and Junior Academics (FK), available on the FK website at: <https://www.uni-paderborn.de/forschung/fk/>.**

**Enclosures**

|   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Brief description of project                | <input type="checkbox"/> | List of publications                     | <input type="checkbox"/> |
| Itemisation of requested material resources | <input type="checkbox"/> | Current offer from a company             | <input type="checkbox"/> |
| Schedule for the disbursement of funds      | <input type="checkbox"/> | (if applicable) (see Funding Guidelines) |                          |

\_\_\_\_\_  
Signature of applicant

# MATERIAL RESOURCES & STAFF APPROPRIATIONS

## I. GENERAL INFORMATION

The following areas are supported by the funds from the Research Committee:

### 1. Initial funding

- 1.1 The funds are allocated by the deans. This task may be transferred to a committee appointed by the deans for this purpose. In the case of an interdisciplinary, interfaculty research project, applications can also be submitted directly to the Research Committee. The Research Committee evaluates the applications and, after a positive vote, forwards them to the Executive Board with a recommendation for funding.
- 1.2 Funds from this area are intended to support the preparatory work for applications to potential research sponsors (German Research Foundation (DFG), Volkswagen Foundation, etc.). Their approval takes precedence over support for small projects (see 2.).
- 1.3 The funds can be used to employ research assistants and student assistants and purchase material resources.
- 1.4 In faculties with a high level of external funding and a high proportion of academic staff, at least 50% of the material resources funding received must be used to benefit projects conducted by junior scientists and academics.

### 2. Small projects

- 2.1 The funds are allocated by the deans. This task may be transferred to a committee appointed by the deans for this purpose. In the case of an interdisciplinary, interfaculty research project, applications can also be submitted directly to the Research Committee. The Research Committee evaluates the applications and, after a positive vote, forwards them to the Executive Board with a recommendation for funding.
- 2.2 Funds from this area are earmarked to support smaller research projects that cannot be financed by other sources. The approval is subordinate to financing projects requiring initial funding. In addition, printing cost subsidies in connection with the funds allocated by the deans are also awarded.
- 2.3 The funds can be used to employ research assistants and student assistants and purchase material resources.
- 2.4 In faculties with a high level of external funding and a high proportion of academic staff, at least 50% of the material resources funding received must be used to benefit projects conducted by junior scientists and academics.

### 3. Funding for Graduate Scholarships/Grants

- 3.1 The funds are allocated by the deans. This task may be transferred to a committee appointed by the deans for this purpose.
- 3.2 50% of the graduate scholarship/grants awarded by the Executive Board on the recommendation of the Research Committee are financed by the faculties. In the future, funds from this area can also

be used to supplement the funding of graduate scholarships/grants awarded by the Research Committee.

#### **4. In general, the following cannot be approved for funding:**

- 4.1 Research projects which have not been given a positive evaluation by other institutions or organisations (e.g. ministry, German Research Foundation (DFG))
- 4.2 Research projects that are partially financed by an external funding provider and are now to be supplemented with funds from the Research Committee
- 4.3 Research projects that were already funded by the Research Committee in the previous year (exclusion of multiple funding)
- 4.4 Applications to cover unforeseeable, urgent needs in currently ongoing research projects
- 4.5 Applications for funds to functionally maintain and improve currently ongoing research projects
- 4.6 Procurement of equipment and materials that are part of the standard equipment
- 4.7 Trade fair projects, since such expenses are charged to the faculty allotment or the university emolument provided for trade fairs

## **II. WHO CAN APPLY?**

1. Applications for material resources may be submitted by university instructors and academic staff at Paderborn University.
2. Applications for staff appropriations for initial funding and small projects areas can be submitted by university instructors and post-doctoral research assistants at Paderborn University.

## **III. APPLICATIONS**

The application form: "Application for Funding for Material Resources and Staff Appropriations – Committee for Research and Junior Academics" must be used (see page 3; available at the dean's offices, at the Research Advising office of the Central University Administration or via: <https://www.uni-paderborn.de/zv/formulare/>). For applications for initial funding and funding for small projects, the form must be submitted in duplicate.

#### **2. The application must include the following information:**

- 2.1 Description of the research project (1 - 2 pages);
- 2.2 For applications for initial funding:  
Statement about the planned further funding from state or external funds
- 2.3 For applications for funding for small projects:  
Reason why the project has exceeded its own available funds, but an application has not been submitted to external funding providers or why the project is not being funded by potential external funding providers
- 2.4 For applications for funding for material resources:
  - Itemisation of the material resources being applied for
  - What specific funds are required for what specific types of expenditures? (A general across-the-board description of the planned use of funds is to be avoided, since the requirements cannot be assessed then.)
  - Schedule for the disbursement of funds

- If there is a plan to purchase a specific piece of equipment, device, etc.: Please enclose a current quote/offer.
- 2.5 For applications for staff appropriations:
- Scope of work of the planned assistant
  - What specific tasks will the research assistant / student assistant undertake during the planned period?
  - Why are these tasks important to the project? (A general across-the-board description of the planned use of funds is to be avoided, since the requirements cannot be assessed then)
- 2.6 List of the applicant's current publications

### **3. Deadlines and responsibilities:**

- 3.1 The application must be submitted in due time, i.e. it must be submitted **well in advance** of the planned purchase. Costs already incurred cannot be reimbursed or retroactively financed.
- 3.2 Applications for initial funding and funding for small projects must be addressed to the **dean of the respective faculty**. The dean's offices will inform you about any specific deadlines or key dates.

## **IV. AMOUNT OF FUNDING**

### **1. Material resources**

- 1.1 Funds may be allocated for all material investments required as part of the initial funding or for the implementation of small projects, e.g. for equipment, supplies, consumables, work contracts.
- 1.2 The minimum application amount is 300 EUR.
- 1.3 The maximum funding amount per application is 8,000 EUR.
- 1.4 The maximum funding amount per working group and year is 20,000 EUR.
- 1.5 Material resource funds may be converted into staff appropriations.

### **2. Staff Appropriations**

#### **For initial funding and small projects:**

A maximum of 6 person months of research assistants or 6 person months of student assistants can be funded per project.

Staff appropriations may be converted back into material resource funds.

## **V. REPORTING OBLIGATIONS**

1. A report on the results of the funding must be submitted to the dean about funds allocated from the initial funding and small project areas.
2. If the reporting obligation is not met, applicants will be excluded from receiving any further funding from the research reserve in the future.

# FUNDING FOR CONFERENCES

## I. GENERAL INFORMATION

In exceptional cases and to a very limited extent, the Research Committee may support the organisation and implementation of conferences by providing material resources that can be converted into staff appropriations, if necessary. As a rule, applicants should endeavour to obtain funding for the event from an external source (ministry, external funding provider); the University only contributes the “remaining costs”.

## II. WHO CAN APPLY?

Applications may be submitted by university instructors, research assistants and scholarship/grant holders at Paderborn University.

## III. APPLICATIONS

1. Applications (no special form required) must be submitted to the chairperson of the Research Committee at least 14 days before the next Research Committee meeting.

### **2. The following documents must be enclosed with the application:**

- 2.1 Description of the planned event, with emphasis on the research aspect
- 2.2 Information about the date, time and duration of the event as well as the conference plan and schedule
- 2.3 Detailed financing plan (including statement of income and expenses):
  - What specific amounts are required for what specific types of expenditures?
  - What specific tasks will the assistant(s) undertake with regard to the event?  
(A general across-the-board description of the planned use of funds is to be avoided, since the Research Committee cannot assess the requirements then.)
- 2.4 An overall financing plan stating the main sponsor of the event or the reason why external funding could not be obtained
- 2.5 Description of the savings achieved (see Section V. COST CALCULATION)

### **3. Deadline**

3.1 The application must be submitted in due time, i.e. it must be submitted **well in advance of the event**. Costs already incurred cannot be reimbursed or retroactively financed.

## IV. CRITERIA

1. The following prerequisites apply for the funding:
  - 1.1 The event must be in the special interest of Paderborn University.
  - 1.2 The event is clearly related to research and
  - 1.3 the applicant's own research results are presented at the event.
  - 1.4 The event is attended by a requisite number (> 20) of external conference participants.



2. Accordingly, the funds **cannot be used to support** workshops, lecture series, visual/image documentations, anniversary events or festivities, for example.
3. Furthermore, the Research Committee does **not** provide any funds for planned receptions and catering, not even those that are part of conferences that it otherwise supports.

## V. COST CALCULATION

In general, all costs arising in connection with the organisation and implementation of the event can be included (e.g. student assistants for the preparation phase; travel, accommodation and meals expenses of the participants; printing of the conference proceedings; telephone and copying costs).

The amount of the subsidy from the Research Committee is based on the size of the event, i.e. the number of conference attendees is used as a basis. The following sliding scale applies:

- For up to 100 attendees, a subsidy of max. 1,500 EUR is granted.
- If the number of attendees is between 100 - 200, a subsidy of max. 2,000 EUR is granted.
- If the number of attendees exceeds 200, a subsidy of max. 2,500 EUR is granted.

The Research Committee reserves the right to deviate from this provision in justified cases. However, the costs must be kept as low as possible. In particular, the following should be checked:

1. to what extent the faculty allotment can be used,
2. whether a subsidy can be obtained from an external source (e.g. ministry, foundations, businesses),
3. whether charging attendance fees is an option,
4. whether lower-cost accommodation for the guests is an option (e.g. Liborianum guesthouse),
5. whether the University's own facilities can be used,
6. whether the guests can cover their own travel costs.

## VI. INDEMNITY BONDS

After conducting a thorough review on a case-by-case basis, the Research Committee can recommend to the Executive Board that the University provide indemnity bonds.

Application for a  
**Travel Allowance**  
 Committee for Research and Junior Academics  
 Paderborn University

**(Application to submit to the faculty)**

|   |   |  |   |
|---|---|--|---|
| Applicant   | Position/Title/ Pay Scale/Salary Group      | Phone no. (UPB-internal)                     | Faculty   |
| Permanent position <input type="checkbox"/>                               | Temporary position <input type="checkbox"/> | Application dated                            | Financial year                                  |
| Destination/Name of event   |   |  |   |
| City  |   | Start of event (date)                        | End of event (date)                             |
| Departure:<br>(date/time)   | Start of business event:<br>(date/time)     | Expected return:<br>(date/time)              |   |
| <b>Application criterion for the conference trip (specified by dean):</b> |   | <input type="checkbox"/> <b>Presentation</b> | <input type="checkbox"/> <b>Poster</b>          |
|   |   | <input type="checkbox"/> <b>Information</b>  | <input type="checkbox"/> <b>Head of section</b> |
| <b>Application criterion for the research trip (specified by dean):</b>   |   | <input type="checkbox"/> <b>Cooperation</b>  | <input type="checkbox"/> <b>Source research</b> |
|   |   | <input type="checkbox"/> <b>Other</b>        |   |

Please observe the funding guidelines published by the Committee for Research and Junior Academics (FK), available at: <https://www.uni-paderborn.de/forschung/fk/>.

**Travel expenses:**

|                                   |       |                   |
|-----------------------------------|-------|-------------------|
| Conference fees                   |       | EUR               |
| Transportation costs              |       | EUR               |
| Childcare expenses                |       | EUR               |
| x daily allowance at              | EUR = | EUR               |
| x overnight accommodation rate at | EUR = | EUR               |
| <b>EUR Total cost</b>             |       | <b><u>EUR</u></b> |

Have you already applied for any travel allowances this financial year from the funds of the Committee for Research and Junior Academics?

No  Yes, total amount requested/approved EUR

**Enclosures**

|  |  |
|--|--|
| Verification of the necessity of the trip <input type="checkbox"/>   | Information on subsidies received from external parties <input type="checkbox"/> |
| Copy of invitation or conference programme <input type="checkbox"/>  | Written info. on costs of fares, if applicable <input type="checkbox"/>          |
| Proof of the acceptance of the presentation <input type="checkbox"/> | (see Funding Guidelines)   |

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of immediate supervisor

# TRAVEL ALLOWANCES

## I. GENERAL INFORMATION

1. The following trips are funded by the Research Committee:  
**Conference, fact-finding and research trips**

The funds are allocated by the deans. This task may be transferred to a committee appointed by the deans for this purpose.

2. Travel allowances from the Research Committee's fund may be supplemented by other funds.
3. In faculties with a high level of external funding and a high proportion of academic staff, at least 50% of the travel allowance funds must be used to benefit junior scientists and academics (up to seven years after they have completed the doctoral programme).
4. As part of the "Family-friendly University" initiative, travel allowances can also be granted to help early career researchers and junior academics with childcare expenses that arise during conference, fact-finding and research trips.

### IN GENERAL, THE FOLLOWING **CANNOT BE FUNDED**:

Trade fair projects, since such expenses are charged to the faculty allotment or the university emolument provided for trade fairs

## II. WHO CAN APPLY?

Applications for travel allowances can be submitted by junior professors, research assistants, grant/scholarship holders and doctoral students at Paderborn University. The prerequisite for applying is a completed university degree. If the applicant has a bachelor's degree, the prerequisite for applying is deemed fulfilled if the candidate is admitted to a doctoral programme by the doctoral committee of the relevant subject area (which is often the case after one year, provided the required preliminary work has been done).

## III. APPLICATIONS

1. The application form: "Application for a Travel Allowance – Committee for Research and Junior Academics" must be used (see page 9; available at: <https://www.uni-paderborn.de/zv/formulare/>).

The form must be submitted in duplicate.

## **2. The following documents must be enclosed with the application:**

- 2.1 Reason for the necessity of the trip, indicating the relevance to the research project/focus
- 2.2 Information on any subsidies/allowances received from external parties
- 2.3 For conference trips:
  - Copy of the invitation or conference programme
  - Proof of the acceptance of the presentation (presentation, poster) or proof of other involvement
- 2.4 For fact-finding trips:
  - Copy of the conference programme and registration
- 2.5 Additional substantiating documents if applicable or required

## **3. Deadlines and responsibilities:**

- 3.1 The application must be submitted in due time, i.e. it must be submitted **well in advance of the departure date of the trip**, even if all the required documents cannot be provided at that time yet. Missing documents can be submitted later. Applications submitted late will be denied without further examination, without exception.
- 3.2 Applications for travel allowances for conference, fact-finding and research trips must be addressed to the **dean of the respective faculty**. The dean's offices will inform you about any specific deadlines or key dates.

## **IV. CRITERIA**

### **1. General conference trips**

The following criteria applies in the case of conference trips:

- 1.1 A **presentation** on the applicant's own research work must be given, or
- 1.2 a **poster** about the research work must be presented, or
- 1.3 an official **function** (e.g. head of section) must be assumed.
- 1.4 If an applicant intends to participate in a conference because he/she is a **co-author** of a presentation accepted by the conference organiser, but does not give the presentation himself/herself, the trip will be treated as a "fact-finding trip".

### **2. Fact-finding trips**

If a presentation on the applicant's research work will not be given at a conference or the applicant will not be assuming an official function there, but the applicant is nevertheless interested in attending the conference, the topic must be directly related to the applicant's research work and significantly advance the academic work. A maximum of one fact-finding trip per applicant and year may be funded, specifically:

- 2.1 For university instructors for a conference within Germany; fact-finding trips abroad cannot be funded.
- 2.2 For junior scientists and academics, to a conference in Germany or in other European countries; a detailed justification for the trip by the supervising university instructor is required.

### **3. Research trips**

- 3.1 Travel allowances may be granted for trips to major academic institutions for the purpose of sharing research results (**cooperation**). The prerequisite is a personal invitation and in general, the inviting institute should contribute a substantial share of the travel expenses. The intent and purpose of the trip must be explained in detail.
- 3.2 Travel for **source research** purposes (visits to libraries, archives, museums, etc.) are also funded. For more elaborate or extensive trips of this kind, an application for external funding (German Research Foundation (DFG), VW Foundation, etc.) must be submitted.
- 3.3 Other reasons for a research trip must be presented to the dean in detail.

### **V. AMOUNT OF FUNDING AND COST CALCULATION**

1. The maximum travel allowance from the Research Committee's funds for conferences and research trips is 800 EUR.
2. For fact-finding trips, the underlying travel expenses are only subsidised by the Research Committee's funds up to a maximum limit of 300 EUR.
3. If several trips are funded by the Research Committee in a calendar year, the maximum limit of 1,500 EUR per person per year cannot be exceeded.
4. The **conference fee** must be indicated.
5. **Travel expense reports** must be submitted no later than **within 6 months** after the end of the subsidised trip. To facilitate further planning of the funds not yet allocated, please send the expense report without delay. If you intend to supplement the incurred travel expenses with budget or external funds, please enclose a notification of external funding for travel or a business trip request.

# DEADLINES / DATES / TIMEFRAMES

## I. MATERIAL RESOURCES AND STAFF APPROPRIATIONS

The application must be submitted well in advance of the planned purchase.

### Initial Funding and Small Projects

The dean's offices will provide information about any specific deadlines or key dates.

## II. SUPPORT AND FUNDING FOR CONFERENCES

Prior to the start of the event and at least 14 days before the next Research Committee meeting (the Central University Administration, Division 2.2, will provide information about any other specific deadlines or key dates).

## III. TRAVEL ALLOWANCES

Prior to the departure date of the trip (the dean's offices will provide information about any other specific deadlines or key dates)

# Funding Conditions of the Fund for Measures for Financing Research Project (Start-up Financing)

## I. GENERAL INFORMATION

The preparations needed to start the application process for outstanding projects in connection with the EU, the German Research Foundation (DFG), the German Federal Ministry of Education and Research (BMBF) and other relevant foundations are very extensive and involve considerable financial expense. The Research Committee therefore provides a limited amount of funds to support project preparation activities associated with such applications.

## II. WHO CAN APPLY?

Applications for funding from the Fund for Measures for Financing Research Projects can be submitted by members of Paderborn University who are doing independent research and want to take part in the following coordinated programmes acting in a spokesperson function:

- Structure-creating German Research Foundation (DFG) funding programmes: collaborative research centres, research training groups, research units, priority programmes
- EU research projects in the relevant framework programme (currently HORIZON 2020)
- Funding programmes of constructive importance for Paderborn University, for example through funding institutions such as the German Federal Ministry of Education and Research (BMBF), the Minister of Culture and Science of the German State of North Rhine-Westphalia (MKW-NRW), etc. or prominent relevant foundations (e.g. Volkswagen Foundation).

## III. APPLICATIONS

Applications must be submitted at least 14 days before the next meeting of the Research Committee, using the attached form. Applications must be submitted to the Paderborn University Central University Administration, Division 2.2.

If additional start-up funding is available, e.g. from the state of North Rhine-Westphalia (such as the programme line "Start-up Funding for Applying for EU Funding in the Field of Social Sciences and Humanities"), the option of applying for such funding must be utilised first.

## IV. DEADLINES AND RESPONSIBILITIES

- 1.1 The application must be submitted in advance of the planned project preparation activities. Funds cannot be allocated retroactively.
- 1.2 The decision to allocate the funding is taken by the Executive Board upon the recommendation of the Committee for Research and Junior Academics (Research Committee / FK).

## V. AMOUNT OF FUNDING

### Line 1 German Research Foundation (DFG) Funding:

The following DFG research programmes: Collaborative research centres (CRC) Research training groups (RTG), Research units (RU), Priority programmes (PP), are funded as follows:

|                 | <b>Application Process</b> | <b>Step 1 in EUR</b> | <b>Step 2 in EUR</b> | <b>Renewal proposals</b> |
|-----------------|----------------------------|----------------------|----------------------|--------------------------|
| <b>CRC</b>      | 2-step                     | 40,000               | 20,000               | up to 20,000             |
| <b>CRC/TRR*</b> | 2-step                     | up to 40,000         | up to 20,000         | up to 20,000             |
| <b>RTG</b>      | 2-step                     | 30,000               | 20,000               | up to 20,000             |
| <b>RU</b>       | 2-step                     | 20,000               | 20,000               | up to 20,000             |
| <b>PP</b>       | 1-step                     | 20,000               |                      |                          |

Prerequisite for the funding:

- Applicant must have a coordinating function.

\*When participating in a CRC/TRR, full-time spokespersons of a CRC/TRR receive 100% of the funding; part-time spokespersons of Paderborn University (UPB) receive funding depending on the percentage of participation of the UPB professorships.

(Example: CRC/TRR Bielefeld University/UPB; full-time spokesperson Bielefeld University; 20 professorships are involved in the CRC/TRR, 10 of them UPB. Therefore, the part-time UPB spokesperson can receive 50% (20,000 €) for the 1st step, 50% (10,000 €) for the 2nd step.)

\*\* Applications for the preparation of renewal proposals can only be supported if they are not already supported by other university funds or funds from the funding institution.

If a special fact exists, the promotion of renewal proposals is possible. For example, the following special facts could occur:

- Repair, maintenance or acquisition costs of machines
- Reorganization of a research program, which requires additional need for applicants
- Unforeseeable additional needs, that cannot be covered by the funding institution.

It must be ensured and justified in particular why the funds cannot be provided elsewhere (third-party funds, program allowance, faculty).

### Line 2 EU Funding:

EU projects are funded as follows:

| <b>EU Framework Programme</b> | <b>Application Process</b> | <b>Funding amount for the application process in EUR</b> | <b>Funding amount after approval of the application in EUR</b> |
|-------------------------------|----------------------------|--|--|
| <b>HORIZON 2020</b>           | 1-step                     | 20,000   | 20,000   |

Prerequisite for the funding:

1. Applicant is a consortium manager.



2. No other financial support is being received from external funding providers (e.g. start-up financing from the state).
3. The involvement of Paderborn University's EU Research Advising staff / Division 2.2 is mandatory, in order to ensure the best possible support. Accordingly, at least 3 weeks prior to submitting the application, the applicant must contact the EU advisors to coordinate the application with them.

The funds can be used freely for project preparation activities (preferably for travel expenses and workshops).

### Line 3 Other Funding Organisations:

Applications for major funding – comparable e.g. to the German Research Foundation (DFG) research training groups or research units – from other funding institutions, foundations, ministries, etc. (such as the German Federal Ministry of Education and Research (BMBF), Thyssen Foundation, Volkswagen Foundation, Minister of Culture and Science of the German State of North Rhine-Westphalia (MKW-NRW), etc.) are funded as follows:

| Application Process | Step 1 in EUR | Step 2 in EUR | Renewal proposals |
|---------------------|---------------|---------------|-------------------|
| 1-step              | 30,000        | -             | up to 20,000      |
| 2-step              | 20,000        | 20,000        | up to 20,000      |

Prerequisite for the funding:

1. Established, prominent funding institution
2. The research project is of strategic importance for Paderborn University.

Applications must include relevant information and materials about the respective funding institution, foundations, etc. and the respective funding programme.

\*\* Applications for the preparation of renewal proposals can only be supported if they are not already supported by other university funds or funds from the funding institution.

If a special fact exists, the promotion of renewal proposals is possible. For example, the following special facts could occur:

- Repair, maintenance or acquisition costs of machines
- Reorganization of a research program, which requires additional need for applicants
- Unforeseeable additional needs, that cannot be covered by the funding institution.

It must be ensured and justified in particular why the funds cannot be provided elsewhere (third-party funds, program allowance, faculty).

## VI. REPORT

As a "learning organisation", the Research Committee should be informed of both positive and negative evaluation results.

**Application for Financing through the Fund for Measures for Financing Research Projects**  
Committee for Research and Junior Academics

**(Application to submit to the Central University Administration / Division 2.2)**

|  |   |                                 |                              |                             |
|--|---|---------------------------------|------------------------------|-----------------------------|
| <b>Applicant</b>   | <b>Position/Title/ Pay Scale/Salary Group</b> | <b>Phone no. (UPB-internal)</b> | <b>Office no.</b>            | <b>Faculty/Department</b>   |
| <b>Project name</b>  |   |                                 |                              | <b>Application dated</b>    |
| <b>Spokesperson function/ Consortium management</b>  |   |                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Funding programme being applied for financing the project:</b>  |   |                                 |                              |                             |
| <input type="checkbox"/> <b>Line 1: DFG funding</b><br><input type="checkbox"/> CRC<br><input type="checkbox"/> CRC/TRR<br><input type="checkbox"/> RTG<br><input type="checkbox"/> RU<br><input type="checkbox"/> PP                        |   |                                 |                              |                             |
| <input type="checkbox"/> <b>Line 2: EU Funding</b><br>Name of EU Framework Programme<br>Application advice has been provided by the EU Research Advising staff, the recommendation is enclosed with the application <input type="checkbox"/> |   |                                 |                              |                             |
| <input type="checkbox"/> <b>Line 3: Other funding organisations</b><br>Name of funding institution and funding programme   |   |                                 |                              |                             |
| <b>Project consortium or network partner:</b>  |   |                                 |                              |                             |
| <b>Expenses for preparatory activities:</b>  |   |                                 |                              |                             |
| <b>a) Requested material resources</b>   |   |                                 |                              | EUR                         |
| <b>b) Requested staff appropriations (research assistants, research assistants with bachelor's degree, student assistants)</b>   |   |                                 |                              | EUR                         |
| <b>Expected date of submission to the funding provider:</b>  |   |                                 |                              |                             |

**Will funding be / Has funding already been applied for elsewhere for this or similar "projects"?**

No  Yes (please list separately)

Please observe the eligibility conditions for the Fund for Measures for Financing Research Projects managed by the Committee for Research and Junior Academics (FK). The funding conditions are available in Division 2.2 of the Central University Administration and on the FK website (<https://www.uni-paderborn.de/forschung/fk/>).

\_\_\_\_\_  
Signature of applicant

**Attachment**

Short summary of the project objective incl. Statement of the project consortium, naming of the involved scientists of the UPB, indication of a timetable and the expected funding amount for the UPB as well as Description of the application of the requested funding (max. 2 pages).