**Guideline for Applications**

**01 IMPULSE GRANTS FOR RESEARCH PROJECTS**

**Instructions for Applicants:**

1. Please read the [Erklärung](https://www.uni-bremen.de/en/research/support-for-researchers/calls/crdf-calls/01-impulse-grants-for-research-pojects?sword_list%5B0%5D=reiter&cHash=ca9c95e4968f75be20e763a752af8f10) before completing your application. In order for your application to be processed, you must send a copy of the Declaration with signature to:

Universität Bremen

Referat 12 – Forschung und wissenschaftlicher Nachwuchs

Postfach 33 04 40

28334 Bremen

Or to: nwk@vw.uni-bremen.de

The "Declaration" is not bound to the application deadline and can arrive at *Referat 12* after the respective application deadline. 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. University of Bremen supports the [Open Researcher and Contributor ID (ORCID)](https://orcid.org/), which enables an unambiguous correlation of publications to authors. 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.
2. 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.
3. Doctoral candidates obtain the status of doctoral candidate upon acceptance by the respective doctoral committee (date of issue of acceptance confirmation). Doctoral candidates must enclose a copy of their acceptance as doctoral candidates with their application.
4. Proposed projects may begin starting with the respective application dates (i.e. 15.02., or 01.10.); however, any costs that may have occurred beforehand do not automatically qualify an application for funding.
5. 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 ZF No. in your funding letter.

**Only applications meeting the formal requirements will be considered.**

**Checklist:**

* + Please refer to the notes below (number 1 to 7) before writing the text of your proposal. The proposal text must not exceed **four pages**.
	+ If applicable, please attach a scanned copy of your acceptance as a doctoral candidate issued by the respective doctoral commission of the University of Bremen or your PhD certificate.
	+ Create a PDF document comprising the text of your proposal, your résumé of not more than two pages, and a scanned copy of your acceptance as a doctoral candidate or your PhD certificate.
	+ Fill in the online form and upload the application document with attachments as one PDF file.
	+ Send the signed Declaration by post to the above mentioned address.

**Any questions?** We would be happy to help you with your application:

* + For questions concerning the Impulse funding line: Corinna Volkmann, corinna.volkmann@vw.uni-bremen.de; Phone: +49 218-60321.
	+ For further information on the Impulse Grants applications by doctoral and postdoctoral researchers that will be handled by the Young Researchers Committee, you can also contact Dr. Marie Saade, marie.saade@vw.uni-bremen.de; Phone: +49 421 218-60327.
	+ Applications to Deutsche Forschungsgemeinschaft: Dr. Uta Brathauer, Phone +49 421 218-60325, 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.

**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. In case of a summer school: Please name the summer school you are going to attend.

**2 Generally comprehensible summary**

Concisely summarize the most significant aspects of your proposal (maximum 1,800 keystrokes).

**3 Description of proposal**

**3.1 Purpose of Impulse application**

Briefly outline your proposal and its objective or describe the program of the summer school you are planning to attend. Doctoral candidates should indicate the clearly added value for their research project (e.g. additional training, networking). It is not possible to apply for support for the actual doctoral project. Clearly show how the project applied for here distinguishes itself from the doctoral project and how you can implement your doctoral project without the additional funding. Doctoral candidates in structured doctoral programs (possibly with mandatory stays abroad) make clear to what extent the proposed project is not part of the doctoral program.

**3.2 Project implementation**

Provide a brief description of needed or existing prerequisites in order to carry out your proposal. In case of a summer school, please explain how the summer school contributes to the success of your research project. If applicable, describe the current state of research, your own preparations, and the planned work schedule. Provide an outline time schedule. Doctoral candidates should indicate how the proposal/the summer school fits in with the time schedule of their research project. Please also provide the dates of the start and planned termination of the PhD project.

**4 Cooperations**

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

**5 Links to other projects receiving third-party funding**

Indicate if there is any link to another planned or currently running project receiving third-party funds. Please explain why those cannot fund your proposal/the summer school.

**6 Costs**

**6.1 Outline of costs**

List the student assistants and equipment applied for.

Information:

* If your research project involves travel expenses, please refer to the guidelines of the travel expenses office of the University of Bremen. This also applies if you invite guests. If a workshop is organized in Bremen, a maximum of travel costs for two keynote speakers can be covered. The number of participants must be higher. As a rule, professional fees are not financed.
* If you are planning to hire student assistants, please base your calculation on the hourly wage rates for student assistants at the University of Bremen. In addition, also include the administrative fees for Performa Nord in your calculation. For up to date information on student employee compensation and fees, we strongly recommend to get in touch with the administration of your department (*Fachbereich*). The application must also state how the student assistant will benefit from the work.
* Transcriptions are supposed to be carried out by student assistants. Professional transcription services can only be funded in exceptional cases and require specific explanation.
* Proofreading and editorial support can only be funded in exceptional cases and requires detailed explanations.
* If you want to place an order with an external [market research institute](http://www.linguee.de/englisch-deutsch/uebersetzung/market%2Bresearch%2Binstitute.html) for a survey, you have to show clearly that you cannot reach the target group via a different approach and/or that you cannot collect the volume of data alone or with the support of student assistants.
* [Printing subsidies](http://www.linguee.de/englisch-deutsch/uebersetzung/printing%2Bsubsidies.html) for dissertations / postdoctoral thesis (Habilitation) cannot be granted. Other publishing costs can only be financed in exceptional cases and require detailed explanation. 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.
* Basic equipment (e.g. computer, basic software) is provided by the respective faculty (*Fachbereich*) and cannot be funded via the Central Research Development Fund.
* Catering cannot be financed.

|  |  |  |
| --- | --- | --- |
| **No.**  | **Amount requested for:** | **Euro** |
| **1** |  |  |
| **2** |  |  |
| **Total amount** |  |

**6.2 Grounds**

Give brief explanatory statements for each cost item. It is not necessary to hand in externally obtained cost estimates but the cost calculations should be understandable, comprehensible and plausible.

**6.3 If you want to organize a conference/a workshop:**

* Give a statement of all revenues and all costs including an expense budgeting (please also include applications to foundations etc. which have not yet been decided upon).
* Include amount of fees
In case you do not charge any fees, please explain why not.
* Who would bear the losses in case revenues fail to appear or funds are not granted?

**7 References**

Provide a list of the references included in your application text.

**Attachments**

**A) Applicant’s résumé in tabular form**

On a **maximum of two pages** provide a short description of your academic career to date
including any awards or prizes, and list your most important publications (can also include conference papers) or patents.

**B) Copy of your acceptance as a doctoral candidate issued by the respective Doctoral Commission**

Please scan a copy of your acceptance as a doctoral candidate issued by the respective Doctoral Commission of the University of Bremen and include this with your application.

**C) PhD certificate**

If you are applying as postdoc please attach a scanned copy of your PhD certificate.