**Guideline for Applications**

**06A Exploration Projects**

**Instructions for Applicants:**

1. First, please read the [declaration](https://www.uni-bremen.de/forschung/förderangebote-service/downloads/). A signed copy of this declaration must be sent by post to either the following address:

Universität Bremen

Referat 12 – Forschung und wissenschaftlicher Nachwuchs

Postfach 33 04 40

28334 Bremen

or alternatively as PDF via email to: [zf-sowi@vw.uni-bremen.de](mailto:zf-sowi@vw.uni-bremen.de)

Applicants can send a scan of their signed declaration via email to their host at the University of Bremen. The host also signs the declaration and forwards it to the responsible faculty administration. After signing, the faculty administration passes the finalized form sheet to Unit 12. The declaration form sheet 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. 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 and it is required in the online application form.

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

**Checklist:**

* + Please refer to the notes below (number 1 to 11) before writing the text of your proposal. The proposal text must not exceed **ten pages**. Please use the font Arial (11) with line spacing 1.2. The bibliography from point 8 may be up to font size Arial 9. The appendices can be freely formatted.
  + Applications can be submitted in both German and English. Please note that an application in English enables the selection committee to draw on an international panel of experts.
  + Merge the proposal text and the three-page scientific CV into **one** PDF document.
  + Fill in the online form and upload the application document as one PDF file.
  + Send in the signed Declaration via email or to the above-mentioned address.

**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 +49 421 218-60322, eu@vw.uni-bremen.de).
  + Nagoya Protocol: Janina Bornemann (Phone +49 421 218-57112, [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:**(Please also indicate respective department and fields of study.)

**Short title of proposal:**

**1 Project idea**

Describe the key idea of the project in one sentence.

**2 Summary**

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

**3 Differentiation from other projects in the last five years**

Describe briefly how the project you are applying for can be distinguished from your own work to date and thus pursue a new research perspective.

**4 Project description**

Exploration projects offer the opportunity to pursue innovative questions for the exploration of new research areas or the development of new methods. They allow exploring new research areas without extensive preliminary work. Against this background: Describe the project you would like to carry out based on the current state of research. Your description should refer to the state of art and make clear where you want to make your own substantially new and further-reaching contribution.

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. Projects will only be funded after they have obtained the necessary official approval.

**5 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.).

**6 Cooperations**

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

**7 Costs**

**7.1 Outline of costs**

Please list the requested personnel and material/investment funds for each project year in the table below. Interdisciplinary Exploration projects are funded for two years.

Note: When calculating personnel costs, please use the table “[Personalkosten-Eckwerte](http://www.finanzcontrolling.uni-bremen.de/download/index.htm)”, which can be found on the Financial Controlling website.

An additional condition of employment is that a temporary employment is possible according to the law on limited-duration employment contracts in science (*Gesetz über befristete Arbeitsverträge in der Wissenschaft – WissZeitVG*).

Further notes:

* If your research proposal includes travel expenses, please calculate these according to the University’s guidelines for travel (“*Bremer Reisekostengesetz*”).
* If you request funds for student assistants, please calculate with the current hourly rate and take into account the *Performa Nord* fee. You can obtain the current hourly rates and the *Performa Nord* fee from the administration of your faculty.
* Costs for basic equipment (e.g. workplace, computer) cannot be applied for.
* Catering cannot be financed.

**The following funds can be applied for:**

**Option 1: € 90,000 per year OR  
Option 2: 1 postdoctoral position for 2 years and up to €30,000 total for 2 years**

If you apply for a postdoctoral position, please include the following sentence in your application: “*I apply for a 100 % postdoctoral position for two years”*.  
The requested position should not be included in the following cost table.

|  |  |  |
| --- | --- | --- |
| **Requested funds** | 1. **Project year** | 1. **Project year** |
| Personnel funds (only possible with option 1) | € | € |
| Equipment and investment expenses (e.g. student assistants, travel costs, consumables, contracts for services) | € | € |
| … | € | € |
| **Total** | **€** | **€** |

**Total amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ €**

**7.2 Explanation of costs**

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.

**8 References**

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

**9 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.

**10 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.

**11 Application for funding elsewhere**

The University of Bremen allows the application for funding elsewhere under the condition that *Referat 12 – Forschung und wissenschaftlicher Nachwuchs* is regularly informed 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 *Referat 12 – Forschung und wissenschaftlicher Nachwuchs* at the University of Bremen”.

**Attachments**

**Tabular résumé**

Present your scientific career in tabular form on a **maximum of three pages**. List the most important publications, patents, awards and third-party funded projects.