Proposal to the Rectorate of the University of Duisburg-Essen within the

**UDE Postdoc Seed Funding**

*Project title*

*Name, Faculty, contact details*

**H**

***]***

*Date of submission*

*The application, including attachments, must be submitted to the Science Support Centre (SSC) in digital form as* ***one file*** *(PDF) by e-mail (*[*simon.kresmann@uni-due.de*](mailto:simon.kresmann@uni-due.de)*). Please contact the Dean' s Office of the relevant faculty in (cc). The date of receipt of e-mails at the SSC is valid for keeping the deadline.*

***By submitting your application, you declare your consent to the transfer of your application and the personal data contained therein to the decision-makers (University Management and Research Commission) as well as to the administratively responsible persons of the University of Duisburg-Essen.***

|  |  |
| --- | --- |
| **Formal information** | |
| Project title |  |
|  | |
| Name applicant |  |
|  | |
| E-mail/Tel. |  |
|  | |
| Faculty, (Department, Institute,) Chair/working group |  |
|  | |
| Name supporting UDE professor |  |
|  | |
| Date of PhD (or date of scheduled Disputation) |  |
|  | |
| Grade of PhD |  |
|  | |
| Funding amount requested |  |
|  | |
| Employment status at UDE (TVL contract/scholarship or…, „limited until …“) |  |
|  | |
| Planned third-party funding (Funding agency, programme: e.g. DFG Sachbeihilfe) |  |
|  | |
| Have you already received (PhD) prizes? Which ones and when? |  |
|  | |
| Have you been abroad as part of the doctoral programme? (specify in your CV) |  |
|  | |
| Are there "care times" that need to be taken into account?1 |  |

**Structure of the application**

The structure of the application is fixed. You can use this template (and simply delete explanatory texts). Only applications that describe the planned project (including all chapters 1-6) on a maximum of 4 pages (Arial 11pt, line spacing 1.15) (plus cover sheet and formal information) will be accepted. Your proposal may include figures/graphs/tables, but these do not increase the number of pages available. If citations are used, a bibliography should be included at the end of the proposal (preferably not as a footnote). The bibliography can be listed on an additional page. The following attachments are also part of the application: a declaration signed by you (page 3), a financial plan, a signed declaration by the supporting professor, and a curriculum vita with a list of publications.

**Chapter of the application**

1. Subject and objective of the project

Explain your research idea here and also make references to the planned follow-up project.

1. Work programme

The work programme can be presented in tabular or text form and should roughly outline the time schedule. At the same time, it should justify the positions of the financial plan. **In addition**, please complete the financial plan in the appendix.

1. Competence of the applicant

Assessment of your competence to carry out the planned project and the follow-up project.

1. Promotion of the independent research profile

Please explain how funding in this programme can contribute to your independent research profile. Please also refer to any third-party funding applications you have already submitted (unsuccessful ones), if applicable.

1. Prospect of subsequent acquisition of third-party funding

How can this funding contribute to increasing your chances of later obtaining third-party funding? What funding options do you have in mind (which you can apply for independently)?

1. Positioning of the project in the UDE research landscape

Describe here how your project (and the follow-up project) fits into the research of the faculty and/or the interdisciplinary research centres, the UA Ruhr, etc.

**Attachments**

1. Signed declaration of the applicant

Please sign and electronically (scan) submit page 3 of this template!

1. Financial plan

Please use the template.

1. Signed declaration of supporting professor

Please take over text passage

1. Curriculum vitae including list of publications

As short as possible, but significant. A publication list can also be attached as a separate document.

**Attachment 1: Declaration of the applicant**

The applicant confirms the following:

I agree that this application may be forwarded to the decision-makers (university management and members of the research commission) as well as to those administratively responsible for carrying out the programme. I agree to the use and storage of the personal data contained in this application for the purpose of carrying out the programme.

I confirm that I am not receiving or have not applied for funding from the “DFG Erstantragsvorschuss” at the same time.

Furthermore, **in the event of approval**, I agree to the following:

The aim of this application is to prepare an independent application for third-party funding.

The funds in this programme are to be spent only for this purpose. If, for unforeseeable reasons, an application is not submitted or is significantly delayed, the Research Commission (via the SSC) must be informed immediately.

No later than three months after expiry of the funding, a brief informal report and the submitted application for third-party funding must be submitted to the Research Commission (both without a separate request to the SSC). The report must include details on the use of the funds (including a table of expenditures), the progress of your academic career in the meantime and the status of the envisaged externally funded project (a total of 2-3 pages is sufficient).

The approved funds are available for a maximum period of 12 months from the time they are made available (immediately after notification of successful application), after which no further debits are to be made. Within moderate limits, it is possible to use funds within the cost items (personnel or material resources) differently than estimated; only in the case of larger deviations (e.g. equipment procurement instead of personnel costs) is approval required in advance. Personnel funds may not be used to finance teaching substitutes.

The Science Support Centre must be informed of any changes in contact details up to six months after funding. I accept to mention the funding in all publications resulting from the project.

|  |  |
| --- | --- |
|  |  |
| place, date | signature |

**Attachment 2: Financial plan**

Note: Please describe as precise as possible with keywords. The maximum funding period is 12 months and a sum of 30,000 €. Please round up amounts and **do not indicate any decimals**.

|  |  |  |
| --- | --- | --- |
| Requested funding period: | ….. months (max.12) | |
| **I. Personnel expenses** | | |
| Name of the post, number of posts in %, pay grade, for X months  ! Please note: no restrictions apply to SHK and WHK Bachelor (without a Master's degree). For other staff applied for here, the employability must always be checked. Please note the information in the "Application Guide" of this programme! | | …. € |
| Sum | | …. € |
| **II. Material expenses** | | |
| Investment funds (one-off, e.g. for equipment) | | |
| For….. | | …. € |
|  | | …. € |
| Funds for consumables | | |
| For……. | | …. € |
| For……. | | …. € |
|  | | …. € |
| Travelling funds (Please estimate travelling funds according to LRKG) | | |
| For……….. | | …. € |
| For……….. | | …. € |
|  | | …. € |
| Other funds | | |
| For……….. | | …. € |
| For……….. | | …. € |
|  | | …. € |
| Total sum | | ……… € |

**Attachment 3: Declaration of supporting professor**

This declaration must be signed and scanned and submitted as an attachment. It can be copied into an existing letter template or informally into this template and must contain the following paragraph:

"I hereby confirm that I will give Ms./Mr. .... the opportunity to carry out independent scientific work. I will not derive any claims to co-authorship for publications and funding applications resulting from the project."

If the doctorate has not yet been completed at the time of application, a section confirming the expected successful completion (including the date of the examination) should be integrated into the declaration.

In exceptional cases (e.g. pandemic situation), the declaration can also be sent as an email to [simon.kresmann@uni-due.de](mailto:simon.kresmann@uni-due.de). In this case, the subject and/or the text should indicate the name of the applicant and the project title.

**Attachment 4: Curriculum vitae including list of publications**

No format or page limit. Please be as brief as possible. The list of publications (according to the usual rules of the discipline) does not have to be integrated into the CV, but can also be attached as a separate document. However, please refrain from using ambiguous abbreviations, e.g. of titles. Your preliminary work should be easily comprehensible on the basis of the entries in the list, without the need for additional searching.

The curriculum vitae must contain information on the following points: Education, employment (if applicable, time of current temporary employment) as well as (if applicable) information on periods of absence with extended deadlines (e.g. parental leave). The reviewers must be informed about circumstances that have affected the applicant's academic work. Only then can they correctly assess and take into account possible gaps.