

## Application Guidelines for

# Funding and Organisation of Cooperation Groups

## at the Center for Interdisciplinary Research of Bielefeld University

### The Project Format

ZiF Cooperation Groups (CGs) are concerned with interdisciplinary research projects and spend a shorter to medium-long period of time for one continuous or several compact research stays at the ZiF. There is a much organisational flexibility in order to match the needs of the respective research project as closely as possible. Possible formats include:

- intensive cooperation of two fellows for several weeks („research in pairs“)
- cooperation of a group of fellows (ca. 4 to 6) for several months
- shorter compact stays of a group for a longer period (e. g. 4 to 6 meetings over a period of 2 years)

CGs can also be applied for by researchers from Bielefeld University for periodic meetings at the ZiF to prepare the application of a larger externally funded project.

Financial support may be granted – depending on the format – up to 100,000 €.

### Planning of Cooperation Groups

Generally, CGs should be applied for on the initiative of an interdisciplinary team (two or three scholars). Fellows are invited at the suggestion of these applicants.

The project should be characterised by:

- high academic quality and innovativity on an international level
- interdisciplinary cooperation
- international composition of the group

### Application and Decision Procedure

In the case of a positive preliminary evaluation by the ZiF Board of Directors the application is submitted to an external peer reviewing. Subsequently, the applications are presented to the ZiF Advisory Council. The funding decision is taken by the ZiF Board of Directors.

### Application

An application can be submitted by any scholar from Germany or abroad holding a doctoral degree.

It can be submitted any time; it is advisable, however, to send it at least one year before the CG is intended to take place.

Applications should preferably be submitted in the correspondence language of the CG (German or English).

**Innovativity** and **interdisciplinarity** of the project should be clearly indicated. Different academic backgrounds of potential fellows are required, but interdisciplinarity should be substantiated more comprehensively.

The following questions should be addressed in the proposal:

1. What is the special scientific relevance and innovativity of the intended project? What specific objectives are to be pursued? To what extent is an interdisciplinary approach required and reflected in the composition of the group?
2. What are the specific qualifications of potential fellows? What academic benefit is to be expected through cooperation of those scholars?
3. What kind of essential research output is to be expected at the close of the project? What output is to be expected on a long-term basis?
4. In which way will the Fellows' cooperation be organised during the project?

In detail, the following information is required:

1. **Cover sheet:**

- short, meaningful project title
- intended timeframe
- names and complete addresses of convenor(s) and, where applicable, the main contact person

2. **Summary** in German and English (1 to 2 pages each)

3. Detailed **presentation of the project** (maximum 8 pages):

- subjects and problems to be dealt with
- working methods
- current state of research on the international level and an account of the applicants' preparatory work for the project
- details on planning and structure of the project
- if it is planned to organize workshops, the following must be defined: how many workshops are to take place and who is to be invited, proposed dates, themes

4. List of potential **Fellows**

- complete first and last name, titles (Mrs/Mr, academic title)
- complete address (department/faculty, university, street address/PO box, postcode and town, country)
- email address
- discipline
- each scholar's main focus of work
- whether the Fellows are 1) confirmed, 2) invited or 3) intended to be invited by the applicants

Although, at this stage, it is difficult to give definite details regarding the participation of individual Fellows, scholars should be nominated whose participation is considered essential and who have declared their interest in joining the CG.

5. Brief **curriculum vitae** of the applicant(s), not of the Fellows, including their latest project-related publications (maximum 2 pages each)

6. It is not necessary to submit a detailed **budget**. If the CG is additionally supported by **other sources**, the application should contain details about the funding agency, the volume of funds applied for and the current state of negotiations. Applicants should also update the ZiF administration about modifications in the course of the application procedure

In any case, it is advisable to contact the ZiF at an early stage in order to discuss a suitable period for the CG with regard to longer-term planning.

Proposals should be sent by email (as a PDF attachment) to:

Geschäftsführende Direktorin  
des Zentrums für interdisziplinäre Forschung  
Methoden 1  
33615 Bielefeld  
Germany

[zif@uni-bielefeld.de](mailto:zif@uni-bielefeld.de)

**Key questions in connection with the application procedure should be addressed to:**

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(Managing Director)

+49 521 106-2795

[britta.padberg@uni-bielefeld.de](mailto:britta.padberg@uni-bielefeld.de)