

Applications Guidelines for

Funding and Organisation of Summer Schools

at the Center for Interdisciplinary Research of Bielefeld University

Project Format

ZiF Summer Schools are intended to offer selected young researchers (PhD candidates and postdocs) new insights that are important to the future development of a research field. Summer Schools intensify contacts among leading experts and young researchers and serve to create international and interdisciplinary networks. They take place **once a year, in August or September** and may last from 8 to 14 days.

Financial support may be granted up to 15,000 €.

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 on which the Board of Directors' final decision is based.

Application

An application can be submitted by any scholar from Bielefeld University holding a doctoral degree. A cooperation with scholars from abroad is possible.

It must be submitted one and a half year in advance by **1 February (limitation period)**.

It should preferably be submitted in the language of the Summer School (German or English).

Innovativity and **interdisciplinarity** of the Summer School should be clearly indicated. Furthermore it should be worked out that especially the Summer School format is particularly suitable for the project. The lecturers are to be leading authorities in the field concerned and should have declared their readiness to participate for several days.

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 (10 to 15 lines each)
3. Detailed **presentation of the project** (3 to 4 pages)
 - subject and problems to be dealt with
 - current state of research on the international level and an account of the applicants' preparatory work for the project
 - reasons for the subject is particularly suitable for the format Summer School
 - details on participants (maximum number, selection process, selection criteria)
4. **Working programme**
 - structure of the Summer School
 - list of lectures
 - account of further working formats (workshops, working groups, tutorials)
5. List of the **designated lecturers**
 - 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 lecturers are 1) confirmed, 2) invited or 3) intended to be invited by the applicants (including participation period)
6. Brief **curriculum vitae** of the applicant(s), not of the lecturers and participants, including their latest project-related publications (maximum 2 pages each)
7. It is not necessary to submit a detailed **budget**. Only the overall amount and type of support requested (travel and accommodation expenses, translation services etc.) should be specified. If the Summer School 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.

Applicants are requested to check the **envisaged dates** with the **ZiF conference office** in advance.

Applications 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

For questions regarding organisation or secretarial matters (including scheduling and accommodation) please contact the ZiF conference office

Marina Hoffmann	+49 521 106-2768	marina.hoffmann@uni-bielefeld.de
Trixi Valentin	+49 521 106-2769	trixi.valentin@uni-bielefeld.de

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

Dr Britta Padberg (Managing Director)	+49 521 106-2795	britta.padberg@uni-bielefeld.de
--	------------------	--