Application Guidelines for

Funding and Organisation of Workshops

at the Center for Interdisciplinary Research of Bielefeld University

Project Format
ZiF Workshops are discussion-oriented forms of academic meetings (2 to 14 days).
Financial support can be granted up to 10,000 €.

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 Workshop is intended to take place.

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

Innovativity and Interdisciplinarity of the project should be clearly indicated. It needs to become clear why the topics and problems to be addressed call for an interdisciplinary approach.

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 international research in the field and an account of the applicants’ preparatory work for the project
   - possible plans to publish the results of the project

4. Discussion-oriented Workshop programme with a list of speakers and topics
5. List of prospective **participants**
   - complete first and last name, titles (Mrs/Mr, academic title)
   - complete address (department/faculty, university, street address/PO box, post code and town, country)
   - email address
   - discipline
   - whether the participants are 1) confirmed, 2) invited or 3) intended to be invited by the applicants

6. Brief **curriculum vitae** of the applicant(s), not of the 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 Workshop 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 ZfF 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  
   or  
   Dr Marc Schalenberg (Academic Coordinator) +49 521 106-2794   marc.schalenberg@uni-bielefeld.de