

## 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 applicant(s)' 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 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 one PDF attachment) to:

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

[zif@uni-bielefeld.de](mailto: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	<a href="mailto:marina.hoffmann@uni-bielefeld.de">marina.hoffmann@uni-bielefeld.de</a>
Trixi Valentin	+49 521 106-2769	<a href="mailto:trixi.valentin@uni-bielefeld.de">trixi.valentin@uni-bielefeld.de</a>

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

Dr Anika Haverig (Managing Director)	+49 521 106-2795	<a href="mailto:anika.haverig@uni-bielefeld.de">anika.haverig@uni-bielefeld.de</a>
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*or*

Dr Marc Schalenberg (Academic Coordinator)	+49 521 106-2794	<a href="mailto:marc.schalenberg@uni-bielefeld.de">marc.schalenberg@uni-bielefeld.de</a>
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