Application Guidelines for

Funding and Organisation of Research Groups

at the Center for Interdisciplinary Research of Bielefeld University

The Project Format
ZiF Research Groups (RGs) are long-term, interdisciplinary projects. For several months, the fellows and their families live at the ZiF and work together on a broader research theme.

An RG may be applied for in two different formats:

- 10 months duration
  - 500,000 € budget
  - funds for a research group coordinator (E 13 TV-L, for 30 months)
- 5 months duration
  - 250,000 € budget
  - funds for a research group coordinator (E 13 TV-L, for 15 months)

Planning of Research Groups
Generally, RGs 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
Once a year, an open competitive Call for Project Proposals is advertised (see http://www.uni-bielefeld.ZiF/).

- 1 October: deadline for draft proposal
- November: in case of a positive evaluation of the draft proposal, applicants are encouraged to submit a full proposal
- 1 April of the following year: deadline for full proposal
- June: project presentation by applicant(s) to the ZiF Advisory Council
- July: funding decision by the ZiF Board of Directors
- From October on: employment of the research group coordinator and preparatory activities
- October of the following year: start of the RG’s period of residence

As of: October 2017
Application

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

Draft proposals can be submitted in German or English. Full proposals should preferably be submitted in the correspondence language of the RG (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 academic relevance and innovativity of the intended project? What specific objects 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 by a cooperation of those scholars?
3. What kind of essential research output is to be expected at the close of the project? What academic 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:

For the draft proposal (maximum 5 pages plus annexes):

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. Presentation of the project (3-4 pages)
   - subject 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
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 RG.

5. Brief curriculum vitae of the applicant(s), not of the Fellows, including their latest project-related publications (maximum 2 pages each)
For a **full proposal** (maximum 20 pages and annex):

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)

3. Detailed **presentation of the project** (maximum 15 pages)
   - subject 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
   - planned workshops during the project

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 RG.

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 RG 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 possible 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 RG 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-applications@uni-bielefeld.de

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

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