

# Proposal Template

## for the Establishment of a Collaborative Research Centre

### Opening Remark

This template offers guidance in preparing a proposal for a Collaborative Research Centre. An annotated version is available in German (DFG-Merkblatt 60.100).

Text printed in grey is to be replaced by applicants, while text printed in black should also appear in the final version. Passages that apply only to Transregional Collaborative Research Centres (CRC/Transregio), but not to local Collaborative Research Centres are shaded in blue.

The proposal may not exceed 400 pages in total and is to be submitted in DIN A4.

Planned Collaborative Research Centre <number>

<title>

<coordinating university>

<participating university>

Funding proposal  
<period>

**Proposal for the establishment and funding of  
Collaborative Research Centre <number>**

<title>

for

<year/2 – year – year – year – year/1  
or  
year – year – year – year >

Coordinating university:

<name>

Participating university:

<name>

**Speaker:**

<academic degree, first name, surname>

<work address>

<phone number>

<e-mail address>

**Office:**

<academic degree, first name, surname>

<work address>

<phone number>

<e-mail address>

<place and date>

<signature>

\_\_\_\_\_  
<name> (Speaker)

<place and date>

<signature>

\_\_\_\_\_  
<name> (Rector, chancellor or president)

<place and date>

<signature>

\_\_\_\_\_  
<name> (Rector, chancellor or president)

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# 1 General information

## 1.1 Key data

### 1.1.1 Bodies of the Collaborative Research Centre

#### 1.1.2 Principal investigators

Principal investigators	Year of birth	Doctorate obtained in:	Home institution and location	Project
<in alphabetical order>		<year>		<index number>

### 1.1.3 Participating institutions

#### 1.1.4 Project groups and projects

Project	Title	Research area	Principal investigator(s), institute(s), location(s)
<index number>			

## 1.2 Academic profile of the Collaborative Research Centre

### 1.2.1 Summary

### 1.2.2 Research programme

### 1.2.3 Positioning the Collaborative Research Centre within the academic field

### 1.2.4 Integrating the Collaborative Research Centre into the local research environment

### 1.2.5 National and international cooperation

## 1.3 Structural integration and impact at the host university

### 1.3.1 Staff situation

### 1.3.2 Research infrastructure

### 1.3.3 Data management

### 1.3.4 Gender equality and family-friendly measures



**1.3.5 Early career support**

**1.3.6 Knowledge transfer and public relations**

**1.4 Other sources of third-party funding**

Principal investigator	Project	Project title	Funding period	Funding agency
	<index number>			

## 2 Funds available and funds requested

### 2.1 Funds available

#### 2.1.1 Overview of direct costs available

Financial year	Basic funding supplied by university	Basic funding supplied by non-university institution	Further funds	Total
<year/2>				
<year>				
<year>				
<year>				
<year/1>				
<b>Total</b>				

(All figures in thousands, Euro)

#### 2.1.2 Overview of staff supported through available funds

Category	Number of persons
Professors	
Junior Group Leaders	
Postdocs	
Doctoral Students	
Other Research Staff	
Non-Research Staff	
Research and Student Helpers	

#### 2.1.3 List of available major research equipment

Project	Description of instrument	Year of purchase	Cost of purchase	Source of funding
<index number>				

(All figures in thousands, Euro)

<Single items of equipment costing more than € 10.000 are considered major research equipment.>

## 2.2 Funds requested

### 2.2.1 Overview

Financial year	Funding for					Total
	Staff	Direct costs	Major research equipment	Fellowships	Global Funds	
<b>Total</b>						

(All figures in thousands, Euro)

## 2.2.2 Overview of funds requested for staff

Project	<year/2>					<year>					<year>					<year/1>														
	Postdocs	PhD students	Other research staff	Non-research staff	student helpers	Postdocs	PhD students	Other research staff	Non-research staff	student helpers	Postdocs	PhD students	Other research staff	Non-research staff	student helpers	Postdocs	PhD students	Non-research staff	student helpers	Postdocs	PhD students	Other research staff	Non-research staff	student helpers						
<index number>																														
<index number>																														
<index number>																														
Z																														
Total																														

In the individual projects, funding is requested for <x>% positions for PhD students.

## 2.2.3 Overview of funds requested for major research equipment

Project	Description of equipment	Funds requested for				
		<year/2>	<year>	<year>	<year>	<year/1>
<index number>		<price per item>				
Total						

(All figures in thousands, Euro, including VAT, transportation, etc.)

<Single items of equipment costing more than € 10.000 (gross) are considered major research equipment.>

## 2.3 Upkeep of laboratory animals

Project	Species	Number	Average number of weeks kept	Housing costs per animal and week	Purchasing costs per animal	Funds requested	Funds available
<index number>							
Total							

(All figures in Euro)

### **3 Project details**

<The following templates are provided:

- Research or service project (page [13](#))
- Integrated Research Training Group (page [16](#))
- Service project for information infrastructure (page [17](#))
- Project for public relations (page [22](#))
- Transfer project (page [24](#))
- Visiting researcher's project (page [27](#))
- Administrative project (page [31](#))>

## A Template for a research or service project

<This template is to be used for both research and service projects. Service projects should be filed under chapter G (cf. German template).>

### 3.1 About project <code>

#### 3.1.1 Project Title: <text>

#### 3.1.2 Research areas: <text>

#### 3.1.3 Principal investigator(s)

<surname, full first name, academic degree, date of birth, nationality>  
 <complete work address; for institutions in Germany, please use German name>  
 <phone number>  
 <e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.4 Legal issues

This project includes

1.	research on human subjects or human material. <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials <If applicable:> A copy of the studies' registration is included with the proposal.	<yes/no>
3.	experiments involving vertebrates.	<yes/no>
4.	experiments involving recombinant DNA.	<yes/no>
5.	research involving human embryonic stem cells. <If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>

### 3.2 Summary

### 3.3 Research rationale

#### 3.3.1 Current state of understanding and preliminary work

#### 3.3.2 Project-related publications

### 3.4 Research Plan

### 3.5 Role within the Collaborative Research Centre

### 3.6 Delineation from other funded projects of the principal investigator(s)

### 3.7 Project funds

#### 3.7.1 Previous funding

<Please provide the following information:> The project has been funded by DFG since <month and year> (DFG reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted to DFG (DFG reference number <x>). <Or>: The project is currently not funded and no funding proposal has been submitted.

#### 3.7.2 Funds requested

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
<b>Staff</b>	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
Total										
<b>Direct costs</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
<b>Major research equipment</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
<b>Total</b>										

(All figures in Euro)

#### 3.7.3 Staff

	No	Name, academic degree, position	Field of research	Department of university or non-university institution	Commitment in hours/week	Category	Funded through:
<b>Available</b>							
Research staff							<e.g. university, MPI, grant, fellowship...>
Non-research staff							
<b>Requested</b>							
Research staff							

Non-research staff						

Job description of staff (supported through available funds):

<running number> <name>

<job description>

Job description of staff (requested):

<running number> <name>

<job description>

### 3.7.4 Direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
Funds available					
Funds requested					

(All figures in Euro)

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<category> for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<etc.>

### 3.7.5 Major research equipment

<category> for <year/2>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<category> for <year>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<etc.>

## B Template for an Integrated Research Training Group

### 3.1 About project MGK

#### 3.1.1 Title: Integrated Research Training Group

#### 3.1.2 Coordinator(s)

<surname, full first name, academic degree, date of birth, nationality>  
 <complete work address; for institutions in Germany, please use German name>  
 <phone number>  
 <e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

### 3.2 Summary

### 3.3 Qualification plan

### 3.4 Management and supervision

### 3.5 Environment of the Integrated Research Training Group

### 3.6 Project funds

#### 3.6.1 Previous funding

#### 3.6.2 Funds available

Available staff	No	Name, academic degree, position	Field of research	Department of university or non-university institution	Funded through:	Commitment in hours/week
Research staff					<e.g. university, MPI, grant, fellowship...>	
Non-research staff						

Job description of staff (supported through available funds):

<running number> <name>

<job description>



<b>Funds available for direct costs</b>	<year/2>	<year>	<year>	<year>	<year/1>

### 3.6.3 Funds requested

<b>Funding for</b>	<year/2>		<year>		<year>		<year>		<year/1>	
<b>Staff</b>	No	Sum	No	Sum	No	Sum	No	Sum	No	Sum
Coordination										
<b>Direct costs</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
<b>Fellowships</b>										
<b>Global Funds</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<b>Total</b>										

(All figures in Euro)

### 3.6.4 Staff

Coordination for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

Coordination for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

### 3.6.5 Direct costs

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<category> for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

### 3.6.6 Fellowships

Short-term fellowships for <year/2>

<Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in Euro/Person), justification>	EUR	<sum>
<Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in Euro/Person), justification>	EUR	<sum>

Short-term fellowships for <year>

<Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in Euro/Person), justification>	EUR	<sum>
<Type of fellowship, average number of fellows, average duration (month/person), average monthly allowance (in Euro/Person), justification>	EUR	<sum>

**3.6.7 Global Funds**

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<category> for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

## C Template for an information infrastructure project

### 3.1 About project INF

#### 3.1.1 Title: <text>

#### 3.1.2 Principal investigator(s)

<surname, full first name, academic degree, date of birth, nationality>  
 <complete work address; for institutions in Germany, please use German name>  
 <phone number>  
 <e-mail address>

Do the above mentioned persons hold a fixed-term position? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.3 Legal issues

This project includes

1.	research on human subjects or human material. <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials <If applicable:> A copy of the studies' registration is included with the proposal.	<yes/no>
3.	experiments involving vertebrates.	<yes/no>
4.	experiments involving recombinant DNA.	<yes/no>
5.	research involving human embryonic stem cells. <If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>

### 3.2 Summary

### 3.3 Research rationale

#### 3.3.1 Current state of understanding and preliminary work

#### 3.3.2 Project-related publications

### 3.4 Project plan

### 3.5 Role within the Collaborative Research Centre

### 3.6 Delineation from other funded projects of the principal investigator(s)

### 3.7 Project funds

### 3.7.1 Previous funding

<Please provide the following information:> The project has been funded by DFG since <month and year> (DFG reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted to DFG (DFG reference number <x>). <Or:> The project is currently not funded and no funding proposal has been submitted.

### 3.7.2 Funds requested

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
<b>Staff</b>	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
<b>Total</b>										
<b>Direct costs</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
<b>Total</b>										
<b>Major research equipment</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
<b>Total</b>										
<b>Total</b>										

(All figures in Euro)

### 3.7.3 Staff

	No	Name, academic degree, position	Field of research	Department of university or non-university institution	Commitment in hours/week	Category	Funded through:
<b>Available</b>							
Research staff							<e.g. university, MPI, grant, fellowship...>
Non-research staff							
<b>Requested</b>							
Research staff							
Non-research staff							

Job description of staff (supported through available funds):

<running number> <name>

<job description>

Job description of staff (requested):

<running number> <name>

<job description>

### 3.7.4 Direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
Funds available					
Funds requested					

(All figures in Euro)

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<category> for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<etc.>

### 3.7.5 Major research equipment

<category> for <year/2>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<category> for <year>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<etc.>

## D Template for a public relations project

### 3.1 About project Ö

#### 3.1.1 Title: <text>

#### 3.1.2 Principal investigator(s)

<surname, full first name, academic degree, date of birth, nationality>  
<complete work address; for institutions in Germany, please use German name>  
<phone number>  
<e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.3 Legal issues

This project includes

1.	research on human subjects or human material. <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no> <yes/no>
2.	clinical trials <If applicable:> A copy of the studies' registration is included with the proposal.	<yes/no> <yes/no>
3.	experiments involving vertebrates.	<yes/no>
4.	experiments involving recombinant DNA.	<yes/no>
5.	research involving human embryonic stem cells. <If applicable:> Legal authorisation has been obtained.	<yes/no> <yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>

### 3.2 Summary

### 3.3 Project plan

### 3.4 Preliminary work

### 3.5 Project funds

### 3.5.1 Previous funding

### 3.5.2 Available funds

Available staff	No	Name, academic degree, position	Field of research	Department of university or non-university institution	Funded through:	Commitment in hours/week
Research staff					<e.g. university, MPI, grant, fellowship...>	
Non-research staff						

Job description of staff (supported through available funds):

<running number> <name>

<job description>

Funds available for direct costs	<year/2>	<year>	<year>	<year>	<year/1>

### 3.5.3 Funds requested

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	No	Sum	No	Sum	No	Sum	No	Sum	No	Sum
Coordination										
<b>Global Funds</b>	Sum		Sum		Sum		Sum		Sum	
Public relations										
<b>Total</b>										

(All figures in Euro)

### 3.5.4 Staff

Coordination for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

Coordination for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

### 3.5.5 Global funds

Public relations in <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

Public relations in <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<etc.>

Project T<number>

## E Template for a transfer project

### 3.1 About project T<number>

3.1.1 Title: <text>

3.1.2 Research areas: <text>

#### 3.1.3 Principal investigator(s)

<surname, full first name, academic degree, date of birth, nationality>  
<complete work address; for institutions in Germany, please use German name>  
<phone number>  
<e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<If yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.4 Application partner

<Full name of company or institution>  
<Contact: surname, full first name, academic degree, position, address>  
<phone number>  
<e-mail address>

#### 3.1.5 Legal issues

This project includes

1.	research on human subjects or human material. <If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials <If applicable:> A copy of the studies' registration is included with the proposal.	<yes/no>
3.	experiments involving vertebrates.	<yes/no>
4.	experiments involving recombinant DNA.	<yes/no>
5.	research involving human embryonic stem cells. <If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>

### 3.2 Summary

### 3.3 Research rationale

#### 3.3.1 Current state of knowledge and preliminary work

#### 3.3.2 Challenges in application

#### 3.3.3 Project-related publications



**3.4 Project plan****3.5 Role within the Collaborative Research Centre****3.6 Delineation from other funded projects****3.7 Project funds****3.7.1 Previous funding**

<Please provide the following information:> The project has been funded by DFG since <month and year> (DFG reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted to DFG (DFG reference number <x>). <Ors:> The project is currently not funded and no funding proposal has been submitted.

**3.7.2 Contributions of the application partner**

	<year/2>	<year>	<year>	<year>	<year/1>
Staff (in hours per week)					
Funding for direct costs					
Equipment					

(All figures in Euro)

**3.7.3 Funds requested**

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
<b>Staff</b>	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
<b>Total</b>										
<b>Direct costs</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
<b>Total</b>										
<b>Major research equipment</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
<b>Total</b>										
<b>Total</b>										

(All figures in Euro)

### 3.7.4 Staff

No	Name, academic degree, position	Field of research	Department of university or non-university institution, application partner	Commitment in hours/week	Category	Funded through:
<b>Supported through funds available at research institution</b>						
Research staff						<e.g. university, MPI, grant, fellowship...>
Non-research staff						
<b>Application partner</b>						
Research staff						
Non-research staff						
<b>Requested</b>						
Research staff						
Non-research staff						

Job description of staff (supported through funds available at research institution):

<running number> <name>  
<job description>

Job description of staff (application partner):

<running number> <name>  
<job description>

Job description of staff (requested):

<running number> <name>  
<job description>

### 3.7.5 Direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
Funds available					
Application partner					
Funds requested					

(All figures in Euro)

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;category&gt; for &lt;year&gt;

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;etc.&gt;

### 3.7.6 Major research equipment

&lt;category&gt; for &lt;year/2&gt;

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

&lt;category&gt; for &lt;year&gt;

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

&lt;etc.&gt;

## F Template for a visiting researcher project

### 3.1 About visiting researcher project GP<number>

#### 3.1.1 Title: <text>

#### 3.1.2 Research areas: <text>

#### 3.1.3 Principal investigator(s)

<surname, full first name, academic degree, date of birth, nationality>  
<complete work address; for institutions in Germany, please use German name>  
<phone number>  
<e-mail address>

Do the above mentioned persons hold fixed-term positions? <yes/no>

<if yes:>

<name of the person not holding a permanent position>:

End date <date>

Further employment is planned until <date>.

#### 3.1.4 Legal issues

This project includes

1.	research on human subjects or human material. <if applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials <if applicable:> A copy of the studies' registration is included with the proposal.	<yes/no>
3.	experiments involving vertebrates.	<yes/no>
4.	experiments involving recombinant DNA.	<yes/no>
5.	research involving human embryonic stem cells. <if applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>

### 3.2 Summary

### 3.3 Research rationale

#### 3.3.1 Current state of understanding and preliminary work

#### 3.3.2 Project-related publications

### 3.4 Project plan

### 3.5 Role within the Collaborative Research Centre

### 3.6 Delineation from other funded projects

### 3.7 Project funds

#### 3.7.1 Previous funding

<Please provide the following information:> The project has been funded by DFG since <month and year> (DFG reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for the project has been submitted to DFG (DFG reference number <x>). <Or:> The project is currently not funded and no funding proposal has been submitted.

#### 3.7.2 Funds requested

Funding for	<year/2>		<year>		<year/1>	
<b>Staff</b>	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>						
<category, percentage>						
Total						
<b>Direct costs</b>	Sum		Sum		Sum	
<category>						
<category>						
Total						
<b>Major research equipment</b>	Sum		Sum		Sum	
<category>						
<category>						
Total						
<b>Total</b>						

(All figures in Euro)

#### 3.7.3 Staff

	No	Name, academic degree, position	Field of research	Department of university or non-university institution	Commitment in hours/week	Category	Funded through:
<b>Available</b>							
Research staff						/	<e.g. university, MPI, grant, fellowship...>
Non-research staff						/	
<b>Requested</b>							
Research staff						/	

Non-research staff						

Job description of staff (supported through available funds):

<running number> <name>

<job description>

Job description of staff (requested):

<running number> <name>

<job description>

### 3.7.4 Direct costs

	<year/2>	<year>	<year/1>
Funds available			
Funds requested			

(All figures in Euro)

<category> for <year/2>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<category> for <year>

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

<etc.>

### 3.7.5 Major research equipment

<category> for <year/2>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<category> for <year>

<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>
<Description (with type designation and performance class if applicable) and justification of item>	EUR	<sum>

<etc.>

## H Template for the administrative project

### 3.1 About project Z

#### 3.1.1 Title: Central Tasks

#### 3.1.2 Coordinator

<surname, full first name, academic degree, date of birth, nationality>  
 <complete work address; for institutions in Germany, please use German name>  
 <phone number>  
 <e-mail address>

### 3.2 Project funds

#### 3.2.1 Available funds

Staff available	No.	Name, academic degree, position	Field of research	Department of university or non-university institution	Funded through:	Commitment in hours/week
Research staff					<e.g. university, MPI, grant, fellowship ...>	
Non-research staff						

Job description of staff (supported through available funds):

<running number> <name>  
 <job description>

Available funds for direct costs	<year/2>	<year>	<year>	<year>	<year/1>

#### 3.2.2 Funds requested

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
<b>Staff</b>	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category>										
Total										
<b>Direct costs</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
<b>Global Funds</b>	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										

<b>Total</b>					
--------------	--	--	--	--	--

(All figures in Euro)

### 3.2.3 Funds requested for staff

&lt;category&gt; for &lt;year/2&gt;

<Job description and justification>	EUR	<sum>
<Job description and justification>	EUR	<sum>

&lt;category&gt; for &lt;year&gt;

<Job description and justification>	EUR	<sum>
<Job description and justification>	EUR	<sum>

&lt;etc.&gt;

### 3.2.4 Funds requested for direct costs

&lt;Type of funds&gt; for &lt;year/2&gt;

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;Type of funds&gt; for &lt;year&gt;

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;etc.&gt;

### 3.2.5 Global Funds requested

&lt;Type of funds&gt; for &lt;year/2&gt;

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;Type of funds&gt; for &lt;year&gt;

<Description and justification of item>	EUR	<sum>
<Description and justification of item>	EUR	<sum>

&lt;etc.&gt;



## **4 Bylaws of the Collaborative Research Centre**

## 5 Declaration on working space for the Collaborative Research Centre

Is the existing office and/or lab space sufficient to accommodate the Collaborative Research Centre at the time of submitting the proposal? <yes/no>

Will there be sufficient office and/or lab space to accommodate the Collaborative Research Centre including possible extensions in the financial years...  
... <year/2>? <yes/no>  
... <year>? <yes/no>  
... <year>? <yes/no>  
... <year>? <yes/no>  
... <year/1>? <yes/no>

If the answer to one of the above questions is “no”:  
Will additional office and/or laboratory space be acquired by...  
... re-allocation of existing rooms? <yes/no>  
...building or rebuilding? <yes/no>  
...renting? <yes/no>  
Will these measures be funded through...  
...the university budget? <yes/no>  
...other funds? <yes/no>

If working groups participating in the Collaborative Research Centre are planned to be moved into newly built or rebuilt rooms, please state the time of the relocation:  
<name of working group> <date>  
<name of working group> <date>

<place and date> <signature>  
\_\_\_\_\_  
<name>

<place and date> <signature>  
\_\_\_\_\_  
<name>

## 6 Declaration on lists of publications

We hereby declare that the lists of publications included in this proposal and in the attached research profiles of the principal investigators were compiled in accordance with DFG rules on publication lists.

<place and date>

<signature>

\_\_\_\_\_  
<name> (Coordinator)

<place and date>

<signature>

\_\_\_\_\_  
<name> (Rector or president)

<place and date>

<signature>

\_\_\_\_\_  
<name> (Rector or president)