

# Guidelines

## for the Review of Proposals to Establish or Renew Centres for Advanced Studies in the Humanities and Social Sciences



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

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## I Programme Information

Centres for Advanced Studies in the Humanities and Social Sciences enable experienced and well-established researchers to advance a research topic in the humanities or social sciences at a given site.

Such centres are based at universities. The collaborative working methods should facilitate addressing a topic that is broadly defined enough that it ties into existing interests and strengths at the site, while remaining capable of providing a framework for the integration of individual research ideas.

Centres for Advanced Studies in the Humanities and Social Sciences are characterised by the intensive independent research performed by the researchers responsible – made possible by being exempted from teaching obligations where possible – and a fellows programme for visiting researchers from Germany and abroad. These fellows can be invited for periods of up to two years and maintain contact with the centre following their stay.

Projects in the social sciences are explicitly permitted, provided it can be shown that the interaction between topics, the collaborative working methods and qualified research personnel are suitable for advancing the proposed topic.

The total funding duration is generally eight years. The first funding period is four years. Further funding requires the submission and approval of renewal proposals (see Guidelines for Centres for Advanced Studies in the Humanities and Social Sciences – DFG form 50.09).

[www.dfg.de/formulare/50\\_09](http://www.dfg.de/formulare/50_09)

Please note:

General Guidelines for Reviews (DFG form 10.20) are available at:

[www.dfg.de/formulare/10\\_20](http://www.dfg.de/formulare/10_20)

The review should not exceed two pages in length.

## II Structure of the Review

1. How would you assess the **quality of the project**, especially with regard to originality and the anticipated contribution to knowledge?
  - When establishing a centre: How would you evaluate the topic in terms of the development of the subject or the research area? Are the working hypotheses convincing, and has an appropriate subject matter been chosen considering the open structure/format of the centre? Are the methodological approaches suitable? Does the research question require funding of at least eight years?
  - Additionally for renewal proposals: What scientific progress has been made in the previous funding period, also with regard to the development of the wider scientific field?
2. Is the **collaborative working method** in the centre particularly suited to addressing the research issues, especially in contrast to individual-project based cooperation? How would you evaluate the proposed cooperation, in particular regarding the question of to what extent the methods of work chosen can ensure close collaboration among the applying researchers, the fellows and others?
  - For a renewal proposal: Were the collaborative working methods and cooperation well designed and were colleagues integrated productively? Did the cooperation lead to visible results, particularly with regard to cooperation with the fellows?
3. Is the **fellows programme** structured appropriately? Are you convinced by the choice of fellows and the underlying selection criteria?
4. How do you evaluate the qualifications of the applicants, their preliminary work and the quality of their previous publications?

Please also comment on the extent to which the **spokesperson** of the centre meets the requirements in terms of his/her scientific track record, experience in leading projects, including third-party-funded projects, and integration and leadership skills.

5. How would you assess the **work and research environment**?
6. If **other measures** are planned, such as a research professorship, support of researchers in early career phases – even if this is not a structural part of such centres – transfer projects

or including additional scientists and social stakeholders, etc., are these suitable to the aims and objectives of the centre?

7. How do you rate the explanations on the handling of research data?
8. Are **diversity** and **equal opportunity in the research system** taken into account? What family-friendly provisions are available?
9. Please provide a **clear recommendation** as to whether the applicants should be awarded funding. Where appropriate, take into account whether or not the funding applied for and the exemptions provided for appear reasonable.
10. Other aspects

If the proposal involves requests for **specialised literature**, please note the following:

Funds for purchasing specialised scientific publications may be granted in exceptional cases where the publications in question must either be permanently available to the project but are not purchased by the institution, or when they are not available through interlibrary loan. With this in mind, please state explicitly whether you believe the funds for procuring the specialised literature listed in the proposal should be approved.