Proposal Template

for the Establishment of a Collaborative Research Centre

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.

DFG

Preliminary Note

This template offers guidance in preparing a proposal for a Collaborative Research Centre or a CRC/Transregio.

Please refer to the annotated German version for detailed information on all sections and templates.

Texts printed in grey serve as form fields and should be replaced by your own text, while text printed in black should also appear in the final version. Passages that apply only to a CRC/Transregio, but not to local Collaborative Research Centres, are shaded in blue.

Proposals are to be submitted in DIN A4 format and may not exceed 400 pages.

DFG

Proposed Collaborative Research Centre <number>

<title>

<coordinating university>

< for CRC/Transregio: other applicant university/universities >

Funding Proposal

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>

Other applicant university/universities:

<name(s)>

Spokesperson of the Collaborative Research Centre:
<academic degree, first name, surname>
<work address>
<phone number>
<e-mail address>

Management or office of the Collaborative Research Centre:
<academic degree, first name, surname>
<work address>
<phone number>
<e-mail address>

<place and date>	<signature>
	<name> (Spokesperson of Collaborative Research Centre)

<place and date>	<signature>
	<name> (Rector, chancellor or president of applicant university)

<place and date>	<signature>
	<name> (Rector, chancellor or president of co-applicant university)

Table of Contents

1 General information

1.1 Key data

1.1.1 Governing bodies of the Collaborative Research Centre

1.1.2 Project leaders

Project leaders	Gender	Year of birth	Doctorate obtained in	Home institution, location	Project
<in alphabetical order>	<m, f, d>		<year>		<code>

1.1.3 Participating institutions

1.1.4 Project groups and projects

Project	Title	Research area	Project leader(s), institute(s), location(s)
<code>			

1.2 Research profile of the Collaborative Research Centre

1.2.1 Summary of the research programme

1.2.2 Detailed presentation of the research programme

1.2.3 Positioning of the Collaborative Research Centre within its general research area

1.2.4 National and international cooperation and networking

1.3 Research profile of the applicant university/universities

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1.3.2 Staff situation

1.3.3 Research infrastructure

1.4 Support structures

1.4.1 Researchers in early career phases

1.4.2 Gender equality and family-friendly policies

A. Research Staff

	First Funding Period Intended female share [%]
Doctoral researchers	
Postdoctoral researchers	

B. Project Leaders

Position	First Funding Period		
	Number of men/women		Proportion of wo-men [%]
	m	w	
Postdoctoral researchers			
Group leaders, junior group leaders, junior professors			
Professors C3/W2			
Professors C4/W3			
Total			

1.4.3 Knowledge transfer and public relations

1.5 Other sources of third-party funding for project leaders

Project leader	Project	Project title	Funding period	Funding agency
	<code>			

2 Existing funds and requested funds

2.1 Existing funds

2.1.1 Overview of direct costs available

Financial year	Core support provided by applicant University/universities	Core support provided by other participating institutions	Other funds	Total
<year/2>				
<year>				
<year>				
<year>				
<year/1>				
Total				

(All figures in thousands of euros)

2.1.2 Overview of existing staff

Category	Number of persons	
	at the applicant university/universities	at other participating institutions
Professors		
Junior research group leaders		
Postdoctoral researchers		
Doctoral researchers		
Other research staff		
Non-research staff		
Student and graduate assistants		

2.1.3 List of existing instrumentation

Project	Description of instrumentation	Year of purchase	Cost of purchase	Source of funding
<code>				

(All figures in thousands of euros)

2.2 Requested funds

2.2.1 Overview

Financial year	Funding for					Total
	Staff	Direct costs	Instrumentation	Fellowships	Global funds	
<year/2>						
<year>						
<year>						
<year>						
<year/1>						
Total						

(All figures in thousands of euros)

2.2.2 Overview of funds requested for staff

Project	<year/2>					<year>					<year>					<year>					<year/1>				
	Postdocs	Doctoral researchers	Other research staff	Non-research staff	Student assistants	Postdocs	Doctoral researchers	Other research staff	Non-research staff	Student assistants	Postdocs	Doctoral researchers	Other research staff	Non-research staff	Student assistants	Postdocs	Doctoral researchers	Non-research staff	Student assistants		Postdocs	Doctoral researchers	Other research staff	Non-research staff	Student assistants
<code>																									
<code>																									
<code>																									
Z																									
Total																									

In the individual projects, funding for doctoral researchers is requested for <x>% positions.

2.2.3 Overview of funds requested for instrumentation

Project	Description of instru-mentation	Funds requested for				
		<year/2>	<year>	<year>	<year>	<year/1>
<code>		<price per item>				
Total						

(All figures in thousands of euros, including VAT, transportation, etc.)
<Single items of equipment costing more than € 10,000 (gross) are considered instrumentation.>

2.3 Upkeep of laboratory animals

Project	Species	Quantity	Average number of weeks kept	Housing costs per animal per week	Purchasing costs per animal	Requested funds	Existing funds
<code>							
Total							

(All figures in euros)

3   Project details

<The following templates are provided:

- Research or Service Project (page)
- Integrated Research Training Group (page)
- Information Infrastructure Project (page)
- Public Relations Project (page)
- Transfer Project (page)
- Central Administrative Project (page)>

A Template for a Research or Service Project

<This template is to be used for both research and service projects.>

3.1 General information about Project <code>

3.1.1 Project title: <text>

3.1.2 Research area(s): <text>

3.1.3 Project leader(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>

Is the employment of the project leader(s) at the institution(s) indicated contractually secured for the duration of the proposed funding period? <yes/no>
Do any of the above-mentioned persons hold fixed-term positions? <yes/no>
<If yes:> <name of the person holding a fixed-term position>:
End date of fixed-term contract: <date>
Further employment is planned until <date>.
Funding for the positions of the project leader(s) at the institution(s) indicated is covered by core support (state funds or similar): <yes/no>
<If no:> <type and source of funding:>

3.1.4 Legal issues

This project includes

1.	research on human subjects or human material.	<yes/no>
	<If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials.	<yes/no>
	<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.	<yes/no>
	<If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>
7.	investigations involving dual use research of concern.	<yes/no>
	<If applicable:> A copy of the statement by the institution's research ethics committee is included with the proposal.	<yes/no>

3.2 Summary

3.3 Research rationale

3.3.1 Current state of research and preliminary work

3.3.2 Project- and subject-related list of publications

## 3.4	Project plan

## 3.5	Role within the Collaborative Research Centre

## 3.6	Differentiation from other funded projects

## 3.7	Relevance of sex, gender and/or diversity

<Where applicable, please describe whether and to what extent the sex and/or gender
- of researchers
- of persons under study
- of individuals affected by the implementation of research results
- of animals under study
- with regard to samples taken from humans or animals
- in other respects
is relevant to the research project (methods, work programme, objectives, etc.).

Where applicable, please also describe whether and to what extent diversity in terms of, for example, the state of health, ethnic background or culture of
- researchers
- persons under study
- individuals affected by the implementation of research results
- or diversity in other respects
may be significant for the research project (methods, work programme, objectives, etc.). Please explain to what extent these or similar considerations may also be relevant to animals under study or samples taken from humans or animals. Additional information is available at:
www.dfg.de/diversity_dimensions

## 3.8	Project funding

### 3.8.1	Previous funding

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

3.8.2 Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
Total										
Direct costs	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Instrumentation	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Grand total										

(All figures in euros)

3.8.3 Requested funding for staff

	Se-quen-tial no.	Name, aca-demic degree, position	Field of re-search	Department of university or non-university institution	Project commit-ment in hours per week	Category	Funding source
Existing staff							
Research staff							<e.g. uni-versity, MPI, grant, fellow-ship…>
Non-research staff							
Requested staff							
Research staff							
Non-research staff							

Job description of staff for the proposed funding period (supported through existing funds):
<sequential number according to table above> <name>
<job description>

Job description of staff for the proposed funding period (requested funds):
<sequential number according to table above> <name>
<job description>

3.8.4   Requested funding of direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> existing funds from <funding source>					
Sum of existing funds					
Sum of requested funds					

(All figures in euros)

<category> for financial year <year/2>

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

<category> for financial year <year>

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

<etc.>

3.8.5   Requested funding for instrumentation

<category> for financial year <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 financial year <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   General information about Project MGK

3.1.1   Title: Integrated Research Training Group

3.1.2   Project leader(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>

Is the employment of the project leader(s) at the institution(s) indicated contractually secured for the duration of the proposed funding period? <yes/no>
Do any of the above-mentioned persons hold fixed-term positions? <yes/no>
<If yes:> <name of the person holding a fixed-term position>:
End date of fixed-term contract: <date>
Further employment is planned until <date>.
Funding for the position(s) of the project leader(s) at the institution(s) indicated is covered by core support (state funds or similar): <yes/no>
<If no:> <type and source of funding:>

3.2   Summary

3.3   Qualification programme

3.4   Management and supervision

3.5   Environment of the Integrated Research Training Group

3.6   Project funding

3.6.1   Previous funding

3.6.2 Existing funds

Existing staff	Se-quen-tial no.	Name, aca-demic degree, position	Field of research	Department of universi-ty or non-university institution	Project commit-ment in hours per week	Funding source
Research staff						<e.g. universi-ty, MPI, grant, fellow-ship…>
Non-research staff						

Job descriptions of staff for the proposed funding period (existing staff):

<sequential number according to table above> <name>
<job description>

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> existing funds for direct costs from <funding source>					
Sum of existing funds for direct costs					
Sum of requested funds for direct costs					

(All figures in euros)

3.6.3 Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum
<category, per-centage>										
Direct costs	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Fellowships										
Global funds	Sum		Sum		Sum		Sum		Sum	
<category>										
Grand total										

(All figures in euros)

3.6.4   Requested funding for staff

Coordination for financial year <year/2>

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

Coordination for financial year <year>

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

3.6.5   Requested funding for direct costs

<category> for financial year <year/2>

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

<category> for financial year <year>

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

3.6.6   Requested funding for fellowships

Short-term fellowships for financial year <year/2>

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

Short-term fellowships for financial year <year>

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

3.6.7   Requested global funds

<category> for financial year <year/2>

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

<category> for financial year <year>

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

C Template for an Information Infrastructure Project

3.1   General information about Project INF

3.1.1   Title: <text>

3.1.2   Project leader(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>

Is the employment of the project leader(s) at the institution(s) indicated contractually secured for the duration of the proposed funding period? <yes/no>
Do any of the above-mentioned persons hold fixed-term positions? <yes/no>
<If yes:> <name of the person holding a fixed-term position>:
End date of fixed-term contract: <date>
Further employment is planned until <date>.
Funding for the position(s) of the project leader(s) at the institution(s) indicated is covered by core support (state funds or similar): <yes/no>
<If no:> <type and source of funding:>

3.1.3   Legal issues

This project includes

1.	research on human subjects or human material.	<yes/no>
	<If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials.	<yes/no>
	<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.	<yes/no>
	<If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>
7.	investigations involving dual use research of concern.	<yes/no>
	<If applicable:> A copy of the statement by the institution's research ethics committee is included with the proposal.	<yes/no>

3.2   Summary

3.3   Research rationale

3.3.1   State of the art and preliminary work

3.3.2   Project- and subject-related list of publications

3.4   Project plan

3.5   Role within the Collaborative Research Centre

3.6   Differentiation from other funded projects

3.7   Project funding

3.7.1   Previous funding

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

3.7.2   Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
Total										
Direct costs	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Instrumentation	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Grand total										

(All figures in euros)

3.7.3 Requested funding for staff

	Se-quen-tial no.	Name, academ-ic degree, posi-tion	Field of re-search	Department of university or non-university institu-tion	Project commit-ment in hours per week	Category	Funding sourced
Existing staff							
Research staff							<e.g. univer-sity, MPI, grant, fellow-ship…>
Non-research staff							
Requested staff							
Research staff							
Non-research staff							

Job descriptions of staff for the proposed funding period (supported through existing funds):
<sequential number according to table above> <name>
<job description>

Job descriptions of staff for the proposed funding period (requested funds):
<sequential number according to table above> <name>
<job description>

3.7.4 Requested funding of direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> ex-isting funds from <funding source>					
Sum of existing funds					
Sum of requested funds					

(All figures in euros)

<category> for financial year <year/2>

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

<category> for financial year <year>

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

<etc.>

3.7.5 Requested funding for instrumentation

<category> for financial year <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 financial year <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 General information about Project Ö

3.1.1 Title: <text>

3.1.2 Project leader(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>

Is the employment of the project leader(s) at the institution(s) indicated contractually secured for the duration of the proposed funding period? <yes/no>
Do any of the above-mentioned persons hold fixed-term positions? <yes/no>
<If yes:> <name of the person holding a fixed-term position>:
End date of fixed-term contract: <date>
Further employment is planned until <date>.
Funding for the position(s) of the project leader(s) at the institution(s) indicated is covered by core support (state funds or similar): <yes/no>
<If no:> <type and source of funding:>

3.1.3 Legal issues

This project includes

1.	research on human subjects or human material.	<yes/no>
	<If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials.	<yes/no>
	<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.	<yes/no>
	<If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>
7.	investigations involving dual use research of concern.	<yes/no>
	<If applicable:> A copy of the statement by the institution's research ethics committee is included with the proposal.	<yes/no>

3.2 Summary

3.3 Project plan

3.4 Preliminary work

3.5 Project funding

3.5.1 Previous funding

3.5.2 Existing funds

Existing staff	Se-quen-tial no.	Name, aca-demic de-gree, posi-tion	Field of research	Department of universi-ty or non-university institution	Project commitment in hours per week	Funding source
Research staff						<e.g. uni-versity, MPI, grant, fellow-ship…>
Non-research staff						

Job descriptions of staff for the proposed funding period (existing staff):
<sequential number according to table above> <name>
<job description>

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> ex-isting funds from <funding source>					
Sum of existing funds for direct costs					
Sum of requested funds for direct costs					

(All figures in euros)

3.5.3 Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum	Quan-tity	Sum
<category, percent-age>										
Global funds	Sum		Sum		Sum		Sum		Sum	
Public relations										
Grand total										

(All figures in euros)

3.5.4 Requested funding for staff

Coordination for financial year <year/2>

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

Coordination for financial year <year>

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

3.5.5   Global funds

Public relations in financial year <year/2>

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

Public relations in financial year <year>

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

<etc.>

E Template for a Transfer Project

3.1   General information about Transfer Project T<number>

3.1.1   Title: <text>

3.1.2   Research area(s): <text>

3.1.3   Project leader(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>

Is the employment of the project leader(s) at the institution(s) indicated contractually secured for the duration of the proposed funding period? <yes/no>
Do any of the above-mentioned persons hold fixed-term positions? <yes/no>
<If yes:> <name of the person holding a fixed-term position>:
End date of fixed-term contract: <date>
Further employment is planned until <date>.
Funding for the position(s) of the project leader(s) at the institution(s) indicated is covered by core support (state funds or similar): <yes/no>
<If no:> <type and source of funding:>

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.	<yes/no>
	<If applicable:> A copy of the required approval of the responsible ethics committee is included with the proposal.	<yes/no>
2.	clinical trials.	<yes/no>
	<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.	<yes/no>
	<If applicable:> Legal authorisation has been obtained.	<yes/no>
6.	research concerning the Convention on Biological Diversity.	<yes/no>
7.	investigations involving dual use research of concern.	<yes/no>
	<If applicable:> A copy of the statement by the institution's research ethics committee is included with the proposal.	<yes/no>

3.2   Summary

3.3   Research rationale

3.3.1   State of the art and preliminary work by participating researchers

3.3.2   Current state of research and challenges in application

3.3.3   Project- and subject-related list of publications

3.4   Project plan

3.5   Role within the Collaborative Research Centre

3.6   Differentiation from other funded projects

3.7   Project funds

3.7.1   Previous funding

<Please provide the following information:> This project has been funded since <month and year> under another DFG programme (reference number <x>) and is to be integrated into the Collaborative Research Centre. <Or:> A funding proposal for this project has been submitted under another DFG programme (reference number <x>). <Or>: This 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					
Instrumentation					

(Figures on direct costs and instrumentation in euros)

3.7.3   Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category, percentage>										
Total										
Direct costs	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Instrumentation	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Grand total										

(All figures in euros)

3.7.4 Requested funding for staff

	Sequential no.	Name, academic degree, position	Field of research	Department of university or non-university institution, application partner	Project commitment in hours per week	Category	Funding source
Existing staff							
Research staff							<e.g. uni­versity, MPI, grant, fellow­ship…>
Non-research staff							
Application partner staff							
Research staff							
Non-research staff							
Requested staff							
Research staff							
Non-research staff							

Job descriptions of staff for the proposed funding period (existing staff):
<sequential number according to the table above> <name>
<job description>

Job descriptions of staff for the proposed funding period (supported by application partner):
<sequential number according to the table above> <name>
<job description>

Job descriptions of staff for the proposed funding period (requested staff):
<sequential number according to the table above> <name>
<job description>

3.7.5   Requested funding of direct costs

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> existing funds from <funding source>					
Existing funds from application partner					
Sum of existing funds					
Sum of requested funds					

(All figures in euros)

<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.>

3.7.6   Requested funding for instrumentation

<category> for financial year <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 financial year <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.>

F   Template for the Central Administrative Project

3.1   General information about Project Z

3.1.1   Title: Central Tasks of the Collaborative Research Centre

3.1.2   Project leader

<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 funding

3.2.1   Existing funds

Existing Staff	Se-quen-tial no.	Name, academic degree, position	Field of research	Department of university or non-university institu-tion	Project com-mitment in hours per week	Funding source
Research staff						<e.g. university, MPI, grant, fellowship …>
Non-research staff						

Job descriptions of staff for the proposed funding period (existing staff):
<sequential number according to table above> <name>
<job description>

	<year/2>	<year>	<year>	<year>	<year/1>
<institution, if applicable:> ex-isting funds from <funding source>					
Sum of existing funds for direct costs					
Sum of requested funds for direct costs					

(All figures in euros)

3.2.2 Requested funding

Funding for	<year/2>		<year>		<year>		<year>		<year/1>	
Staff	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum	Quantity	Sum
<category, percentage>										
<category>										
Total										
Direct costs	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Global funds	Sum		Sum		Sum		Sum		Sum	
<category>										
<category>										
Total										
Grand total										

(All figures in euros)

3.2.3 Requested funding for staff

<category> for financial year <year/2>

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

<category> for financial year <year>

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

<etc.>

3.2.4 Requested funding for direct costs

<Type of funds> for financial year <year/2>

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

<Type of funds> for financial year <year>

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

<etc.>

3.2.5 Requested global funds

<Type of funds> for financial year <year/2>

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

<Type of funds> for financial year <year>

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

<etc.>

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 any planned 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…
… reallocation of existing rooms?   <yes/no>
… new construction or remodelling?   <yes/no>
… renting?   <yes/no>
Will these measures be funded through…
… the university budget?   <yes/no>
… other funds available to the university?   <yes/no>

If working groups participating in the Collaborative Research Centre are planned to be moved into newly built or remodelled rooms during the current year or funding period, 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 confirm that the lists of publications included in this proposal and in the attached research profiles of the project leaders were compiled in accordance with DFG rules on publication lists (DFG form 1.91).

<place and date>   <signature>

                                                  <name> (Spokesperson of Collaborative Research Centre)

<place and date>   <signature>

                                                    <name> (Rector or president of applicant university)

<place and date>   <signature>

                                                    <name> (Rector or president of co-applicant university)