

# Supplementary Instructions

## for Knowledge Transfer Projects

- Individual Grants, Priority Programmes, Research Units -



## I General Information

Transfer projects can be proposed in conjunction with many DFG grant programmes and in all DFG-funded scientific disciplines. Proposals for knowledge transfer projects may be submitted under both the individual grants programme and coordinated programmes of the DFG.

Transfer projects are based on results generated by **DFG-funded research projects**. They serve to test scientific insights in practice and, in collaboration with an application partner, develop basic-research findings into prototypes or exemplary applications. The application partner may be a commercial enterprise or a non-profit institution, especially in the public sector.

The core of the project is a **joint work programme**, focusing on the intensive mutual exchange of scientific knowledge and corresponding application issues.

Appropriate **input by the application partner**, especially in terms of subject and staff, is expected. This applies to both the intellectual contribution, particularly the tasks as set out in the joint work programme, as well as financial contributions to personnel and direct project costs. The contributions by the application partner must be described in the proposal. Funds for the application partner cannot be requested.

### **Knowledge transfer with industrial/commercial application partners**

For collaborations with commercial partners, the results of the planned projects must be in the pre-competitive range.

### **Knowledge transfer with the public sector or non-commercial application partners**

Cooperation projects with non-commercial application partners allow collaboration with private non-profits as well as the public sector. Examples include government agencies, associations, foundations, museums, and community institutions such as schools and hospitals. Appropriate input by the application partner, especially in terms of subject and staff, is expected with regard to the work programme.

Projects that focus solely on public relations activities cannot be funded within knowledge transfer projects. However, the “public relations” module may be requested for transfer projects.

## Cooperation agreement

All legal matters, especially regarding publications and rights to the results generated, should be the subject of a **cooperation agreement**.<sup>1</sup> A cooperation agreement must be approved by the DFG and, signed by the research institution as well as the application partner(s), be provided at the time of proposal submission. It is not the subject of the review.

## Deadline and duration

Proposals for transfer projects may be submitted at any time. They must directly follow and relate to the previous project and can be submitted either during the course of that project or after that project has been completed.

The maximum funding duration is three years. In rare, well-justified cases, a renewal proposal may be submitted subsequently.

## II Supplementary Proposal Instructions

Please follow the Proposal Preparation Instructions – Project Proposals (DFG form 54.01).

[www.dfg.de/formulare/54\\_01/](http://www.dfg.de/formulare/54_01/)

Additional instructions pertaining to knowledge exchange projects are provided below.

Note that the numbering of sections corresponds to that used in the instructions referenced above and the project description (DFG form 53.01).

### A Proposal Data and Obligations

Here you are asked to enter information on the project and participating individuals and accept the required formal obligations.

Please enter this information via the DFG's electronic proposal provided in elan:

<https://elan.dfg.de>

When completing your information in elan, please

- select the supplemental proposal category "Knowledge Transfer Project" and

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<sup>1</sup> Model agreements (DFG forms 41.026 and 41.026a) are available at <http://www.dfg.de/formulare>.

- enter any application partners under “Participating Institutions”, not under “Participating Individuals”.

## **B Project Description**

Include additional information in your project description under the following items:

### **1 State of the art and preliminary work**

State the reference number of the DFG proposal on which this transfer project proposal is based.

As with renewal proposals, please describe your work and findings from the preceding project and how you plan to further develop these within the transfer project.

Include a section entitled “Application partner”, describing the application partner’s objectives and responsibilities - and, if applicable, business areas - that are scientifically related to the proposed project. Name the reasons that have led to the selection of the application partner.

In addition, briefly and precisely put the state of the developments in relation to the specific project from the perspective of the application partner. Describe the methods and strategies used so far, as well as the application partner’s particular strengths with regard to the proposed project.

### **2 Objectives and work programme**

#### **2.2 Objectives**

Projects for knowledge transfer should, on the one hand, enable the further development of DFG-funded findings, and on the other hand, lead to fundamentally new lines of scientific enquiry. Accordingly, please describe not only the objectives of the proposed project but also how the project might impact science.

Define success criteria by which your project should be judged by reviewers.

## 2.3 Work programme including proposed research methods

The joint work programme by the scientific partner and the application partner forms the core of the transfer project. The work programme must stipulate how much time (e.g. in person months) will be spent by the application partner's staff on the individual work packages and what tasks will be performed by them. The subject/staff contribution can also be complemented by direct project funding or instrumentation funds.

## 4 Requested modules/funds

Similar to your presentation of the funding requested for the research institution, subsequently describe what resources (staff, direct project costs, equipment, etc.) the application partner will contribute to the project. Note that appropriate core support must be available to the project at the application partner's facilities.

## 5 Project requirements

### 5.3 Composition of the project group

List separately the staff paid from the research institution's funds and from the application partner's funds.

Identify which individual(s) working on behalf of the application partner will be responsible to the DFG for the proper conduct of the project.

- First name, last name and position of individual
- Telephone number (area code, switchboard, direct line or extension)
- E-mail address

## 6 Additional information

Please state the following:

“The cooperation agreement (or, if necessary, the draft of the cooperation agreement as agreed upon by all partners), in accordance with the DFG's model agreement, is attached to the proposal.”