

Guidelines

Consultation Phase in the Collaborative Research Centre Programme

The Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) advises scientists and scholars who are preparing a proposal to establish a Collaborative Research Centre and, for this purpose, conducts an oral consultation involving external experts. The following guidelines apply both to Collaborative Research Centres (CRC) and CRC/Transregio. By submitting a CRC concept, participating researchers commit to observing the rules of good scientific practice.

1. Concept Paper

Researchers who want to take the initiative to establish a Collaborative Research Centre are asked to prepare a concept paper. This should include a summary of the network's shared objectives and of the state of the art, a description of the institutional requirements, and an outline of the proposed projects. The DFG considers the concept paper as a basis for discussion, not as a short version of an establishment proposal. Subsequent changes, such as the inclusion of additional or the removal of previously planned projects, are perfectly acceptable.

The concept paper may be submitted in English or German. Please use the appropriate template. The German-language template (DFG form 60.01) contains information which should also be considered when working with the English-language template (DFG form 60.01e).

Questions arising in the preparation of the concept paper can be discussed with the head office of the DFG (see item 3 in these guidelines). The DFG expects the initiators to inform the university where the Collaborative Research Centre is to be established no later than at the time the concept paper is sent to the DFG. If a CRC/Transregio is to be established, the guidelines apply accordingly, i.e. all participating universities must be informed.

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2. Consultation

The purpose of the oral consultation is to discuss, on the basis of the concept paper, the timeliness and relevance of the chosen topic, the scientific plausibility of the research programme, the suitability of the proposed location(s), the long-term sustainability of the research approach, the interdisciplinary cooperation, and the competitiveness and innovative potential of the proposed Collaborative Research Centre (cf. DFG form 60.17e). The emphasis should be on the design of the network, not on the content or methodologies of the projects. The purpose of the consultation is to help the initiators and the Senate Committee on Collaborative Research Centres to assess whether the concept paper constitutes, in the opinion of outside experts, a suitable basis for a Collaborative Research Centre.

The DFG invites the participants of the consultation, which include one member of the Senate Committee on Collaborative Research Centres with a suitable scientific background, about five researchers with relevant scientific background, and members of head office. In addition, the DFG expects the participation of about five researchers who wish to work in the proposed Collaborative Research Centre and represent the initiative.

3. Technical Notes

The head office of the DFG requires 15 printed copies of the concept paper. As a service to the members of the advisory panel, a CD containing the following information (with no reading, copying or printing restrictions on the electronic documents) should be included with each copy:

- 1) The concept paper, including annexes, as a single PDF file.
- 2) In a folder named *Additional Mandatory Documents*: All documents referred to in the concept paper or in the biographical sketches but not publicly available (e.g. works accepted for publication but not yet published).

In addition, the initiators' own publications cited in the concept paper or biographical sketches may be included optionally in a separate folder named *Cited Publications*.

The package with the printed copies of the concept paper should also contain a clearly labelled CD containing *Documentation for the Head Office*. This CD should include all of, and only, the documents listed below (with no reading, copying or printing restrictions on the electronic documents). Each of these items corresponds to a single file, so the CD should contain no more than four files.

- 1) The concept paper, including annexes, as a single PDF file.

- 2) An overview of the individual projects as in chapter 1.5 of the concept paper, in a single Word or RTF file.
- 3) If the concept paper is written in English: A Word file containing the title of the proposed Collaborative Research Centre in German.
- 4) All documents referred to in the concept paper or the biographical sketches but not publicly available (e.g. works accepted for publication but not yet published), including any documents of proof, as one PDF file. Please add at the beginning of this file a hyperlinked table of contents, sorted by projects (for works cited in the proposal volume) and by people (for works cited in the biographical sketches).

The concept paper for a proposed Collaborative Research Centre should adhere to the aforementioned template. The head office reserves the right to return for revision any concept papers deviating from this template.

For more information, please contact the staff of the Research Centres Division (on the Internet: www.dfg.de/sfb >> Ansprechpersonen).