

# **GUIDELINES FOR THE SUBMISSION OF A PROPOSAL**

## **Trilateral Scientific Seminars between *Russia, Germany and France***

### **General remarks**

Applications may be submitted by any scientist from Russia, Germany or France eligible for support in the framework of their respective funding organization, i.e. for Russia - *The Russian Foundation for Basic Research* (RFBR); for Germany - *The German Research Foundation* (DFG) and for France - *The National Centre of Scientific Research* (CNRS).

Each participating country will name one co-organizer who will act as a contact person to their national funding agencies. The total number of funded participants from each side cannot exceed 10, with at least one third of the participants from the host party.

### **Applications**

The three co-organizers should submit their applications simultaneously to their respective national organization RFBR, DFG or CNRS using the common English proposal form. The proposal form and the guidelines exist only in one English version and can be obtained from the websites of all three organizations:

RFBR – <http://www.rfbr.ru>

DFG - <http://www.moskau.dfg.de>

CNRS - <http://www.cnrs.fr>

A proposal is subdivided into three parts:

1. Administrative and financial details
2. Scientific and further details
3. Appendices (list of CVs, publications, participants)

The proposals need to be submitted in English by the deadline as fixed in the Call for Proposals in electronic form and print quality (PDF file)

**by the Russian co-organizer to:**

[www.rfbr-grant.ru](http://www.rfbr-grant.ru)

**and** one extra paper version to :

Russian Foundation for Basic Research (RFBR)  
International Relations Department  
Leninsky Prospekt, 32A  
119991, Moscow, Russia

**by the German co-organizer to:**

E-mail: [martina.kraemer@dfg.de](mailto:martina.kraemer@dfg.de)

**by the French co-organizer to:**

E-mail: [caroline.danilovic@cnrs](mailto:caroline.danilovic@cnrs)

## Basic data

- [1] State whether the proposal submitted is a new initiative or the follow-up of a former Russian-German-French Seminar. If it is a follow-up, the number of the preceding proposal is to be entered in the field provided.
- [2] Title (max. 260 characters, not including spaces). If, additionally an acronym is used, it should be placed after the title.
- [3] Enter: "RFBR" or "DFG" or "CNRS"
- [4] Total amount of the funding requested from RFBR (in Russian Rouble, RUB), DFG and CNRS (International Office) and other funding sources (in Euro) respectively as indicated on page 3 of the proposal form.
- [5] Possible venue of the seminar. If the organizers are willing to hold the seminar *either* in Russia *or* in Germany or in France, it must be mentioned which venue is of first priority.
- [6] Possible date of the proposed seminar: The seminar must be held during the period as mentioned in the Call for Proposals. It should provide for duration of normally not more than three days, excluding travel days. However, the stay of the participants from the sending side may be completed with visits of research institutes and facilities in the host country for one additional day.
- [7] All three applicants act together as co-organizers of the seminar. They sign and submit the proposal to the respective funding organizations thus applying for funding of their part of the seminar.
- [8] All three applicants' curriculum vitae giving details on the academic career, the membership in societies, bodies as well as the current position have to be attached to the proposal.
- [9] A list of several relevant publications of the three co-organizers dating back five years at maximum have to be included.

## Budget

- [10] The preliminary budget needs to be divided into a Russian part (calculated in Rouble, RUB) to be borne by RFBR, a German part (calculated in Euro) to be borne by DFG, and a French part (calculated in Euro) to be borne by the CNRS (International Office) and other funding sources.  
The hosting side will bear the costs of the organization and execution of the seminar, including hotels, meals and local transportation of participants from the guest country. It may also cover subsistence and national travel costs of participants from the host country.  
The sending organization will bear the travel costs of participants from its country to the venue of the seminar (closest airport or railway station).
- [11] Russian part in RUB: all amounts, which are being requested by the Russian applicant from RFBR.
- [12] German part in Euro: all amounts, which are being requested by the German applicant from DFG.
- [13] French part in Euro: all amounts, which are being requested by the French applicant from CNRS (International office) and other funding sources.

## Scientific and further details

- [14] The summary must permit quick access to the research topic of the seminar (maximum one page).
- [15] Describe the objectives of the seminar (maximum one page).
- [16] State why it is important for future Russian-German-French scientific co-operation to hold this seminar (maximum one page).
- [17] Summarize the expected scientific impact of the seminar (maximum one page).
- [18] The preliminary list must include title, name, surname, position, full professional address and date of birth of all expected participants.