

# Supplementary Instructions

## for Knowledge Transfer Projects

– Individual Grants, Priority Programmes, Research Units –



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.

This form refers to proposals for transfer projects based on findings from DFG-funded research projects.

Another funding option is available for researchers at universities of applied sciences to submit proposals for transfer projects. For details of the special framework conditions that apply in this case, see the DFG homepage under the following link:

[www.dfg.de/knowledge\\_transfer](http://www.dfg.de/knowledge_transfer)

However, such researchers are also eligible to apply for the knowledge transfer projects described in this form.

## I General information

Knowledge transfer projects can be proposed in all DFG-funded scientific disciplines. These are projects in the pre-competitive area, in which a research question is worked on together with an application partner (either a commercial enterprise or a non-commercial, non-profit institution). Such projects serve to pursue application of scientific findings and the outcomes of basic research (e.g. through prototypes, an exemplary application or concepts for practical use). Projects are also expected to generate fresh impetus for basic scientific research.

The knowledge transfer projects described in this form are to be based on scientific findings and results from **DFG-funded research projects**.

The application for a transfer project by only one person from the preliminary project is permissible providing the co-applicants and jointly responsible coordinators involved in the preliminary project agree to this. A statement to this effect must be submitted by the applicant to the DFG.

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. 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. 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**. The DFG provides a sample cooperation agreement for this purpose<sup>1</sup>. Deviations from this model cooperation agreement must be agreed on with the DFG.

The cooperation agreement must be signed by authorised signatories of the respective contractual partners and must be available at the time of proposal submission.

## 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 as well as participating individuals and institutions and accept the required formal obligations.

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

[elan.dfg.de](http://elan.dfg.de)

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

When completing your information in elan, please

- select the supplemental proposal category “Knowledge Transfer Project” and
- enter any application partners under “Participating Institutions” only, not under “Participating Individuals”.

## **B Project Description**

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

### 1 Initial situation

#### 1.1 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” at the end, 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 Supplementary information on the research context

### 4.4 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 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

### 4.12 Other information

Please state the following:

"The cooperation agreement, in accordance with the DFG's model agreement, is attached to the proposal."

If you are applying for a transfer project from a preliminary project with other applicants or jointly responsible coordinators as a single person, please provide the following statement: "Those involved in the preliminary project who are applicants or jointly responsible coordinators have been informed of the proposal submission and have given their consent."

## 5 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.