

Guidelines

Preparation of a Review under the Collaborative Research Centres Programme

These guidelines are intended to help Collaborative Research Centres (CRCs) and CRC/Transregios to plan and prepare for reviews. Topics are not always listed in the chronological order of preparations but by factual context:

1. **Scheduling and timeline up to the review**
2. **Agenda and organisation of the review**
3. **Accommodation and catering for guests**

This overview cannot replace regular dialogue with the DFG Head Office; rather, it is meant to facilitate and complement it. Support for Collaborative Research Centres is provided by the DFG Research Centres Division in conjunction with the Scientific Affairs Department.

Proposal submission to the Collaborative Research Centres Programme must be preceded by the submission of a concept paper and a consultation phase. The consultation phase provides the basis for the first selection step. Further information can be found in DFG forms 60.003 and 60.17.

www.dfg.de/formulare/60_003/

www.dfg.de/formulare/60_17/

Regarding the preparation of proposal documentation, please note DFG form 60.011.

www.dfg.de/formulare/60_011/

We ask you not to contact the reviewers or the rapporteur regarding the substance of the proposal, either before or after the review, until the Grants Committee has made its decision.

1. Schedule

Determining and setting dates: general information

The date of the review is set by the DFG Head Office in consultation with the relevant DFG committee members and the Collaborative Research Centre. Please inform the university administration(s) as soon as possible and continuously regarding the proposal preparations.

The most time-consuming tasks are the drafting of the scientific details of the proposal and the compilation of the general information required for the proposal. It is recommended to allow several months for these tasks. The timetable should also leave enough time for the internal evaluation of the projects that will be included in the proposal. Thorough internal self-monitoring has proven to be a critical success factor for the establishment and continuation of Collaborative Research Centres.

Timeline leading up to the review

Approx. 12 – 9 months before the review date	Existing Collaborative Research Centres: Schedule the review date with the Research Centres Division (after having identified favourable time windows). Collaborative Research Centres applying to be established: As soon as possible after receiving the recommendation to submit a proposal, contact the Head Office to schedule the review date.
At least 6 months before the review date	<ul style="list-style-type: none"> ▪ Submit preliminary proposal (see DFG form 60.011) www.dfg.de/formulare/60_011/ ▪ Reserve approx. 15 hotel rooms for review panellists, rapporteurs and DFG Head Office staff ▪ Reserve meeting rooms
Approx. 8 weeks before the review date	<ul style="list-style-type: none"> ▪ Submit proposal and research profiles to the DFG Head Office (see DFG form 60.011) www.dfg.de/formulare/60_011/ ▪ Discuss presentation procedure with the Research Centres Division

Approx. 6 weeks before the review date	The DFG sends final invitations to the review panel, the university administration(s) and the relevant state ministries. The Collaborative Research Centre will receive copies of all invitations.
Approx. 2 weeks before the review date	The Collaborative Research Centre sends hotel, meeting-venue and agenda details to the guests and informs them when they will be picked up from the hotel and escorted to the meeting venue.

2. Agenda of the review

The two-day review of a Collaborative Research Centre or CRC/Transregio takes place in one location. Please provide wireless Internet access for the duration of the review. In the relevant meeting room(s), please also make the preparatory technical arrangements necessary for having individual review participants join the meeting by telephone or video.

Day 1

<p>Internal briefing of the review panel</p> <p>09:00 – 10:00</p>	<p><u>Objective:</u> Orientation to the review</p> <p><u>Participants:</u> Review panel, rapporteurs, DFG Head Office</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> ▪ Meeting room for 20 people, close to but separate from the room where the presentation will be held ▪ Name plates and name badges ▪ Technical equipment (laptop, projector) in consultation with the Research Centres Division
<p>Presentation of the Collaborative Research Centre</p> <p>10:00 – 12:30</p>	<p><u>Objective:</u> For renewal proposals: presentation of achievements to date and of future plans; for establishment proposals: primarily presentation of plans, but also of preliminary work</p> <ul style="list-style-type: none"> ▪ Opening and moderation by rapporteurs to the Senate Committee for Collaborative Research Centres from relevant subject areas ▪ Overview presentation (e.g. by the CRC spokesperson) of the overall development of the Collaborative Research Centre ▪ Sufficient time for additional presentations of individual projects or project areas; projects may be presented individually or in combination ▪ Sufficient time for questions from the review panel

	<p><u>Participants:</u> The entire research staff (or as many as possible) involved in the Collaborative Research Centre, other university staff with an interest in the subject matter, review panel, rapporteurs, DFG Head Office</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> ▪ Large classroom or auditorium ▪ Name plates and name badges for all participants ▪ Microphones (if necessary)
<p>Poster session / individual interviews</p> <p>13:00 – max. 16:00</p>	<p><u>Objective:</u> In-depth conversations between reviewers and individual working groups; possibly tour of laboratories, workstations, major instrumentation or animal keeping facilities (after prior consultation with the Research Centres Division)</p> <p><u>Participants:</u> Principal investigators and CRC staff, review panel, rapporteurs, DFG Head Office</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> ▪ Appropriate space ▪ List of relevant rooms (if necessary) ▪ Signage (if necessary) ▪ Escort for all reviewers and rapporteurs if path from project to project leads through different buildings or sections
<p>First closed meeting of the review panel</p> <p>16:00 – approx. 21:00</p>	<p><u>Objective:</u> Scientific assessment of projects and identification of questions to be addressed on day 2</p> <p><u>Participants:</u> Review panel, rapporteurs, DFG Head Office</p>

Requirements:

- Room for 20 people in hotel or university (no time limit)
- Adjacent room for dinner
- Name plates on tables
- Additional documentation (e.g. publications, offers for major research instrumentation)

Day 2

**Statement by the
university
administration and
plenary discussion**

09:00 – approx. 10:30

Objectives:

- Statement by the administration(s) of the applicant university(-ies) on prioritisation and support structures with regard to the Collaborative Research Centre: core support, development of structure and research profile, early career support, promotion of gender equality in academia, possibly management and knowledge transfer
Statement should be limited to 10 minutes (20 for CRC/Transregios)
- Questions about the Collaborative Research Centre as a whole and about individual projects

Participants:

- Representatives of the university administration(s) and possibly of the participating institutions and departments
- Representatives of the relevant state ministries
- All participating researchers
- Review panel
- Rapporteurs
- DFG Head Office

Requirements:

- Larger room to accommodate all participants; table and seating arrangement should allow discussion, therefore auditoriums are less suitable

	<ul style="list-style-type: none"> ▪ Minute taker: The Collaborative Research Centre is requested to take minutes of the plenary discussion. Minutes of other sessions need not be taken by the CRC. ▪ Name plates on tables ▪ Microphones (if necessary)
<p>Second closed meeting of the review panel</p> <p>Approx. 10:30 – 14:00 (max. 15:00)</p>	<p><u>Objective:</u> Final evaluation of the proposal</p> <p><u>Participants:</u></p> <ul style="list-style-type: none"> ▪ Review panel ▪ Rapporteurs ▪ DFG Head Office ▪ Representatives of the relevant state ministries <p><u>Requirements:</u></p> <ul style="list-style-type: none"> ▪ Meeting room for 20 – 25 people ▪ Name plates on tables
<p>Final meeting</p> <p>Following the second closed meeting</p>	<p><u>Objective:</u></p> <p>Presentation of the recommendation of the review panel, which will provide the basis for the funding decision of the Grants Committee on Collaborative Research Centres at its next meeting</p> <p><u>Participants:</u></p> <ul style="list-style-type: none"> ▪ High-ranking members of the university administration(s): rector / vice rector, president / vice president, chancellor ▪ For Collaborative Research Centres with a medical focus, the dean of the medical school, or the medical or administrative director of the university hospital may attend ▪ Executive board of the Collaborative Research Centre (up to three people) ▪ Rapporteurs ▪ DFG Head Office ▪ Possibly representatives of the relevant state ministries

Requirements:

- Meeting room for 8 – 12 people

Special procedure in case of negative recommendation by the review panel

If the review panel decides not to recommend the establishment and funding, or the continued funding, of the Collaborative Research Centre at the time of the review, the spokesperson will be informed immediately. The further course of the review will depend on the individual case. The university administration, CRC members and state representatives will be informed by the representatives of the DFG regarding the reasons for the negative recommendation.

3. Accommodation and catering for guests

Hotel

The hotel should have a sufficient number of single rooms to accommodate all guests and offer a good quality standard. Before making the final hotel reservations, please contact the DFG Head Office to ensure that the current upper price limit for an overnight stay with breakfast is not exceeded. The hotel should be easily accessible from the meeting venue. Collaborative Research Centres should seek a reasonable discount when making reservations.

Please arrange for the hotel to submit to the DFG the total invoice for the accommodation costs including breakfast (excluding extras such as telephone calls, minibar, etc.) for the review panellists, rapporteurs and DFG Head Office staff (but not for any other persons). Members of the Collaborative Research Centre may not be accommodated in the same hotel as the review panel.

Catering

The Collaborative Research Centre is requested to organise three meals during the review:

- light lunch on day 1 between plenary and poster session
- buffet dinner during the closed meeting on day 1
- light lunch on day 2

In the interest of participants with food allergies or intolerances, we ask that a list of ingredients and food additives be displayed. Please remember to include vegetarian dishes, as well as pastries, fruit and sufficient beverages in the meeting rooms. Please do not provide alcoholic beverages at any time during the review.

Please arrange for the invoice for all expenses incurred in connection with the first closed meeting (incl. beverages and dinner, and room rental if applicable) to be submitted to the DFG Head Office. Up to € 35.00 (incl. VAT) per person may be budgeted for these costs. Please inform the catering company or hotel regarding the final number of participants.

Arrival and departure

The Collaborative Research Centre is requested to organise rides or escorts on both days from the hotel to the meeting venue in the morning, and if necessary from the meeting venue to the hotel in the evening. For departure, it is helpful to assist guests with transportation to the train station or airport.