

## Proposal Information

### Checklist: Have you remembered to include everything in your proposal?

- ☐ My proposal follows the current formal rules and instructions as set out in the guidelines and proposal preparation instructions and does not exceed the specified number of pages.
- ☐ My proposal is clearly structured, precisely worded and self-explanatory.
- ☐ From my proposal, it is clear at first glance why the project idea is original and why the research project will make an important contribution to understanding questions of academic interest (and, where relevant, social issues).
- ☐ The research objective of the project is thoroughly described and focuses on key questions and hypotheses.
- ☐ The explanations on the current state of research are up-to-date and related directly to the objective of the project.
- ☐ The work programme is coherently elaborated and follows a realistic timetable. I have given concrete consideration to the handling of research data obtained and laid out a plan for how to manage it.
- ☐ The methods proposed are tailored to the research questions and it is clear that I (or another person involved in the project) am capable of implementing them.
- ☐ My profile and my own preliminary work reflect my qualifications and underline the feasibility of the project. They show that I am capable of undertaking independent academic research.
- ☐ My proposal contains all the necessary information on the ethical and legal context of my research (e.g. ethical aspects, 3Rs principle, security-relevant aspects, relevance with regard to the Nagoya Protocol).
- ☐ I have also considered the significance of gender and diversity in connection with the research project and described these aspects where appropriate.
- ☐ The calculation of costs is cogently derived from the work programme. In the case of a joint project, the allocation of funds to the persons involved is clear from the proposal.
- ☐ I have attached information relevant to the proposal (e.g. unpublished manuscripts and offers, as well as job offers and other written commitments from cooperation partners where applicable).