

# SINO-GERMAN SHORT-TERM WORKSHOPS FOR STUDENTS AND EARLY-CAREER RESEARCHERS

## Guidelines for Completing the Application Form

### HOW TO COMPLETE THE APPLICATION FORM

The Reference and Submission Date fields (top right corner of the first page) will be filled by the SGC.

| <b>Project Title and Dates</b>   |  |
|--|--|
| Topic  | Indicate a title, not longer than 200 characters (including blanks) and understandable to the layperson (i.e. someone not a specialist in your field).   |
| Category   | Please select the type of students at the event. Indicate your choice with an "X". Note that you can choose only one category.   |
| Starting and Ending Dates  | Please state the anticipated starting and ending dates of the event.   |
| Venue  | Please state the anticipated place of the event  |
| City   | Please state the anticipated city of the event   |
| Country  | Please state the anticipated country of the event  |
| Arrival and Departure dates  | Please state the anticipated arrival and departure dates of the participants.  |
| <b>Personal Details of the Applicants</b>  |  |
| Title  | Please choose one of the following: Prof, Dr, Mr, Mrs, or Ms   |
| Gender   | [Female(F)/Male(M)/Other (O)] This information is required for statistical and mailing purposes. Indicate F, M, or O as appropriate  |
| Date of birth  | Please specify your date of birth using the format (DD/MM/YYYY).   |
| Scientific institution   | Name of your University/Research Institute/ Organization   |
| Department   | Name of your Department/Faculty/School/Laboratory  |
| Position   | Please specify your academic position  |
| Place  | Country and city of your University/Research Institute/ Organization   |
| Postcode   | Postcode of your University/Research Institute/ Organization   |
| Street   | Street of your University/Research Institute/ Organization   |
| Office phone   | Please insert the full phone number including country and city/area code.  |
| Mobile phone   | Please insert the full phone number including country and city/area code.  |
| E-mail address   | Please give your institutional E-Mail address  |
| <b>Scientific Area and Previous Funding of Proposed Research</b>                     |  |
| Scientific Area  | Indicate your choice with an "X". Note that you can choose only one Scientific Area.   |
| Previous funding from the NSFC (only for applicants from China):                     | Please list, in reverse chronological order, the details of the NSFC grants where you have served (or are currently serving) as Principal Investigator or participants.<br>(Reference Number, Type, Start and end time).<br>Previous funding by NSFC is an obligatory prerequisite for applicants from China.<br>If you have only served (or currently serving) as participants of NSFC grants, please submit recommendation letters from two professors from your research area, and the consent from the project PI. |
| <b>Scientific Proposal, Research Team Members, Requested Funding and Declaration</b> |  |

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|-----|---|---|
| 1.  | Theme of the Short-term Workshop for Students and Early Career Researchers  | General description of the project theme, emphasizing the role and motivation of each side, their intended interaction and the anticipated added value for students<br><b>One page maximum</b> , use Times New Roman 10pt font, single-spaced   |
| 2.  | Scientific significance   | Contents of Section 2 to Section 4 shall have a <b>combined maximum length of 10 pages</b> (Times New Roman 10pt font, single-spaced)   |
| 3.  | Presentation of the participant selection process (including criteria for qualification, form of application) for the short-term workshop   | Contents of Section 2 to Section 4 shall have a <b>combined maximum length of 10 pages</b> (Times New Roman 10pt font, single-spaced)   |
| 4.  | Equipment and infrastructure required for the short-term workshop for students and early career researchers (if field trips are necessary, please provide detailed justification) | Contents of Section 2 to Section 4 shall have a <b>combined maximum length of 10 pages</b> (Times New Roman 10pt font, single-spaced)   |
| 5.  | Overview on the participants' structure   | This section contains one table. Please input the overview of the participants' structure (number of the lecturers and students), which will be used in the calculation of the budget.  |
| 6.  | Overview of program design  | This section contains one table. Please input the overview of the program (number of the days and number of the stays), which will be used in the calculation of the budget.  |
| 7.  | Budget  | Please calculate the workshop costs and research visit costs according to the funding rates detailed in the document and fill in the tables.<br><ul style="list-style-type: none"> <li>- Hosting costs for workshops and research visits are granted to the hosting side; only travelling costs are granted to the travelling side.</li> <li>- If you need other costs to be covered, please list them separately and justify them explicitly.</li> </ul> |
| 8.  | Lists of lecturers' addresses   | This section contains four tables – one for lectures from China, one for lectures from Germany, one for the third-party lectures and one for self-payer. Each table may be extended to account for a larger number of team members.   |
| 9.  | Short CVs   | Please provided for the short CVs of all participants, <i>i.e.</i> the applicants and all team members.<br><b>One-page maximum</b> for each participant<br><ul style="list-style-type: none"> <li>- Please organize the CVs in the same order as the Lists of Lecturers given under no. 8.</li> </ul>   |
| 10. | List of participants* of the students for whom funding is being requested (if known at the time of application)   | This section contains two tables – one for participants from China and one for participants from Germany. Each table may be extended to account for a larger number of team members.  |
| 11. | Event program   | This section contains one table. Please input the detailed program.   |

## HOW TO SUBMIT THE PROPOSAL

- 1) Proposals must be submitted to the following email address:

[Workshop2026@sinogermanscience.org.cn](mailto:Workshop2026@sinogermanscience.org.cn)

Please send us the proposal as both word document and **PDF** (scanned proposal with seal) and use the following naming convention:

2026Workshop-<Chinese PI Family Name>-<German PI Family Name>.pdf

Example: 2026Workshop-Wang-Schmitz.pdf

- 2) Please note that the **Declaration** of the last page needs to be **signed by both applicants** (electronic signature allowed for applicants from Germany). The proposal must be **sealed** by Chinese applicant's support organization.