

# Applications for projects in medicine

## BASIC INFORMATION AND CONDITION

- › Applications can generally only be accepted if they come from universities or non-profit research institutions.
- › Project proposals are only accepted from researchers that have a Ph.D. and relevant experience in the priority field of research. They should generally have two to four years' experience in post-doctoral research and want to set up or expand a small working group of their own with the support of the Foundation. The position of the applicant should be funded by the host research Institute.
  - It is generally not possible to obtain funding for one's own position.**
  - Planned project staff cannot file applications as co-applicants.**
  - Firmly established researchers and scientists (holders of chairs, directors of clinics) are not eligible for support of projects.**
- › The planned project can generally stretch over a working period of up to three years. If approved, financial resources are usually provided initially for two years; an application for an extension might need to be filed for the final third project year (see deadlines for submission).
- › The applicant must be actively involved in the research work plan for the project. Projects which are solely aimed at completing doctoral dissertations are not supported by the foundation.
- › **The foundation generally does not accept any applications for projects if applications are being filed with other institutions at the same time to ease the burden on its experts assessing applications.** An application that is refused by another institution can be filed with the foundation along with a note explaining why it was refused (s. application form).
- › It is generally not possible to revise applications that have been rejected by the Foundation.

## SUGGESTED OUTLINE OF APPLICATIONS

- › Application form (signed in the original by all applicants)
- › Summary (max. one page)
- › Detailed description: topic, present state of research, preparatory work done, theories and methods, human tissue specimens or cells to be studied, plan of procedure with time schedule, planned staff (about 15 pages)
- › Curriculum vitae and list of up to ten of the most important publications of the last five years of the applicant
- › Curriculum vitae and list of publications of the last five years of planned staff if applicable
- › Collaboration with other scholars
- › Personal and material support from the budget of the institution or from any other sources



- › Information on the topic, amount of support and probable date of completion of other third-party funded projects you are currently involved in
- › Bibliography on the topic highlighting project-related publications of the applicant
- › An itemized budget showing:

Personnel costs (usually one entire position or two half positions based on the “Tarifvertrag für den öffentlichen Dienst der Länder” [TVL], or in countries other than Germany, the salary costs arrangements applicable there, i. e. total wage and salary costs including the employers’s share)

If relevant, financial resources for research assistants or student helpers

One-off costs (special literature, licenses, small equipment, etc.)

Annual running costs, in particular for supplies (per year)

Costs for experimental animals and animal facilities (per year)

Other costs (e.g. contracts with outside providers, works agreements, costs for use of core facilities)

Travel expenses

**Total amount** of resources requested (If the itemized budgets are quite long or complex, these should be summarized in a table broken down according to types of cost and years.)

Any financial resources that are provided by the university or third parties for the project should be listed separately.

A single set of the complete application with all the documents is to be sent (unstapled and unbound) by **postal service**. The application together with its annexes must also be provided on a computer disk or by e-mail (fts@fritz-thyssen-stiftung.de) (the version must be the same as the paper version; max. 10 MB).

Applications may be submitted in German or in English.

## DEADLINES FOR APPLICATIONS

Project applications can be submitted until

**15. February** for the summer meeting of the foundation committees in June

**15. September** for the winter meeting of the foundation committees in February

of each year. The date stated on the postal stamp applies.

Please note that due to the high number of applications, it may take a few days until you receive an acknowledgement of receipt.



## TYPES OF COSTS

### PERSONNEL COSTS

Complete personnel costs can be applied for in the case of **research staff with doctoral degrees** under TVL-E13. In the case of **research staff who do not have doctoral degrees**, their pay is generally based on one half of TVL-E13-position.

In the case of applying for personnel costs for **clinician scientists**, the foundation assumes that the planned staff will be put on leave at least 80 per cent of their working time at the clinic. Confirmation of this from the clinic is to be submitted with the application.

**Non-academic personnel** are paid at the appropriate TVL level.

**Student helpers or research assistants** should be paid according to the rates prevailing at the institution involved; the foundation is to be notified hereof through the budget plan accompanying the application.

The application is to be accompanied by a confirmation from the institution employing the scholar that

- › the university will act as employer during the term of the support,
- › that it will provide an appropriate workplace,
- › the obligation of the planned staff will be limited to a minimum of 80 percent to work on the research project being supported by the foundation and scholarly work directly linked thereto,
- › influence will not be exercised on the independent performance of the said research project through orders issued by the employer.

### TRAVEL COSTS

Funds to defray travel costs that are directly connected with the project can be applied for. In addition to reasonable travel and overnight accommodation costs, up to € 24 a day can be granted to defray the costs of meals when traveling within Germany (rail travel 2nd class or air travel economy class).

In the case of travel abroad, the daily or monthly rates for the respective country of travel can be applied for to defray overnight accommodation and meal costs.

### WHAT CANNOT BE APPLIED FOR

- › Staff resources for applicants who already have a post (substituting for chairs or similar)
- › Staff resources for the own post
- › Financial resources for construction work
- › Financial resources to procure office furnishings and equipment that are usually part of the basic furnishings at universities and institutes
- › **Generally no financial resources are granted to defray overhead costs**

## NOTICE OF GRANT, PAYMENT AND ACCOUNTING

### CONDITIONS GOVERNING THE GRANT

The conditions governing the grant are stated in the letter announcing the grant to the candidate. In accepting the grant, the candidate commits himself to carrying out the conditions of the grant.

### CALL-UP AND USE OF FUNDS

The funds are to be administered by the relevant university or institute, and are disbursed upon the written request - signed in the original - of the grant holder or the office administering third-party funds (state file numbers, accounts for third-party funds, bank information, internal accounting numbers); if possible in quarterly to half-year installments. This letter can be sent to the foundation by fax or as a pdf file attached to an e-mail.

Up to 20% of the funding for an approved item can be shifted to another approved item if the foundation provides its consent to such in advance. Project funds may only be used to defray other expenses not stated in the application subject to prior approval by the foundation.

### REPORTING

At the end of the period of support, the grant holder must submit to the foundation accounts showing how the funds have been used as well as a final report on the project (at least 7 to 10 pages) - each signed in the original. Any funds not used must generally be returned after review of the accounts showing how the funds have been used and request for such by the foundation.

The account statement along with the accounts showing how the funds have been used must be backed up with verifiable receipts and documents. These should be kept, but not sent to the foundation unless requested to do so.

The foundation expects that the results of the scholarly work will be made available for the use of other scholars through **publications** - it requests two offprints or specimen copies - and that it will contain a note that support was provided by the Fritz Thyssen Foundation. The logo of the foundation can be downloaded from the website for this purpose. The foundation does not assume any obligation with the approval of project resources, however, to provide funding to prepare and print publications. It is up to the recipient of support to file an application for a printing subsidy if such is needed.

## APPLICATION FOR AN EXTENSION

An application for extension can be applied for with projects that have already received support from the foundation, generally for a maximum of one year. The deadlines for project applications at the foundation must be met.

In filing such an application, please follow the notes for filing project applications. Applications for extension should in particular state

- › what work has been performed and results attained to date
- › what work is planned for the year of extension.

A time schedule and budget are to be submitted for the extension period applied for in addition.