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.

› In the case of applications from non-governmental institutions within the EU/EEA, the application must be accompanied by a copy of the currently valid tax exemption notice for corporations.

› The funding programme is aimed in particular at individuals who
  • have a Ph.D. and relevant experience in the priority field of research
  • are still at the start of their scholarly career with two to four years’ experience in postdoctoral research and would like to develop their scientific profile with the support of the Foundation
  • already head an independent research working group of their own or would like to set up their own working group with the support of the Foundation

It is not possible to obtain funding for

• one’s own position for the period of the research project applied for
• researchers who are already firmly established (holders of chair/directors of clinics)

› Planned project staff cannot file applications as co-applicants.

› 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

1. Application form (signed in the original by all applicants) and, if applicable, an explanation if this application has already been submitted to another funding organisation
2. Description of the research project
   2.1 Summary (max. one page)
   2.2 Present state of research (brief summary of the scientific context of the project including the resultant research question; about 2 pages)
   2.3 The applicant’s own preparatory work performed (about 3-5 pages)
   2.4 Work plan
   2.4.1 Overview of hypotheses and work packages derived from these
2.4.2 Detailed work plan including a detailed description of the human tissue specimens, cell and mouse lines used, animal models and specific established methodological approaches (about 10 pages)

2.4.3 Time schedule

2.4.4 Planned staffing

3. Professional curriculum vitae and list of publications with up to ten of the most important publications by the applicant(s) over the last five years; if applicable, career curriculum vitae and list of publications by proposed staff members over the last five years

4. If applicable, collaboration with other scholars including cooperation commitments

5. Letter of support/recommendation, if applicable

6. Material and human resource support from the institute’s budget or from third parties

7. Information on the topic, funding amount and expected date for the completion of projects currently being worked on with the support of other funding organisations; if you have not acquired any third-party funding, please also state this

8. Bibliography on the topic highlighting project-related publications by the applicant(s)

9. An itemised cost budget broken down according to:
   - Personnel costs (usually one entire position or two 65% 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 as a total sum)
   - 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.)

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

- **1 February** for the summer meeting of the foundation committees in June
- **1 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 65% of a TVL-E13-position. In countries other than Germany, the personnel costs are to be stated according to the salary costs arrangements applicable there, i.e. total wage costs including the employer’s share as a total sum.

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.

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 € 28 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 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 administrating 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.