

Guidelines for Collaborative Research Centre/Transregio Applications

as of March 12, 2024

The University of Bayreuth welcomes the fact that its researchers apply for the establishment of Collaborative Research Centres and Transregios of the DFG (CRC/TRR). In these guidelines, the Research Support Office (RSO) will outline how you may apply for CRCs/TRRs, what you need to consider and how we can support you.

A CRC is applied for and coordinated by one university, a TRR is jointly applied for and coordinated by two or three universities; sub-projects with PIs from other research institutions can be integrated into both versions. As a rule, **one funding period covers four years**, with a **maximum of three funding periods**.

The **aim of this funding scheme** is to realize excellent collaborative research, the development of research priorities and structures at the applicant university/universities, interdisciplinary cooperation, and the promotion of early career researchers and equal opportunities. Please inform the RSO and the University Governing Board in good time of your intention to submit an application (see below).

1. Draft Proposal/Consultation Phase

The establishment of a CRC/TRR takes place in two stages (see [DFG Guidelines on the Consultation Phase](#)): There is **no set deadline** for a new proposal. A full proposal is preceded by the submission of a **draft proposal** and a **consultation panel with the DFG Head Office and researchers from related fields**. Get in touch [with the relevant contact person at the DFG Head Office](#) at an early stage.

Please note the **following internal UBT procedures** for the consultation phase:

- Discussion with President and Chancellor; submission of title, abstract, PIs involved and timeline
- Forwarding of information by the applicants about the planned draft proposal to the Vice President for Research (VP-F) and RSO
- Information on draft proposal to the faculty/ies concerned by the applicant and to the University Governing Board by VP-F
- Presentation of the draft proposal in a Senate meeting by the applicants and approval of the Senate for submission

Content of the Draft Proposal:

- 120 pages max. (incl. annexes) according to a strictly defined structure (see [DFG Guidelines on the Consultation Phase](#)) in English, in justified exceptions in German
- Concise presentation of objectives, work program, state of the art, institutional requirements, projects and their interconnectedness, concept for collaboration with cooperation partners
- Presentation of the supporting structures for the CRC/TRR; here we gladly support you in coordinating the content with the relevant service centres at UBT
- Submission via the DFG's elan portal and four printed copies to the DFG's Head Office; declaration of commitment from all project leaders prior to submission in accordance with the DFG's template; the draft proposal must be confirmed by the signature(s) of the president(s).



Consultation Panel:

- Goal (see [DFG Guidelines for Consultation Panels](#)): Assessment for the responsible DFG Senate Committee as to whether the draft proposal represents a suitable basis for submitting a full proposal in the opinion of external experts
- Main emphasis on the concept of the CRC, less on content and methodological details
- Presentation of the planned project variants (e.g. integrated RTG, service, transfer, Z, outreach, data projects)

2. Full Proposal Phase

Following the DFG Senate Committee's recommendation, the spokespersons prepare the full proposal and decide on a specific submission date with the DFG Head Office. Please note the **following internal UBT procedures** for the full proposal phase, which require a corresponding lead time:

- Invitation of applicants to a University Governing Board meeting and discussion of full proposal
- Information on full proposal in a meeting of the **Senate** by VP-F/Governing Board

In this phase, spokespersons should coordinate the **basic equipment, facilities and lab space, lab equipment and use of equipment** with the relevant departments and faculties. They need to settle the support of the university with the Chancellor as required, as a written statement must be submitted to the DFG at the time of the on-site review (see below). In addition to the points mentioned above, this also includes staffing and agreement of employment of all project leaders involved for the first funding phase.

The full proposal is preceded by a [preliminary proposal](#), which must be submitted to the DFG as early as possible, but no later than 6 months before the review date. The pre-proposal serves to prepare for the DFG review and includes an overview of all projects, program modules, preliminary work (publications) and research profiles of the PIs involved and their international network, the latter to determine bias of prospective reviewers, as well as an estimate of requested funding.

The full proposal must be submitted to the DFG 8 weeks before the pre-determined review date.

Content of the Full Proposal:

- 400 pages max. (incl. annexes) according to a strictly defined structure in English;
- Detailed elaboration of the draft proposal, taking into account the feedback from the consultation phase and the following criteria: high scientific quality and originality at an internationally competitive level; ambitious and long-term research program; coherent interconnectedness of the projects; outstandingly qualified researchers; adequate basic staff, financial and infrastructural resources; convincing contributions to the development of priorities and structures at the applicant universities;
- Elaboration of the supporting structures: support for researchers in early career phases, equal opportunities and diversity, governance, research data management and science communication/transfer – again, we will gladly support you together with the relevant service centres;



- Submission via the DFG's elan portal and submission of 20 printed copies to the DFG Head Office and 2 printed copies to the Bavarian State Ministry of Science and the Arts; all project leaders must sign a declaration of commitment in accordance with the DFG's template before submission; the full proposal must be confirmed by the signature(s) of the president(s).

3. Two-Day On-Site Review

Once the full proposal has been submitted, preparations for the on-site review of the CRC/TRR begin. The DFG has detailed guidelines regarding planning and processing at the coordinating university (see [DFG Guidelines to On-Site Review Preparation](#)). The **date for the on-site review (approx. 8 weeks later)** is given with the submission date of the full proposal. Involve the University Governing Board and the RSO in good time and plan the participation of suitable representatives for on-site support. This also applies to mock reviews in the immediate run-up to the event.

In addition to an internal preliminary meeting of the review panel, the schedule includes **presentations by the speakers, the University Governing Board, and project leaders**; please also prepare backup slides for clarification during the discussion. During a longer poster session, early career researchers and supporting structures should also be visible with representatives and posters.

We also recommend **in-depth research on the review panel** in advance (professional background, 'school of methods', publications, personality, etc.); during the poster session and breaks, the speakers can assign the CRC's project leaders to individual reviewers in order to proactively answer critical questions and identify gaps.

When preparing, consider **important accompanying processes** such as space planning (plenary sessions, breaks, poster session, consultation rooms, hardware & IT), hotel bookings and transfers for the review panel as well as catering during breaks. Kindly also take into account any facility tours on campus if these can be included in the tightly scheduled program of the on-site review, e.g. during the poster session.

On the second day of the on-site review, the review panel will present its recommendation, which will provide the basis for the funding decision of the Grants Committee for Collaborative Research Centres at its next meeting. If necessary, in this **final meeting further demands** are voiced in the presence of the spokespersons and the Governing Board, which are considered preconditions for this recommendation. The necessary written confirmations must be submitted to the DFG promptly upon request. The final decision on funding is made by the DFG's Grants Committee, which meets every six months and to which the CRC/TRR proposal is assigned.

Your contacts for all questions relating to the Collaborative Research Centres:

Dr. Mirjam Horn-Schott

Email: mirjam.horn-schott@uni-bayreuth.de

Dr. Ursula Higgins

Email: ursula.higgins@uni-bayreuth.de