Submitting applications for federal funding programs

When submitting applications to federal programs, researchers have to clarify administrative aspects, such as determining the current personnel costs (including own contributions, if applicable) or resolving contractual and budgetary issues, in addition to the conceptual design of the planned project. The Research Support Office supports you in this regard in close cooperation with Unit II/1.1.4 Third-Party Funding Administration and Unit III – Human Resources.

A: Project outline („Projektskizze"):
You can obtain a sample .xml file for completing the application form from the Research Support Office (see point C below for instructions on how to complete the form). The calculation of the personnel costs must be coordinated with the Research Support Office, as each project must be considered individually due to changes in the salary scales, tariff increases or program-specific framework conditions. Requests for personnel cost calculations should be sent to: forschungsfoerderung@uni-bayreuth.de.

Please send all requested documents to the Research Support Office (forschungsfoerderung@uni-bayreuth.de) 10-14 working days before the submission deadline for review.
After our review and, if indicated, the revision of the documents, the project outline will be sent to Unit II/1.1.4 Third-Party Funding Administration for a final budgetary review. If the University of Bayreuth takes over the coordination of the project, the project outline will be submitted to Unit II/1.1.4 Third-Party Funding Administration for budgetary review, legally binding signature and postal dispatch after approval by the Research Support Office.

B: Full applications:
In case the project outline has been approved by the funding institution, the full application has to be prepared. During this phase, you will also be supported by the aforementioned administration units of the University of Bayreuth.

1. Application documents:
You prepare a funding application in accordance with the specifications of the call for proposals. At this stage, a revision of the project calculation will be necessary in order to have a final budget.

2. Budget:
As mentioned above, you can obtain up-to-date information on personnel costs from the Research Support Office. Please indicate which personnel you require for which periods (duration, full-time or part-time, etc.). As with the project outline, the requirements of the third-party funding body or the funding program for calculating personnel costs must also be taken into account here.

3. Feedback:
Please send us a consolidated draft version of the application form (.xml + .pdf) together with all other application documents to forschungsfoerderung@uni-bayreuth.de 10-14 days before the submission deadline. You will receive prompt feedback with suggestions for corrections and improvements.

4. Finalization/Submission:
Once the application documents have been approved by the Research Support Office, they will be finalized by Unit II/1.1.4 Third-Party Funding Administration:
- by submitting the final version via Easyonline
- by printing the documents, getting the legally binding signing and postal dispatch of the printed version

The applying Chair and the Research Support Office receive a scanned copy of the signed printed version.

When applying, please bear in mind that an LOI (Letter of Intent) and/or a collaboration agreement may have to be drafted and approved. Please allow enough time for feedback from the General Legal Affairs Department (I/AR) as these documents may be subjected to changes.

If you still have any questions about the funding program and the application process, please contact the Research Support Service (forschungsfoerderung@uni-bayreuth.de).

C. Completion aid for AZA or AZAP form:
Please follow these steps when filling out the AZA or AZAP form (Easyonline):
A) Open the Easyonline page in the federal funding portal: https://foerderportal.bund.de/easyonline/nutzungsbedingungen.jsf?redirectFrom=/easyonline/easyOnline.jsf
B) Click on the "New form" („Neues Formular“) tab in the left-hand column and select the funding program for your project. This step is completed by clicking on "Create form" („Formular erstellen“).
C) In the left-hand column, click on the "Data transfer" („Datenübernahme“) option and select the .xml template "xml-MusterBUND" provided by the Research Support Office and click on "Complete" transfer („Vollständig“).
D) Then continue by filling out all the required information.
E) After each data change, you should click "update" („aktualisieren“) in the area of the form that you are currently editing.
F) After each overall revision of the form, the file must be saved using the "Save (xml)" („Speichern (xml)“ function in the left-hand column. A new .xml file is then created automatically, which can be named accordingly (Date_Project_Acronym_Version No. XY). Changes can be made and saved as often as required.

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Dr. David Magnus