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To
professors
researchers

- internal mail -

Mannheim, 20 October 2016

Raising external funding

Dear researchers,
dear colleagues,

Raising external funding is an essential part of your research everyday and a significant criterion of success for the University of Mannheim as a whole. In order to support you during a time-consuming preparation and at submitting applications, the Division I in cooperation with the External Funding Office of the Division V developed the “**Guidelines: applying for external funding and reviewing the contract for external funds**”. You can find it at the Division I homepage.

Moreover, I would like to point out that from 1 November 2016, according to the decision of the President’s Office on 28 September 2016, a registration of external funding (see “Notification of third party funding and research assignments”) is mandatory for all externally funded projects. This simplifies the verification of legal aspects (esp. in terms of taxation) enormously. After receiving the registration of external funding, the Division I transfers your project information to the research database and manages the provided data for you. In this way, the university meets the requirements concerning the register of externally funded research project according to section 41a of the Act on Higher Education of the Land of Baden-Württemberg (LHG).

The “Notification of third party funding and research assignments” can be found as attachment or on the Division I homepage.

The submission deadlines for the registration of external funding may vary depending on the type of application process:

Bank details:

Baden-Württembergische Bank / LBBW

Bank code (BLZ): 600 501 01 **Account No.:** 749 650 106 8

IBAN: DE13600501017496501068

BIC: SOLA DE ST

I) Registration of external funding AFTER the funding has been approved

These are the project proposals for the following application processes:

- **research grants of the German Research Foundation (DFG):** individual grant program, priority programs; exception: confirming the application regarding one's own position or that of a Emmy Noether junior research group;
- **EU framework programs** (e.g. Horizon 2020) as a partner (participation), however, *not if coordinated* at the University of Mannheim;
- **public institutions/funding institutions** (e.g. universities, DAAD);
- **non-profit foundations/clubs** (e.g. Volkswagen Stiftung, AvH-Stiftung) in case of the procedures without a central submission or signing requirement, up to the requested funding amount of 20,000 € (minor limit);
- **Research awards and research grants** (project-oriented).

In case of the research projects under "I)", it is sufficient to submit the registration of external funding to the Division I after the project proposal has been approved. Naturally, you may submit the registration even before your project has been approved.

II) Registration of external funding BEFORE the funding has been approved

These are the projects proposals which shall be *submitted centrally* and are *coordinated* by the University of Mannheim; these are also proposals where an *internal pre-selection* is necessary and/or which shall be *signed by a central position*, e.g.:

- **federal ministries and the ministries of Baden-Württemberg** (BMBF, BMWi, MWK);
- **EU** (if coordinated by the University of Mannheim);
- **DFG research units, collaborative research centers, research training groups;**
- **for-profit foundations;**
- **proposal-based commissioned research** (e.g. BW-Stiftung);
- **other international procedures** (z. B. INTERREG, German Israeli Foundation, GIZ);
- **offers** (proposals) and
- **cooperations/contracts:**

In this case, I would like to ask you to submit the notification of external funding to the Division I before the final submission of your proposal incl. your signed application/proposal and any further supporting documents.

Principally, the Division I supports and advises you in all the application procedures whether your proposal shall be checked and approved before the submission or not.

If a check and an approval are mandatory, for example when a substantial own contribution shall be provided by the university (e.g. DFG – temporary positions for principal investigators, DAAD: visiting professorship; see also under "II)" or when a final application shall be submitted

by the President's Office, it is necessary to involve the Division I into the procedure in due time. Here is the list of the staff members at the Division I who are responsible for consulting and support during the application process:

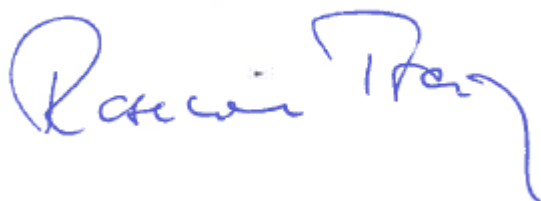
External Funding Providers	Contacts: coordination
Federal ministries and ministries of Baden-Württemberg	Dr. Manuela Lexen Phone: 1094
DFG, foundations	Dr. Isabell Ludewig Phone: 1208
EU, DAAD, international organizations	Dr. Ursula Schlichter Phone: 1145
Projects affecting the university structures, e.g. collaborative projects of the DFG (collaborative research centers, research training groups)	Christian Fäth Phone: 1144
Collaborative projects/contracts with the business sector	Michael Herrmann Phone: 1074

Please contact the responsible person in due time, i.e. at least three weeks before the external submission deadline if a check and approval are necessary (see above). In this way, we will be able to clarify potential questions on time.

For further information please do not hesitate to contact the Division I.

Thank you very much for the numerous suggestions that encouraged us to optimize the procedure. I wish you all the best for your future research projects.

Yours sincerely,



Prof. Dr. Rosemarie Tracy
Vice President for Research, Equal Opportunity and Young Researchers

Attachments

Guidelines: applying for external funding and reviewing the contract for external funds
Updated notification of external funding of the University of Mannheim