

External funding guideline: grant proposal and contract review

The following guideline provides you with a brief overview of the administrative processes when applying for external funding. At the same time, it will inform you about the university's administrative units involved in both, the grant application process/proposal writing process and the implementation phase of your project.

Section 1-2, introduce the administrative steps for raising competitive external funding. In section 3, the administrative process for managing external funding in industry cooperation projects as well as non-competitive external funding projects are presented.

Section 4 then lists the administrative tasks and responsibilities of Division V which will support you during the implementation phase of your project.

Section	Who is involved?	Administration Contact
1	PREPARING AN APPLICATION	
1.1	Project idea	<i>Researcher – Project management</i>
1.2	Identification of funding options/ funding schemes for your project idea or idea for responding to a specific call for proposals <u>Creating a project draft:</u> Matching your idea to a suitable grant authority: <ul style="list-style-type: none"> • Public funding authorities? • Private funding authorities? Be aware of deadlines! Make sure to schedule enough time to consult with Division I in case of uncertainties regarding your proposal.	Division I <u>Coordination according to grant authority:¹</u> Collaborative projects funded by the German Research Foundation (DFG), proposals concerning university structures: Christian Fäth Phone: 1144 faeth@verwaltung.uni-mannheim.de Ministries (e.g. Federal Ministry of Education and Research (BMBF) , Federal Ministry for Economic Affairs and Energy (BMWi), Ministry of Science, Research and Arts of Baden-Württemberg (MWK)): Dr. Manuela Lexen Phone: 1094

¹ See also: <http://dezi.uni-mannheim.de/forschungsfoerderung/>

Section		Who is involved?	Administration Contact
			manuela.lexen@verwaltung.uni-mannheim.de German funding authorities (DFG, foundations): Dr. Isabell Ludewig Phone: 1208 isabell.ludewig@verwaltung.uni-mannheim.de Dr. Mandy Börmel Phone: 1283 mandy.boermel@verwaltung.uni-mannheim.de EU, German Academic Exchange Service (DAAD; research program), international funding authorities: Dr. Ursula Schlichter Phone: 1145 schlichter@verwaltung.uni-mannheim.de
Plan your research project			
1.3	Questions to be answered: I. Basic research –research activities without consideration? Notification of third party funding <u>after</u> grant approval II. Research activities with consideration? ² With regard to II: notice of external funding is necessary <u>before</u> submitting your proposal ➤ see section 3:	<i>Project management</i> Division I (coordination)	Coordination: Division I ➤ contact person according to grant authority (see above)
1.4	Draft your research proposal		

² Research activities with consideration include determination of the type and scope of remunerated research activities by the contracting party; determination of conditions by the contracting party; transfer of property and exploitation right to contracting party; contracting party bears risk of failure.

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<p><u>Please be aware of</u> the funding authority's requirements/formal regulations. (single-stage, multi-stage procedure?)</p> <p>Are structures of the university/the department affected /to be taken into account?</p> <p>In your proposal you may be required to refer to gender equality. Contact the Department of Gender Equality and Social Diversity (Stabsstelle Gleichstellung und soziale Vielfalt) for formal review.</p> <p>For ethical questions in your research project contact the university's Ethics Committee at an early stage.³ Contact: ethik@mail.uni-mannheim.de</p>	<p>Proposal writing: <i>project management</i></p> <p>Formal review: Division I</p> <p>Formal review: Department of Gender Equality and Social Diversity (SGSV)</p>	<p>Coordination: Division I</p> <ul style="list-style-type: none"> ➤ contact person according to grant authority (see above) <p>Department of Gender Equality and Social Diversity Alexandra Raquet Phone: 2526 alexandra.raquet@uni-mannheim.de</p> <p>Jürgen Kaufmann Phone: 2528 genderconsulting@uni-mannheim.de</p>
<p>1.5 Review of the call for proposal/grant authority's funding guidelines with respect to the feasibility of your research project</p>	<p><i>Project management</i></p> <p>Division I (coordination)</p>	<p>Coordination: Division I</p> <ul style="list-style-type: none"> ➤ contact person according to grant authority (see above)
<p>1.6 Budget</p> <p><u>Must include:</u></p> <p>budget categories (if applicable, consult with the</p>	<p><i>Project management</i></p> <p>Division I (coordination)</p>	<p>Coordination: by Division I</p> <ul style="list-style-type: none"> ➤ contact person according to grant authority (see above)

³ http://www.uni-mannheim.de/1/universitaet/leitung_organe/staendige_kommissionen_ausschuesse/mitglieder_ethikkommission/

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Section		Who is involved?	Administration Contact
		the President's Office	
Submitting your proposal			
1.9	Submitting the proposal According to grant authority: <ul style="list-style-type: none"> • electronic submission? • submission as hard copy? 	According to the grant authority's requirements, the proposal has to be submitted by <ul style="list-style-type: none"> • the university • <i>the project management</i> 	If the university acts as applicant, Division I coordinates: <ul style="list-style-type: none"> ➤ contact person according to grant authority (see above)
2.	Proposal passes examination: PROJECT PROPOSAL APPROVED		
2.1	Grant award notification has been received	Division I/President's Office <i>Project management</i> - The proposal and grant award notification are forwarded to Division V	Coordination: Division I <ul style="list-style-type: none"> ➤ Contact person according to grant authority (see above)
2.2	Notification of external funding	<i>Project management</i> Please send the completed notification of external funding to Division I. ⁴	Coordination: Division I <ul style="list-style-type: none"> ➤ contact person according to grant authority (see above)
Additional contracts in the context of the project (if applicable)			
2.3	Preparing additional contracts with your project partners a) with private sponsors	<i>Project management</i> Division I:	Coordination: Division V <ul style="list-style-type: none"> ➤ contact person according to the project management's respective faculty/affiliation

⁴ <http://dezi.uni-mannheim.de/forschungsfoerderung/Drittmittel%3A%20Leitfaden%20und%20Drittmittelanzeige/Download%20Drittmittelanzeige%20und%20Anlagen/>

Section		Who is involved?	Administration Contact
	b) with public funding authorities c) in collaborative projects (BMBF, EU): prepare a consortium agreement, if applicable also subcontracts	Natalia Smagin-Pallakst (Legal Counsel)	with the university (see section 4)
2.4	Drafting and signing of the contract	Division I (Legal Counsel) Division V	Coordination: Division V ➤ contact person according to the project management's respective faculty/affiliation with the university (see section 4)
COOPERATION WITH INDUSTRY and other NON-COMPETITIVE EXTERNAL FUNDING			
3	Drafting and signing of the contract in the context of cooperation with industry and other non-competitive external funding authorities	<i>Project management</i> Involved: Division I (rights, separation allowance calculation) Division V (staff costs, travel expenses) Division IV (procurement, taxes) Division VI (facilities)	Division I – coordination: Michael Herrmann Phone: 1074 herrmann@verwaltung.uni-mannheim.de
	Submitting the notification of external funding	<i>Project management</i> Please send the completed notification to Division I. ⁵	Coordination: Division I ➤ contact person according to grant authority (see above)
3.a	Exception: donations for scientific purposes	<i>Project management</i>	Division V:

⁵ <http://dezi.uni-mannheim.de/forschungsfoerderung/Drittmittel%3A%20Leitfaden%20und%20Drittmittelanzeige/Download%20Drittmittelanzeige%20und%20Anlagen/>

Section		Who is involved?	Administration Contact
		Division V	➤ contact person according to the project management's respective faculty/affiliation with the university(see section 4)
PROJECT IMPLEMENTATION			
4	Administrative project implementation	<p><i>Project management</i></p> <p>Division V: External Funding office ("Drittmittelabteilung")</p>	<p>Contact person according to the project management's respective faculty/affiliation with the university:⁶</p> <p>Department of Economics, School of Business Informatics and Mathematics (Department "Business Informatics"), Collaborative Research Centers, Graduate School of Economic and Social Sciences, Administration, University Computing Center, University Library</p> <p>Andrea Geier Phone: 1059 geier@verwaltung.uni-mannheim.de</p> <p>Business School (except for the "Business Informatics" department), Mannheim Center for European Social Research (MZES), other institutes</p> <p>Antje Riethmüller Phone: 1105 antje.riethmueller@verwaltung.uni-mannheim.de</p> <p>Department of Law, School of Social Sciences, School of Humanities</p> <p>Chantal Patschull Phone: 1107</p>

⁶ See also the Division V homepage: (http://dezv.uni-mannheim.de/kontakt/beschaeftigte_des_dez_v/#Drittmittel)

Section		Who is involved?	Administration Contact
			patschull@verwaltung.uni-mannheim.de
5	Implementation of measures fostering equal opportunities Support concerning: <ul style="list-style-type: none"> • disbursement of funds • evaluation and design of measures 	<i>Project management</i> Department of Gender Equality and Social Diversity	Jürgen Kaufmann ⁷ Tel.: 2528 genderconsulting@uni-mannheim.de

⁷ See also homepage: <http://sgsv.uni-mannheim.de/Genderconsulting>