

Universität Mannheim · Dezernat I · 68131 Mannheim

To all  
professors  
directors of research institutions  
deans and heads of department

internal mail

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Mannheim, 1 October 2015

**Procedure and criteria for applications for start-up funding from the research fund of the University of Mannheim**

Dear Sir or Madam,

The research council has developed the following procedure and criteria for start-up funding needed to prepare applications for external funding. The procedure and criteria are supposed to (a) give priority to the promotion of early-stage researchers and (b) allow for timely decisions on applications for start-up funding.

**I. Procedure for start-up funding**

1. Please apply to Division I using the form attached and include a description of the project. The description should be 3 to 5 pages long and contain a detailed depiction of the research objectives and the concrete preparations that require start-up funding.
2. Division I checks if all formal requirements have been met.
3. For a grant of up to €5,000 to cover material resources or for 50% of a TV-L 13 position for a period of one month:  
Decision by the Vice President for Research.
4. For a grant of between €5,000 and €15,000 to cover material resources or for 50% of a TV-L 13 position for a period of six months:  
Decision by the Vice President for Research based on the recommendation by the respective subject representative from the research council.
5. For a grant of more than €15,000 to cover material resources or for 50% of a TV-L 13 position for a period of more than six months (exception):  
Decision by the research council in one of its meetings or by way of circulation.
6. The Vice President for Research informs the research council in its meetings about any decisions and submitted applications.

**Bank details:**

Baden-Württembergische Bank Mannheim  
Bank code (BLZ) 600 501 01 - Account No. 7496501  
068  
BIC: SOLA DE 33 - IBAN: DE13600501017496501068

7. The Vice President for Research informs the President's Office about any decisions.
8. Applicants receive a notification from Division I.
9. Division IV (Finances and Procurement) allocates the grant and supervises its outflow. Applicants will receive a notice in case they did not use the full grant in time. Any financial means that are definitely not needed to start-up the application process for external funding will be transferred back to the research fund.
10. Applicants need to inform the Vice President for Research about the status of their application for external funding no later than 6 months after the start-up funding has been terminated. Additionally, the Vice President has to be informed of the results of the application.

## II. Criteria for approval of start-up funding applications

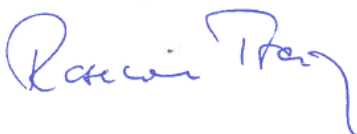
1. Start-up funding applications as preparation for external funding applications have priority over interim financial aid.
2. Start-up funding is granted according to the following levels of qualification:  
highest priority: early-stage researchers  
lowest priority: emeriti
3. As a rule, grants for personnel costs (including own position) are approved to cover 50% of a TV-L 13 position for 6 months at the most.
4. Material resources may be financed as long as they directly relate to the planned research project. Costs for basic equipment as well as general conference travel cannot be financed from the grant.
5. Start-up funding will only be granted once per project. Another application for the same project may only be approved by way of exception and requires a special reason.
6. The proportionality between the requested start-up funds and the subsequent application for external funds needs to be observed.
7. In case researchers repeatedly apply for start-up funding, previous grants of external funds will be taken into consideration.

Applications including a description of the project can be sent to Division I via the dean's office using the form attached.

Applicants need to fulfill the same criteria as required for applications to the German Research Foundation (DFG). Please inform your colleagues about this funding opportunity.

In case of any further questions, do not hesitate to contact Dr. Manuela Lexen, Division I ([manuela.lexen@verwaltung.uni-mannheim.de](mailto:manuela.lexen@verwaltung.uni-mannheim.de)).

Yours sincerely,



Prof. Rosemarie Tracy

Vice President for Research, Equal Opportunities and Early-Stage Researchers