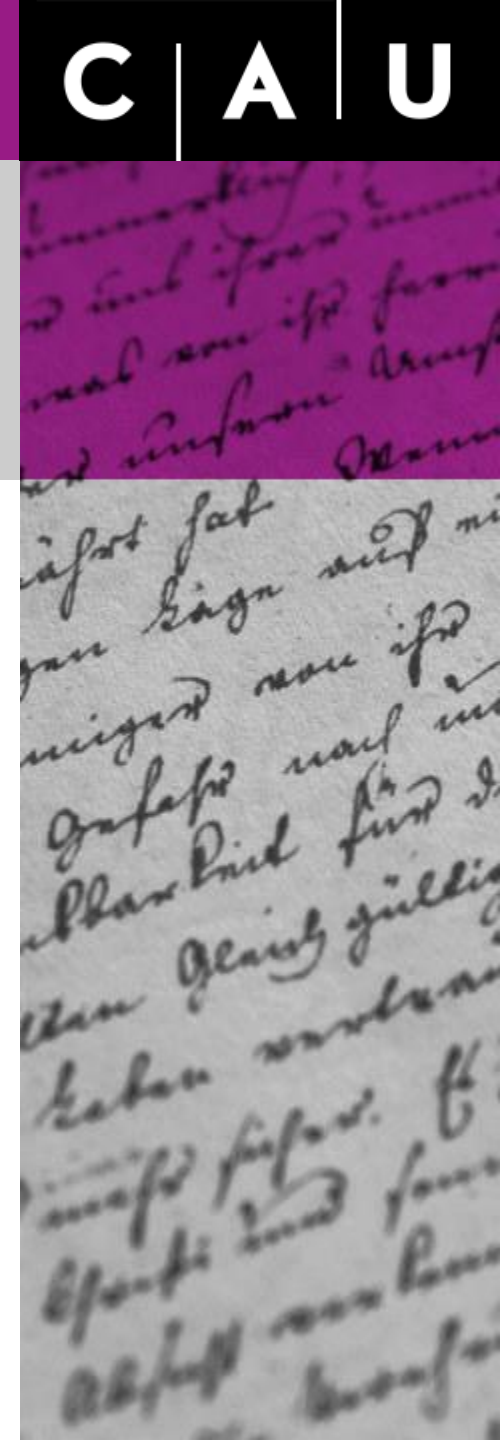


Support and Services for CAU Researchers

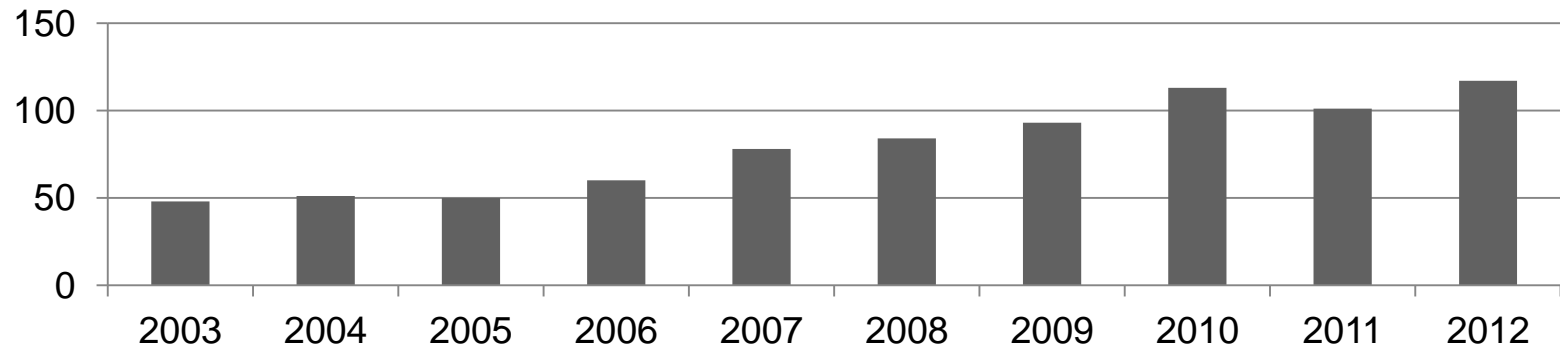
Career Day

- 2 October 2013 -

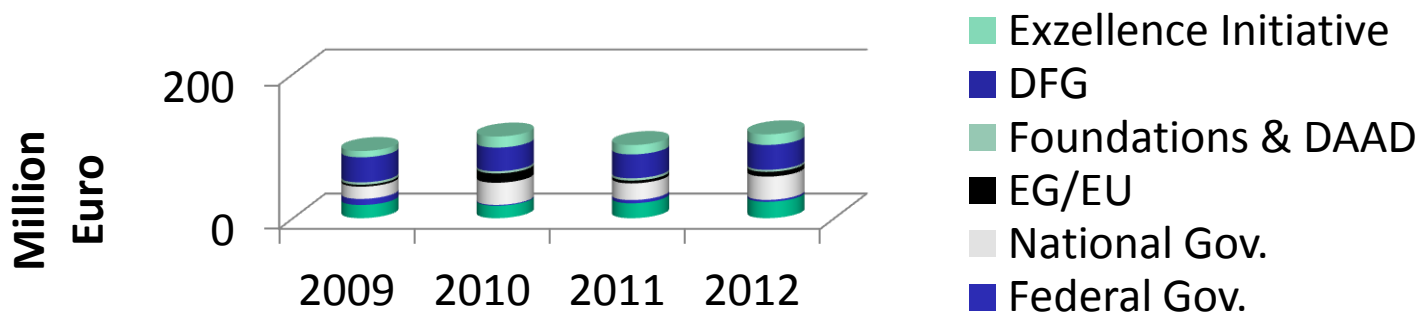
■ Dr. Alexandra Heßling ■ Linda Piálek
Service Centre for Research, IT and Strategic Innovation



CAU Research and External Funding



~€150m State Funding
~ €100-120 m External Funding



Service Centre for Research – Support Services

Pre-Award

- General and personalised advice on funding opportunities
- Eligibility and budget advice, check and official approval
- Support with completion of non-scientific parts of proposals
- Negotiation and signature of Letters of Intent, NDAs etc
- We do NOT check the scientific parts or proof-read the proposal



Negotiation/Grant Preparation Stage

- Communication with sponsor/coordinators
- Final budget check (if necessary revision) and approval on behalf of the CAU
- Completion and signature of all contractual documents
- Where applicable, negotiation of collaboration agreements



Post-Award

- Advice and support with all reporting requirements (time-sheets, online systems)
- Preparation and submission of all financial reports
- Preparation/signature of contract amendments (transfers, extensions, terminations)



Service Centre for Research – Contacts

National Funding



Head of Unit: Dr A Heßling

Forschung-Service@uv.uni-kiel.de

EU and International Funding



Head of Unit: L Piálek

EUoffice@uv.uni-kiel.de



Pathways to a Successful Application – Preparation

- Identify sponsor, programme, topic, call
- Identify deadline and work towards it
- Search for funded projects
- Get hold of past applications
- Do you know any evaluators?
- Attend info events
- Always read FULL guidance documents
- Start to identify or approach potential partners
- Check that your institution is registered in online systems



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START EARLY – IT WILL ALWAYS BE TOO LATE

Pathways to a Successful Application – Eligibility and Finances

- Restrictions on qualification or experience?
- Restrictions on sector or nationality?
- Mobility requirement?
- Single beneficiary or consortium (types of partners)?



- Can you afford the project?
- Maximum or minimum grant limit?
- Eligible and ineligible costs?
- Funding model (flat-rate, lump-sum, actual costs reimbursement)?
- Overhead/reimbursement rates?
- Co-financing or contribution in kind?
- Currency and exchange rates?
- Audit/reporting (legal and administrative limitations)



**FAILURE TO COMPLY WITH THE ELIGIBILITY CRITERIA
WILL RENDER YOUR PROPOSAL INELIGIBLE**

Pathways to a Successful Application – Application Form

- Online and/or paper?
- Where and when do you submit (address, deadline)?
- Prior registration/account required (eg EU, US, UK agencies)?
- Who in your organisation is authorised to sign forms and will they be available?
- Who can help with any non-scientific parts of the proposal?
- Supporting documents required and are they available?
- Formatting requirements (page limit, margin size, font types, file size)
- Proof-reading, grammar and spelling

DON'T BE AFRAID OF ASKING FOR HELP



Pathways to a Successful Application – Evaluation

Understand the process:

- Internal evaluation or independent experts?
- Single-stage or multi-stage process?
- Check the evaluation criteria and address every single one
- Do you know any evaluators
- Read the Guide for Evaluators, if available
- Watch out for resubmission restrictions
- Internal peer-review



Understand the person:

- Overworked and under pressure
- Read your proposal on an airplane/train
- Non-native German/English speakers



MAKE IT EASY FOR THE EVALUATOR

Pathways to a Successful Application

A good proposal has:

- Clear overall concept
- Clear line of thought
- Clear purpose
- Wow factor, yet
- Comfort that it can be achieved
- Appealing design



FIRST IMPRESSIONS COUNT

Submitting a funding proposal – Next steps

All proposals must be approved by the Service Centre for Research on behalf of the CAU prior to the deadline

- As a minimum contact the Service Centre **at least 5 working days prior to the deadline** with the following information
 - Name of applicant and proposal title/acronym
 - Name of sponsor and funding programme
 - Completed financial and administrative parts of the proposal – ideally complete application form
 - Access to the online system where applicable
- Failure to obtain official approval at application stage may prevent the CAU from accepting the funding when awarded



WE ARE HERE TO HELP YOU



Submitting a funding proposal – Success through Failure

- Beware of resubmission and multiple submission rules
- If unsuccessful:
 - Benefit from feedback and review your proposal accordingly
 - Use proposal as template for future applications
 - Consider different sponsors/schemes
 - Don't give up but try again



DON'T BE AFRAID OF FAILURE



Submitting a funding proposal – Start today!

Funding opportunities databases:

- German and some international research funding:
<http://www.elfi.info/index.php>
- European Commission research funding:
<http://ec.europa.eu/research/participants/portal/page/funding>



**YOU ARE NEVER TOO YOUNG
TO APPLY FOR RESEARCH FUNDING**