B. Guidelines

I. General Information

1. Form of Application
The application is made up of the following parts:

- Form
- Applicant’s CV with statement on previous research experience (max. 1 - 2 pages)
- List of your previous publications (max. 1 - 2 pages)
- Project description (max. 8 pages)

The application has to be submitted to the respective institute management and the dean’s office for co-signing. It is advisable to allow for sufficient time when obtaining these signatures.

An approved statement by the respective institute management has to be submitted with every application. The statement should address the applicant’s expertise, the relevance or the level of innovation of the project as well as the scientific/academic perspectives for the applicant that will result from the project.

2. Submission
Please submit the application with the documents required:

- as hard copy bearing the original signatures (single copy) and
- as PDF, leaving out the form.

Address:
Dezernat Forschung und EU-Hochschulbüro, Technologietransfer
Stichwort: Wege in die Forschung II
Brühlstraße 27
30169 Hannover

3. For further information, contact:
Dezernat Forschung und EU-Hochschulbüro, Technologietransfer
Anette Cordts
Tel. 0511/762-17546
E-Mail: anette.cordts@zuv.uni-hannover.de
II. Structure of the Application

1. Project title

2. Keywords

Please indicate 3 to 5 keywords (these may consist of more than one word) which characterize your project as precisely as possible and which allow a functional classification.

3. Project description (max. 7 pages)

The project description should cover the following aspects:

- Abstract of project content
- Scientific background of project / explanation of status of research
- Innovation content of project, expected project results, perspective of the research project and of own research activities (amongst others, info on follow-up applications)
- Work and time schedule

4. Subsidies to be applied for (max. 1 page)

The following table is binding for the application of project funding.

<table>
<thead>
<tr>
<th></th>
<th>Sum</th>
<th>Reasons/ Use in the project</th>
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<tbody>
<tr>
<td>Staff appropriations</td>
<td>Salary group and duration of employment</td>
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<tr>
<td>Travel costs</td>
<td>Breakdown of individual items</td>
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<tr>
<td>Publication costs</td>
<td>Breakdown of individual items</td>
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<tr>
<td></td>
<td>Total sum</td>
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Please also outline how your position will be funded during the overall project period. Please notice that you cannot (partially) finance your own position with funds from "Wege in die Forschung II". The funds applied for should mainly be used for human resources.¹

The programme does not provide financial means for material expenses, student assistants, or for contracts to third parties.

In case you wish to apply for WiFiI job percentages for doctoral students, please explain in your application the concrete perspective, advancement and involvement in the institute they will have when being funded. Please also state how you will ensure appropriate support during the project, and which arrangements the institute has made regarding the doctorate procedure of your doctoral student.

5. Explanations

5.1. Comments on the Tests Scheduled

☐ Tests on human beings or on material extracted from human beings

Please introduce ethical and legal aspects of experimental design

(Treatment attempt or experiment, criteria of test person selection, presentation of possible risks and respective precautionary measures, kind of test person information and obtainment of approval).

¹ The calculation of personnel expenses should be based on the time the person is engaged in the project.
Animal Experiments
Please give a description of the animal experiments scheduled.

5.2. Application filed elsewhere
For any application already filed elsewhere to obtain funds for the project submitted, you are requested to provide respective explanations.

If this is not the case, please make the following declaration:
„An application for the funding of this project has not been filed elsewhere. Should I file such application, I will inform the Department Research and EU Liaison Office, Technology Transfer accordingly without delay.”

5.3. Rules of Good Scientific Practice
The general principles of good scientific practice include, amongst others,
• to work lege artis,
• to document results,
• to adhere to strict honesty as for contributions of partners, competitors, and predecessors.

Regarding adherence to the Rules of Good Scientific Practice, you are requested to make the following declaration:
„While filing the application, I hereby declare that I will observe the Rules of Good Scientific Practice.”

5.4. Disclosure of personal address and contact details and of data on the project approved
In case your project application is approved, your address and contact details will be published in the Institute, and information on the project approved will be made public on the webpage of the Department Research and EU Liaison Office, Technology Transfer.

You are requested to make the following declaration:
„I agree that in case of approval of the project, my contact details (name, institute, telephone number, email address, linking to personal homepage in the institute) as well as project title, abstract, and project duration will be published on the webpage of the Department Research and EU Liaison Office, Technology Transfer within a survey on WIF II projects supported http://www.dezernat4.uni-hannover.de/wif_gefoerderte_projekte.html.”

6. Signing
For the application, your signature as applicant is required.