

# Guidelines for the Seed Financing Fund

## Professors' funding line

### 1. Objectives

With this fund, the Bauhaus-Universität Weimar is providing seed financing to support initiatives that create structures for forward-looking, interdisciplinary research activities (e.g. research groups, graduate schools, special research programmes, research centres) and projects and sustainably increase and boost the University's profile in terms of its public image and international visibility. In addition, the Bauhaus-Universität Weimar is aiming to support both collaborative projects and individual applications requiring significant preparatory work. These require particular justification to warrant seed financing.

Newly appointed professors are given the opportunity to apply for start-up financing for preparing their first initial application at the Bauhaus-Universität Weimar. This initial application can be made to a funding body and in a funding format that is expedient for establishing the professorship in the relevant field of research.

The funds are therefore not meant to be used for the immediate implementation of research proposals and projects, but rather as "start-up" financing for submitting applications to national and European programmes or initiatives and raising funds from appropriate third-party funded projects. Applicants are expressly advised that seed funds will not be awarded on a proportional basis.

### 2. Submission of application

Professorships in all faculties are entitled to apply. Applications should generally be submitted to the Research Operations Office only electronically (with a copy sent to the Dean's Office) by the end of April in the relevant year. The amount of funding being applied for should be warranted by the expenditure and resources required for the application format being prepared.

### 3. Criteria

The funding criteria are as follows:

1. Contribution to boosting the national and international visibility and perception of research and projects undertaken at the Bauhaus-Universität Weimar and of the University as a whole,
2. Contribution to improving the Bauhaus-Universität Weimar's international and European networks,
3. The project's critical mass and associated potential to develop new structures and focus areas,
4. The project's interdisciplinary approach,
5. The plausibility and quality of the application.

### 4. Proposal

The proposal may be submitted in German or English as one merged PDF document. The proposal must be accompanied by a cover sheet (relevant template with basic information and the applicant's signature).

The informal proposal (without cover sheet) may not be longer than three pages and should cover the following points in particular:

1. Professorships involved,
2. Relevance/necessity of the envisaged cooperation,
3. Details of the funding body and funding programme for which the application is planned,
4. Description of the project, including work plan and timetable,
5. Reference to the criteria named above,
6. Financial requirements (broken down into travel and personnel costs, with the latter calculated as the employer's gross costs/ "Arbeitgeberbrutto").

Please note the '[Guidelines for ensuring good scientific and artistic practice at the Bauhaus-Universität Weimar](#)'.

### 5. Decision-making body

Funding approval decisions are made by the Research and Projects Committee. This decision-making body reserves the right to reduce the funds being applied for.

### 6. Use of funds

The maximum funding period is twelve months. The funds are primarily to be used for personnel costs (including student assistants' fees). Use of the funds for personnel costs is dependent on the labour and fixed-term employment law requirements of each particular individual case. Human Resources law requirements must be complied with.

The funds must be used solely for the intended purpose, otherwise they will have to be returned.

### 7. Processing and reporting

Administrative processing (receipt/handling of applications, assisting the selection process, acceptance/rejection letters) is undertaken by the Research Operations Office. Approved funds are managed by each faculty individually. A short (one-page) interim report must be sent to the Research Operations Office six months after the funding period has begun. Once the one-year funding period has elapsed, a short financial report on the use of funds must be submitted to the Research Operations Office and the results of the funded project presented to the Research and Projects Committee.

### 8. Validity of guidelines

These guidelines were drawn up by the Research and Projects Committee on 21/02/2018. From this date onwards, all project approvals will be subject to the content of these guidelines.

Dr. rer. nat. Kristina Schönherr, Head of the Research Operations Office, Bauhaus-Universität Weimar.