

# Guideline for the internal Funding Line

## NEB.Teams

April 2023



Graphic: Charlotte Flügger

## 1. Objective

The aim of the NEB.Teams funding line is to promote interdisciplinary, cross-faculty collaboration at the Bauhaus-Universität Weimar and to provide targeted support for the preparation of selected applications in the EU initiative "New European Bauhaus" (NEB). To this end, researchers will be provided guidance and support via a newly created support offer tailored to respond to the specific challenges of EU proposal writing:

- **Funding for interdisciplinary teams to prepare an EU application within the framework of the NEB initiative.**
  - ⇒ Funding of two 50 % positions for 6 months. The funding period starts in September 2023.
  - ⇒ The maximum funding amount is 40,000 €, eligible costs are personnel, material and travel costs (see also section 7).
  - ⇒ Eligible for funding are employees of the Bauhaus-Universität Weimar working in science, art or design who form interdisciplinary teams of 2 people each, preferably from different faculties.
  
- **Active support of interdisciplinary teams in EU application procedures via:**
  - ⇒ Advice on proposal preparation by the scientific coordination NEB in regular meetings (on e.g. project structure, time & financial plans, proposal review),
  - ⇒ Linking the application teams with NEB partners from the European network (universities and regional partners from business, politics, culture and society),
  - ⇒ Presentation of the European NEB programme coordination and the associated networks, joint workshop in Brussels (October 2023),
  - ⇒ Joint workshop for the successful application of EU projects at a European partner university (November 2023).

The funds are not to be used for the direct implementation of research projects and projects, but serve as start-up funding for the preparation of proposals in selected EU calls (see online announcement).

## 2. Application

Eligible to apply are employees of the Bauhaus-Universität Weimar working in science, art or design (including doctoral students, post-docs and professors). Each application must be submitted by at least two applicants from different departments (preferably from different faculties). Applications from individual applicants and/or external applicants will not be considered.

Applications must be submitted to the NEB Scientific Coordination Office by the deadline specified in the call for applications using the corresponding electronic form. The calculation of the requested funds must reflect the effort and resource input for the application proposal to be prepared.

## 3. Decision-making body

The decision to grant funds is made by the Committee for Research and Projects (*Ausschuss für Forschung und Projekte*). A reduction of the requested funds can occur if this is decided by this decision-making body.

#### 4. Funding Criteria

Funding criteria for the approval of NEB team applications are:

1. Interdisciplinarity of the applicant team
2. Plausibility and prospects of success of the NEB application, taking into account the EU call for proposals and on the basis of:
  - ⇒ Quality of the project description, application language is English.
  - ⇒ List of targeted partners for the NEB project.
  - ⇒ Connection of the project to previous work at the Bauhaus University Weimar
  - ⇒ Previous work of the applicants
3. Adherence to the NEB.Teams funding conditions, including the scope and nature of the costs to be funded

#### 5. Nature and Scope of the Application

To apply, the following documents must be sent in English, in due time and in the order listed below as a merged pdf file to the NEB Coordination Office using the corresponding electronic form.

1. **Cover page** with key data and signature of the applicants,
2. **Description of the project idea** for the NEB project (max. 3 pages)
3. **Graphical concept sketch (PERT)** and a draft **work plan and time schedule (GANTT) for the NEB project.**
4. **List of envisaged partners** for the NEB project with brief description (max. 5 lines per partner)
5. **List of thematically connected projects** of the Bauhaus-University Weimar that can be connected to the NEB project
6. **Financial plan for NEB.Teams application:** personnel costs, material and travel costs
7. Short **curriculum vitae** in tabular form of the applicant with indication of the 5 most important publications
8. **Recommendation by a professor of the Bauhaus-Universität Weimar**, including a statement on the project as well as on the professional and organisational integration of the project and the applicant in the receiving and managing professorship.

The [Statutes on good Scientific and Artistic Practice at the Bauhaus-Universität Weimar](#) must be observed.

#### 6. Funding Modules

Applicants can choose between two different funding modules. In funding module 1 "Own position", funds can be applied for to finance the applicant's own position, and in funding module 2 "Other personnel funds and material resources", funds can be applied for to finance other persons as well as material resources (see section 7). Depending on the labour law requirements and justified need (see section 7), the funding modules can be applied for individually or in combination. Regardless of the funding module chosen, travel funds totalling 1,500 € per person must be applied for in order to enable participation in the two workshops taking place in other European countries.

The allocation of funds does not take place according to proportional representation of the faculties. Approval is subject to the proviso that the university budget allows for the realisation and that the university has sufficient funds available in the year of approval.

## 7. Allocation of Funds

The funding period is 6 months and begins on 1 September 2023. In due time, the Human Resources Department of the Bauhaus-Universität Weimar must be involved in the preparation of applications for recruitment, continued employment or increases in the number of staff. Funding can be applied for in the funding modules 1 and 2 described below, individually and in combination. The funds must be used for the intended purpose and must otherwise be reimbursed. Regardless of the funding module chosen, travel funds totalling €1,500 per person must be applied for in order to enable participation in the two workshops taking place in other European countries.

**Funding module 1 "Own position":** Use for (partial) financing of the applicant's personnel costs is possible in specific individual cases under the following conditions, depending on the requirements of labour law, in particular fixed-term contracts. In the event of an increase or refinancing (e.g. relief of the faculty budget), the framework conditions under fixed-term employment law on which the respective existing employment contract is based must not be jeopardised. This means that the achievement of an already agreed qualification goal must continue to be ensured and/or the predominant financing of the position from third-party funds should be maintained. In the case of new employment or continued employment, the qualification goal "acquisition of knowledge for the formulation of qualified applications for third-party funding and other knowledge for the acquisition of third-party funding" must be credibly conveyed. The minimum employment period of 12 months must be achieved for new hires or must not be significantly shorter.

**Funding module 2 "Other personnel and material resources":** The applicant may use the funds to increase the number of positions held by other academic staff or for student assistants who take over some of the applicant's previous tasks to relieve the applicant's workload, as well as for material and travel resources. If the temporary employment contract of the applicant is based on a qualification goal, this must not be jeopardised by the reallocation of tasks; if the temporary employment is based on a third-party funded project, the employment must continue to be predominantly in this project. Applicants may use the material resources applied for to relieve themselves of teaching obligations by means of teaching assignments. The letter of recommendation must show that this has been agreed with the head of the supervising professorship. In addition, the relief of teaching duties must be properly applied for. Material expenses for literature, software and equipment are not eligible for funding.

## 8. Processing and Reporting

Administrative processing (receipt/preparation of applications, monitoring of the selection procedure, approval/rejection letters) is the responsibility of the NEB Scientific Coordination. Projects are approved once in June 2023 according to the provisions of these guidelines. If the application is approved, the funds will be made available to the faculties/accepting professorships for specific purposes. After the end of the funding period, a brief financial report on the use of funds and an application for third-party funding must be submitted to the NEB Scientific Coordination. The submitted EU applications are to be presented to the Committee for Research and Projects.

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