

Berlin University Alliance, Field of Action “Advancing Research Quality” Call „Shaping Research Culture: Responsible Research Assessment and Open Science“

Template for Proposals

Project proposals must be structured as follows:

1. General information

- * Acronym and title
- * Name and addresses (including phone and email) of the project leader at each partner institution; signatures of all project leaders.
- * Planned project term specifying desired project start date in mm/yyyy, however, no later than 07/2027.

2. Description of project objective and other details

- * Short description of the project, description of the central project goals, subject of implementation / transfer potential (three pages max.)

Guiding questions that should be addressed:

- Which focus topic of the call (A, B, C) will the proposal address?
- What problem or need is being identified and which solutions/strategies are being proposed?
- What is the expected (longterm) outcome of the project? In how far is the proposal expected to contribute to a change of Research Culture at the institutions of the Berlin University Alliance?
- Which new processes / structures / trainings, etc. are expected to result from the proposed project? Or:
- What infrastructures / networks / processes etc. are already in place that would benefit from the project? How are they included in the proposal?
- In how far are the results of the proposed project transferable to other institutions, disciplines or project teams?

- * Positioning of the project in relation to previous work (one page max.)

- * Positioning of the project in relation to the international state-of-the-art (one page max.)
- * Detailed work schedule including milestones, description of methods to be applied (including relevant risk assessment), information on the theoretical framing of the project, and also on access to the field / relevant players, if applicable (three pages max.)
- * Information on potential practical use of results; concept of implementation and dissemination of potential applications; description of relevant stakeholders (i.e. target groups / disciplines / structural units within BUA partners) and their involvement (three pages max.)

Guiding questions that should be addressed:

- In what context will the solution be tested?
 - Who are the users or target groups?
 - What prerequisites and potential obstacles exist regarding the implementation of results?
 - How should resistance, differing disciplinary cultures and institutional frameworks be addressed?
 - Plan for the period after the project ends:
 - How can the solution continue to be used within the BUA?
 - What institutional responsibilities / commitments are required?
 - What resources are needed for long-term implementation?
 - How will the solution be evaluated and further developed?
- * Concept for collaboration with project partners, e.g., description of work or task allocation, information on reciprocal added value (one page max.)
 - * Description of measures for research data management, software and publication strategy (half page max.)

When describing your measures, please consider the openness-policy relevant for this call:

The publications financed by project funds are to be published as open access publications under a free license (preferably Creative Commons license CC BY), if possible.

The research data on which the publications are based are to be deposited in an accessible manner in a recognized data archive or repository, provided that there are no contractual, ethical or legal provisions to the contrary. The publication should take place in a timely manner and, if possible, also digitally and for free access (open access) in accordance with the open access and research data policies and recommendations of the alliance partners.

If projects funded by BUA develop their own software, they are encouraged to strive to make the source code available as open source, provided that the publication of the source code does not pose a risk to the security of BUA's information systems or those of its collaborative partners. The Berlin University Alliance recommends using the GNU General Public License or MIT License for this purpose.

*** Annex: CV**** of participating project leaders, publication list with a maximum of five topic-related publications or alternative relevant outputs from the last five years per project leader, information on relevant research projects or ongoing externally funded projects with titles, sponsors, and scope, letters of support/intent of the cooperating partner institutions if applicable (five pages max.). **For this call, we accept narrative CVs (optional). Please find the template for your narrative CV as part of the call documents.

The project proposal should not exceed 13 pages (without financial plan and annex).

Please write the project proposal in font size 12, Times New Roman with line spacing of at least 1.15.

3. Financial plan

Resource planning, i.e. overview of human and material resources (subcontracts/purchases/travel) – details per year and overall amount per individual project. Please use budget table as provided.

Please use the BUA rates for personnel remuneration which you can find in the download section. In case personnel to be involved in the project is already known, please use the current costs for calculating the budget.

4. In-house coordination

Before submitting an application, applicants are required to coordinate the feasibility of the project plan internally within their institution. It must be ensured that the institution's internal regulations and timelines relating to personnel measures and employment law, financial management and procurement, data protection, insurance, ethics and/or required approvals, as well as other project-specific aspects, are taken into account. The relevant administrative contacts are listed below:

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