TD-Lab Funding Program

**>> application form <<**

Please send your application by email to td-lab@berlin-university-alliance.de with the subject "TD-Lab Funding Program Application". The submission deadline is September 30, 2025, 11:59 pm CEST.

The call for funding is basically open to topics.

**1. General information**

|  |  |
| --- | --- |
| 4-digit code | *Develop the code on your own based on the following structure: Letter-Letter-One-Digit Number-One-Digit Number (e.g. KL89 or MN01)* |
| title of your work package/project |  |
| 3-5 keywords of your work package |  |

**2. Applicant(s)**

*If more than one person is the applicant, copy the table for the person-specific information and paste it below the given table. Please identify the contact person through whom the communication is to take place in the context of the selection process and in the case of funding.*

|  |  |
| --- | --- |
| Gender (m/f/d) |  |
| Title |  |
| First name(s) |  |
| Last Name(s) |  |
| E-mail address |  |
| University |  |
| Faculty or Central Institute |  |
| Department or Institute |  |
| Position/ Job Title |  |

**3. Confirmation of a current employment relationship**

I, *[please enter your full name here] \_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

confirm that I have an employment contract with one of the four partners of the Berlin University Alliance (Freie Universität Berlin, Humboldt-Universität zu Berlin, Technische Universität Berlin,
Charité – Universitätsmedizin Berlin) during the funding period from January 14 to July 15, 2026, namely *with [please enter the name of the university here]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*!! Note: Please note the maximum number of words per section. If this is exceeded, the application cannot be considered for formal reasons.*

**0. Summary**

*Please write an abstract about your participatory and/or transdisciplinary work package (max. 200 words).*

**1. Objectives of the participatory and/or transdisciplinary work package**

*Please describe the goals of your participatory and/or transdisciplinary work package. Consider the following criteria:*

* *It becomes clear how the proposed work package complements an already existing project in a participatory/transdisciplinary way or prepares a planned project in a participatory/transdisciplinary way.*
* *The goals described explicitly refer to at least one of the goals of the funding call (method-based knowledge exchange, scientific research interest, project development).*

*(max. 300 words)*

**2. Methods and formats**

*Please describe the formats and methods that you would like to use in your work package. Please consider the following criteria:*

* *The formats and methods mentioned are methods suitable for participatory/transdisciplinary research.*
* *The formats and methods are sensibly selected to achieve the objectives. It is described in a comprehensible way for what purpose formats and methods are to be used and which results are to be developed.*
* *It is described in a comprehensible way how the cooperation with non-scientific actors is to be structured in concrete terms.*

*(max. 300 words)*

**3. Scientific and social added value**

*Please describe the scientific and social added value you want to achieve with the planned participatory and/or transdisciplinary work package. Please consider the following criteria:*

* *Scientific added value: It becomes clear which research question is to be answered and to what extent the project is scientifically compatible, for example: in which discipline the project is located, which research gap is addressed, or how the results contribute to influencing theories, discourses, models or limit values.*
* *Societal added value: It should be clearly outlined how the project results will be prepared to enable societal impact—for example, through the development of specific products or by identifying networks and stakeholders that will further utilize or build upon the results.*

*(max. 300 words)*

**4. Cooperation with non-scientific actors**

*Please describe which non-scientific actors you plan to either a) actively involve directly in your work package or b) if your work package is to have a preparatory character, how they will be integrated into your project after the end of the funding period of your work package. Please consider the following criteria:*

* *The application lists which societal groups will be included in the work package. These are named specifically or by way of example.*
* *The application describes the planned measures to attract participants (in the sense of participant acquisition).*
* *In accordance with the objective of the project, the application plausibly describes why the actors, organizations or stakeholder groups are involved (for example, what knowledge they can contribute or what resources). Efforts are made to incorporate a balanced and appropriate diversity of perspectives.*

 *(max. 300 words)*

**5. Timeline**

*Please provide an overview of the planned work steps or sub-measures in your planned work package as well as the time required for them. Use a simple table or a Gantt chart for this. Please consider the following criterion:*

* *The planned measures can be implemented within the specified time frame. With the time available, they try to achieve the best possible.*

**6. Financial plan**

*Please list all planned expenses for your work package in the table below to calculate the requested total amount. You can add to the table according to your needs. Please delete the examples listed in the table (in grey letters) – they are for explanation purposes only.*

*Please consider the following criteria:*

* *The majority of the planned expenditure must be used to implement participatory formats. Attention: If this requirement is not met, the application will be excluded from consideration on formal grounds.*
* *The individual financial items are economically calculated. The planned measures are financially viable.*

|  |  |  |
| --- | --- | --- |
| **Position** | **Receiver**  | **Cost** |
| Fee | Trainer xy | 500€  |
| Allowance | Representative of an association | 300€ |
| Hire | Name Venue | 600€ |
|  |  |  |
|  |  |  |
| **Total** |  | **xy** |
|  |  |  |

**7. References**

*Provide a list of a maximum of 10 references relevant to the proposed work package. These can be subject-related, methodological or definitional. Please note the following criteria:*

* *The literature references mentioned above prove the technical and methodological prior knowledge to implement the project.*
* *The focus should be on scientific sources from other authors. Own references are welcome. In some cases, suitable grey literature can supplement the bibliography.*