

EFI Full Proposal – Preparation Instructions

General information

- You need two forms to apply, which can be downloaded from our website (www.efi.fau.de):
1. EFI Proposal, 2. EFI Research Profile.
- Please complete both documents in English, without changing font (Arial), font size (11 cpi), line spacing, margins etc. If necessary, you can add additional lines to the document.
- The coordinator and all other applicants should each fill in a separate EFI research profile using the downloaded template. The research profiles should be saved using the following pattern: 'CV_first name.surname.doc'
- Please send the full proposal and the research profiles for all applicants by email to efi@fau.de. You will receive a confirmation of receipt.

Proposal form

1. Personal data

Enter your contact details and the title of the planned research project.

2. Further FAU applicants

Add all other applicants to be involved in the project.

3. Planned national and international cooperation partners (non-FAU)

Here you can enter all planned cooperation partners (not mandatory).

4. Project details

Information on the project must not take up more than ten pages in the given layout.

5. EFI Funding

5.1. Requested measures

Please list the measures you are applying for in the table. Under 'item' you can summarise staff costs (academic / non-academic / external), accommodation costs, equipment or other resources. Further details should be given under 'specification'. Please state estimated costs for individual measures as well as the total. **The maximum amount of funding for an EFI project is 300,000 Euro per year.**

For staff costs, the following amounts can be used as a reference:

- [Personnel rates from the German Research Foundation](#) for research associates
- [Remuneration table](#) for part-time student assistants and research assistants.

Within the context of EFI funding, applicants can apply for temporary release from administrative duties as well as some teaching duties in order to be able to concentrate on their EFI research. The maximum reduction in teaching duties is seven semester hours. The quality of ongoing teaching must be assured by an equivalently well-qualified substitute. The required budget is determined on a case-by-case basis. In addition, the President of FAU and the Dean of the relevant Faculty must approve the application for release from teaching duties.

5.2. Reasons for the requested measures

Please explain briefly why the measures stated under 5.1. are important for implementing the project.