

Third-Party Funding Application Processes at TU Dortmund University

Third-party funding applications are an important part of research practice and careers. TU Dortmund University supports its researchers with a general application process in order to promote a smooth workflow and optimal application quality. Below you will find the most important phases of the submission of an application, including the relevant support services and milestones as well as the coordinating unit.

Ideation phase: Information and advice

Research Support
Services
coordinates

- Advice on suitable funding formats and on the project idea and design
- Provision of experience-based guidance and ideas for texts on non-scientific review criteria (e.g. support for early-career researchers, gender equality, research data management)
- Clarification of the timeline and framework conditions for the application
- For DFG-funded collaborative projects and other high-profile initiatives, additional coordination with the Rector's Office is required

Application preparation

Research Support
Services
coordinates

- Ongoing advisory services and support
- Strategic editing of the draft application (within 5 working days)
- For financial, formal and legal review, and, if required, legally binding signature: send the final application to the Department of Finance and Procurement no later than 10 working days before the planned submission. Required for most funding formats
- Early coordination is recommended/required

Submission of the application

Research Support
Services
coordinates

- Support with submission (for example via the EU portal)
- For all DFG applications: researchers inform the DFG liaison professor (dfg-vertrauensdozent-tu-dortmund.de)
- If a legally binding signature is required, submission takes place after approval by the Department of Finance and Procurement
- Information about submission (to Research Support and the Department of Finance and Procurement, preferably with the final application version for confidential internal use)

Review and funding decision

Research Support
Services
coordinates

- Support and practice runs for interviews and presentations
- Information about the funding decision to Research Support, preferably with reviews for confidential internal use
- Evaluation of the reviews and advice on revision, resubmission or follow-up applications

Project implementation

Department of Finance and Procurement
coordinates

- Draft contracts and contract negotiations
- Support with project implementation and budget management

After the application is before the application

Research Support
Services
coordinates

- Advice on follow-up opportunities, resubmission, and formats for knowledge transfer provided by the Office of Research Support Services, the Department of Finance and Procurement, and the Center for Entrepreneurship and Transfer

Contact persons for preparing an application:

Several administrative units work hand in hand to provide guidance on grant applications: **The Research Funding Office** coordinates the application process and assists with the preparation of proposals and coordination with the Rector's Office and other supporting administrative units, in particular the **Corporate Center Finance and Procurement** and the **Center for Entrepreneurship and Technology Transfer**. For projects primarily focused on technology transfer, the application process is coordinated by the Center for Entrepreneurship and Technology Transfer. Projects that are successfully approved receive coordination and support from the Division of Third-Party Funding Management and Legal Affairs in the Department of Finance and Procurement.