

Guidelines for the application and granting of funds for internal research funding (proFOR+ guidelines)

in accordance with the resolution of the Presidium dated October 18, 2023
and the resolution of the Senate dated February 07, 2024

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Section 1 Objective of the funding program

¹The internal research funding program proFOR+ is intended to help create suitable framework conditions for excellent research at the KU.

²The objectives of the KU's internal research funding program proFOR+ in particular include:

- Explore and expand on strategic research topics
- Increase the acquisition of peer-reviewed third-party funding in the area of research
- Expand networking and international visibility as well as quality assurance in research
- Academic qualification and promotion of academic careers

Section 2 Eligible applicants

Eligible applicants for all proFOR+ funding lines are (junior) professors, postdoctoral (budget-financed) academic staff and "*akademische (Ober)Räte*" of the KU who are employed by the KU for at least six months after the measure to be funded.

Section 3 Application

- (1) ¹It is recommended to only submit an application after prior consultation with the Research Service Center (ZFF). ²The ZFF provides suitable information on the application process and the application documents required in each case. ³Applications are only submitted to the ZFF electronically (in PDF format by e-mail to forschungsfoerderung@ku.de).
- (2) ¹Unless stipulated otherwise in the individual funding lines, applications can be submitted at any time. ²Applications must be submitted to the ZFF with sufficient lead time for processing and assessment, usually at least six weeks before the desired start of the measure to be

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funded. ³For formal reasons, the ZFF may reject applications that have not been submitted on time and in full.

Section 4 General eligibility and assessment criteria

- (1) Applications must be complete and formally correct.
- (2) ¹Eligible applicants may only submit one application per calendar year in each funding line. ² Applicants have to submit proof that an approved funding measure is completed before the same applicant may submit a new application in the same funding line. ³Projects that have already been funded by proFOR+ funds cannot be funded by proFOR+ a second time.
- (3) ¹The project description as well as the project design and management documents should be detailed, plausible, comprehensible and of high quality. ²In addition to the subject-specific and content-related quality of an application, the project planning with work schedule and timetable, but above all the financing plan for the measure to be funded, is also assessed.
- (4) ¹There is no legal entitlement to funding. ²Granting of funding shall always be subject to availability of sufficient funds for this purpose.

Section 5 Grant approval procedure

- (1) ¹Unless stipulated otherwise for individual funding lines, the decision to approve or reject an application lies with the Presidium. ²The Presidium may consult an advisory committee for the assessment of applications in the two funding lines "Start-up funding for major peer-reviewed third-party funding applications" and "Exploration of new subject areas for profile development in the field of research". In individual cases, external experts may also be consulted for advice.
- (2) ¹Approved proFOR+ funds will only be made available for a period appropriate to the project applied for. ²Any and all settlement of expenses and submissions of final reports or other required documentation must be made without special request during this period.

Section 6 Funding lines

ProFOR+ research funding comprises the following funding lines:

1) Funding line: Small Project Funding

¹Small Project Funding can be used to fund the planning, preparation and implementation of minor preliminary work or studies in preparation for larger third-party-funded project applications or for the completion of a peer-reviewed scientific publication. ²If a peer-reviewed application for third-party funding is being prepared, both the prospective funding body and the funding program should already be named in the proFOR+ application. ³If the funding measure is used to complete a peer-reviewed scientific publication, the relevant journal or series and the publisher should already be listed in the proFOR+ application.

⁴The measures to be funded should not exceed a duration of twelve months.

⁵Approved proFOR+ funds can be used for staff costs for hiring student assistants or for increasing the working hours in current employment contracts of research associates as well as for research travel and material costs.

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⁶A short report on the funded project must be submitted to the ZFF within a set deadline, in which in particular the results of the measure and the resulting longer-term research perspectives are to be presented with as specific information as possible regarding further planning.

2) Funding line: Start-up funding for major peer-reviewed third-party funding applications

¹Start-up funding can be used to support the initiation, preparation and development of larger and more complex applications for the acquisition of third-party funded (collaborative) research projects or interdisciplinary, research structure-forming projects (e.g. collaborative research centers, research training groups, research units, etc.) with relevant funding bodies at national and international level.

²The intended project must be well-planned and based on a realistic conceptualization. ³The requested funding amount must be justified plausibly. ⁴The measure to be supported by proFOR+ funds must have an appropriate relation to the current research activities of the applicant both as regards timing and subject-matter as well as to the planned third-party funding application.

⁵The measures to be funded should not exceed a duration of twelve months.

⁶Approved proFOR+ funds can be used for staff costs for hiring student assistants or for increasing the working hours or extend current employment contracts of research associates as well as for research travel and material costs.

⁷Applications can be submitted at any time but must generally be submitted at least three months before the desired start of the measure to be funded.

⁸A short report on the funded project must be submitted to the ZFF within a set deadline, in which in particular the results of the measure and the resulting longer-term research perspectives are to be presented with as specific information as possible regarding further planning. ⁹In addition, before submission to the third-party funding provider, the third-party funding application must be submitted to the ZFF within three months of the end of the funding measure.

3) Funding line: Exploration of new subject areas for profile development in the field of research

¹ Funding is provided for projects that serve the development and establishment of new thematic fields of research with high scientific relevance, effectiveness and appeal for the KU. ²The activities to be carried out should, if possible, lead to a larger third-party funding application or aim to implement structure-building measures at the KU.

³The measures to be funded should not exceed a duration of twelve months.

⁴Approved proFOR+ funds can be used for staff costs for hiring student assistants or for increasing the working hours or extend current employment contracts of research associates as well as for research travel and material costs.

⁵Applications under this funding line can only be submitted in response to a public call for applications or following a request by the Presidium.

⁶A short report on the funded project must be submitted to the ZFF within a set deadline, in which in particular the results of the measure and the resulting longer-term research perspectives are to be presented with as specific information as possible regarding further planning. ⁷In addition, before submission to the third-party funding provider, the third-party funding application must be submitted to the ZFF within three months of the end of the funding measure.

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Section 7 Entry into force

These guidelines enter into force on *January 01, 2024*.

The guidelines for the application and granting of funding from the special funds of the Catholic University of Eichstätt-Ingolstadt Foundation (proFOR+ guidelines) dated March 24, 2020, are hereby revoked.