

- UNOFFICIAL TRANSLATION – ONLY THE GERMAN TEXT IS BINDING -

**Guidelines for the Evaluation of Applications for Third-Party Funding
for Completion of the “Designing and Managing Research Projects”
Continuing Education Program
and the Proceedings of the Reviewer Sessions**

1. Upon completion, at the latest, of the mandatory and elective workshops necessary for certification, participants are required to sign up for a reviewer session. This registration is binding. Registrations can be canceled until up to six weeks before the reviewer session. Afterward, failure to attend the reviewer session will be considered a failed attempt.
2. For the reviewer session, participants are required to submit an application for third-party funding to the Advisory Board, which is to be presented at the reviewer session. The application is to be submitted through the program coordinator of the respective university no later than four weeks prior to the reviewer session. Failure to submit the application in time will result in the participant being excluded from the reviewer session for which s/he signed up. This will be considered as failure to attend and thus as a failed attempt. Upon the application's presentation at the reviewer session, the Advisory Board evaluates the application and its presentation.
3. The application for third-party funding must include a request for funding for a position for the applicant proper or for a research project or similar for which the applicant is personally responsible, to be submitted to an external research funding institution (e.g., the DFG grant for “Temporary Positions for Principal Investigators”). Internal applications and applications for doctoral scholarships and similar may not be submitted.
4. The Advisory Board recommends submitting newly drafted applications that have not yet been submitted to a research-funding institution. This is to ensure that the Advisory Board's suggestions can be incorporated into the final application.
5. The participant must have conceived and prepared the majority of the application. For this reason, applications for large-scale cooperation projects are usually not accepted for the completion of the program. Doctoral candidates and co-authors of multiply authored applications are required to indicate their contribution to the application (as a percentage). If an application has already been submitted, this submission may not date back longer than 12 months.
6. The application must comply with the formal requirements and criteria of the external funding institution. The application should also correspond to the actual required format in terms of length. The respective call for applications and the information provided by the research-funding institution concerning the application process are to be submitted to the Advisory Board along with the application.
7. In addition, the participant is required to submit a curriculum vitae in tabular form, including a list of publications, and a statement of no more than half a page (1,000 characters max.) specifying the contribution of the application to developing the participant's own (research) profile and advancing her or his scientific career.

8. The cover letter sent along with these evaluation guidelines must indicate who the addressee of the application is, which third-party funding program it will be submitted to, and when the application will be submitted.
9. The presentation of the application at the reviewer session must resemble a presentation to a third-party funding institution and reflect the skills conveyed in the EMF continuing education program.
10. Approximately five applications will be evaluated during a reviewer session. The evaluation of each application will take 45 minutes. A maximum of ten minutes will be available for each presentation. The presentation will be followed by a question-and-answer session of 10–15 minutes. Upon internal consultation among the reviewers, the candidate will receive feedback from the Advisory Board.
11. The evaluation is usually provided at the reviewer session in the form of oral advice and comments. Should a Board member be unable to attend, this member may submit a written evaluation.
12. In the event of a failed evaluation, the process can be repeated once.

Kassel/Marburg, January 22, 2019

Reviewer Session

on ...

I. Author of the application (name, address, phone, e-mail)

II. Funding institution: _____

III. Title of the application: _____

IV. Objective of the application (funding of a postdoctoral/doctoral position or other):

At the **Faculty:** _____

In the **discipline:** _____

V. Individual contribution of the participant (in the case of multiple authors): _____

VI. Planned date of submission: _____

VII. Application documents:

1. Application
2. Call for applications and information provided by the research-funding institution concerning the application process
3. Curriculum vitae in tabular form, including a list of publications
4. Statement on the contribution of the application to developing the participant's personal (research) profile (1,000 characters max.)
5. _____
6. _____

Place, date

Applicant's signature