

Guideline for Funding Application at FIAS

Please contact us at the first thought of applying for funding:

funding@fias.uni-frankfurt.de

Contact persons in room 1.101 (FIAS building):

Michaela Hofmann: +49 (69) 798 - 47614

Doris Hardt: +49 (69) 798 – 47613

Concerning all further project related steps, we are happy to support you:

Do you need help to find a suitable call?

Please send your keywords with which we can start an appropriate search.

Have you already found a suitable call?

Attention: Please present the application in ideally final version two weeks before deadline to (amongst others) secure the signature of the responsible member of board. All applications have to be approved by the board of members before handing it in.

Check list:

Support from Funding department	Status
Support with application	
Check if formal criteria for application are met	
Setting up budget plan	
Letter of support	
Correspondence with funding organization (<i>Projekträger</i>)	
Obtaining offers (e. g. Invest)	
Proof reading of application (Feature: EU applications -> "Nationale Kontaktstelle" for proof reading -> Latest: two weeks before deadline!)	

Application approved?

Check list:

Support from Funding department	Status
Checking Grant Approval	
Setting up account unit (<i>Kostenstelle</i>)	
Preparation/coordination (of partners) of setting up cooperation agreement (<i>Kooperationsvereinbarung</i>) and rule of procedure (<i>Geschäftsordnung</i>) etc.	
Project related intersection between researcher and administration regarding HR (from job advertisement to contract)	
Application personal mail address (...@fias.uni-frankfurt.de)	
Application access card for the building and office	
Orders	
Bills	
Travel costs & reimbursements	
Administration of budget overview	
Payment requests	
Reallocations of funds	
Report on expenditure of funds	
Administrative part of Interim and final reports	
Proof reading	
Public relations	

➔ For further questions or queries going beyond the mentioned aspects, please contact us. We will coordinate all project related topics with the other responsible members of administration.