**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. Thereafter, absence from the review meeting is considered a failed attempt, unless a medical certificate can be presented.

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 third-party funding application must consist of an application for funding for your own postdoctoral position and/or for an independently managed research project at an external research funding institution (e. g. "Antrag auf Sachbeihilfe" from the DFG). Internal applications, applications for reimbursement of travel expenses and scholarship applications for your own doctoral phase are not eligible for submission.

4. The Advisory Board recommends submitting newly drafted applications that have not yet been submitted to a research-funding institution. If an application is submitted, it must not have been submitted more than twelve months previously.

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).

6. 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.

7. 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. The presentation of the project, including the state of research and the applicant's own preliminary work (with details of the relevant literature), the objectives, the work program and the planned methods must be at least five pages long. If the call for

proposals requires fewer pages, these pages must be attached separately. The funds applied for must be presented in tabular form.

8. 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.

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, December 19, 2024

Reviewer Session

on ...

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

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_____

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.   Front page

2.   Statement on the contribution of the application to developing the participant's personal (research) profile (1,000 characters max.)

3.   Curriculum vitae in tabular form (corresponding to funding institution), including a list of publications

4.   Application

5.   Call for applications

6.   Information provided by the research-funding institution concerning the application process

7.   _____

_____   _____

Place, date   **Applicant's signature**