

**The Leibniz Association Senate Evaluation Procedure – Basic Principles**  
(passed on 6 January 2012, as amended on 26 November 2024)

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**Attachment 4: Deadlines for the evaluation procedure**

The SAE and Senate manage the procedure so that the Joint Science Conference (GWK) receives the status report on an institution, which is the basis for assessing the funding eligibility, no later than two months prior to the date of the GWK committee meeting at which the assessment is to be made.

As a rule, no more than twelve months should elapse between the evaluation visit and the assessment at the Joint Science Conference. Therefore, the following basic time periods should not be exceeded:

Deadlines prior to the evaluation visit

12 months	SAE	decides on chair and vice chair
11 months	Leibniz institution	discusses the procedure with the Evaluation Office and, if required, with Leibniz Association headquarters
10 months	Leibniz institution	suggests a list of focus areas for which expertise should be available on the review board; suggests experts
6 months	Evaluation Office	informs Leibniz institution of proposed review board members
5.5 months	Leibniz institution	comments on any potential conflicts of interest or failure to cover the focus areas named
4 months	Leibniz institution	sends a preliminary copy of the evaluation package to the Evaluation Office
3 months	Evaluation Office	provides feedback on the evaluation package
2 months	Leibniz institution	sends evaluation package to the review board and the guests involved in the evaluation visit
0.5 months	Evaluation Office	sends the status report to the review board

Deadlines after the evaluation visit

0.5 months	Leibniz institution	raises any objections to the evaluation visit
3 months	Evaluation Office	drafts an evaluation report for review board chair
4 months	Review board chair	critically reviews and approves evaluation report
5 months	Other review board members	critically review and approve evaluation report (silence procedure, three-week deadline)
7 months	Leibniz institution	makes statement on the evaluation report
9 months	Senate Evaluation Committee	proposes a Senate's statement
10 months	Senate	releases a Senate's statement
12 months	Joint Science Conference GWK	assesses funding eligibility