**Proposal**

**Leibniz Transfer**

[Title]

**[Acronym]**

### Applicant

**[lead Leibniz Institute]**

### Project leader

[Name]

*The detailed project proposal (according to the template provided) should not exceed a total length of 12 pages (excluding title page and bibliography). The page limit for resubmitted applications is 12.5 pages as these applications may comment on changes made in the application in the addendum. Administrative information and the financial plan are to be submitted separately via the electronic application system.*

*Please note that the reviewers will assess the individual sections A to D. Therefore please retain the structure given below as this will facilitate the smooth processing of your application and increase transparency.*

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| A) Quality, relevance and feasibility of the transfer project (weighting: 50 %) |

*Please address the following aspects:*

* *Summary of the planned project, including the main goal and methods*
* *Description of the innovativeness, the unique features and the sustainability of services, products, research infrastructures and collaborative formats*
* *Target groups, users and consumers (in the social, commercial and political spheres) and planned measures to reach them*
* *Social/ commercial demand and intended impact for the transfer project and the added value generated for the transfer’s audience, e.g. commercialisation potential*
* *Work programme with milestones and work packages (you might e.g. include a Gantt chart)*
* *Relevance of the transfer project in terms of its contribution to solving current social, ecological or economic problems*
* *Where appropriate: concept for protecting and implementing the idea (information regarding planned/ existing property rights, patent registrations, freedom to operate, etc.)*
* *Where appropriate: business plan*

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| B) Qualification of the project leaders(weighting: 20 %) |

Note: CVs of the (sub-)project leaders according to the template provided are to be submitted separately via the electronic application system (max two pages each, including up to ten key publications).

*Please describe the project leaders’ and the participating institutes’ expertise essential for the success of the project.*

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| C) Strategic impact of the proposed transfer project (weighting: 20 %)  |

*Please address the following aspects:*

* *Strategic benefit to the Leibniz Association*
* *Development of new interfaces with society, politics and the public (e.g. associations, journalists, etc.)*
* *Measures in terms of the Leibniz equality standards[[1]](#footnote-1) and goal of diversity, as well as the institute’s gender equality policy*
* *Consideration given to the Career Guidelines of the Leibniz Association[[2]](#footnote-2) on promoting junior academics*

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| D) Finances (weighting 10 %) |

Note: The finance plan is to be submitted separately via the electronic application system.

*You can use this section to describe the concept underlying your finance plan and any of its features. Please briefly justify the necessity of each position.*

*In case of investment costs please justify why they are essential for the project, why they cannot be covered by regular institutional funds, that the infrastructure is not already available at the institute and will primarily be used for the project.*

*Please note that you have the option of applying for measures to promote the compatibility of family and career. Please refer to the applicant guidelines[[3]](#footnote-3) for further instruction.*

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| **Addendum (for resubmissions only):** Summary of changes (if applicable) and reactions to reviews and SAW funding statement (maximum 0.5 pages) |

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| Bibliography (References do not count towards the page limit.) |

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| **Lay Summary (max. 100 words):** Please include a summary of your proposed research for a non-specialist audience. Try to clearly explain the research question and its societal relevance, refrain from highly technical terms and too much methodological detail. This summary will help the scientific members of the interdisciplinary decision panel SAW with expertise in disciplines not related to your proposal to acknowledge the relevance of your proposed project. We will also publish the summary on our website in case the project is funded with the goal to inform the public about the research. (The Lay Summary does not count towards the page limit, but must not be longer than 100 words.) |

1. [*Leibniz equality standards*](https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/%C3%9Cber_uns/Chancengleichheit/Leibniz_Equality_Standards.pdf) [↑](#footnote-ref-1)
2. [*Career Guidelines of the Leibniz Association*](https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/Neues/Mediathek/Publikationen/Brosch%C3%BCren/Brosch%C3%BCre_Karriereleitlinien_Web.pdf) [↑](#footnote-ref-2)
3. [*Applicant Guidelines*](https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/Forschung/Wettbewerb/Dokumente/Applicant_guidelines_EN_aktuell.pdf) [↑](#footnote-ref-3)