

## Programme document Leibniz Transfer

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### **1. Purpose of the funding**

The Leibniz Association seeks to deliver its research for the use and benefit of humankind via a wide-ranging network which integrates the continuous and intensive dialogue with society and commerce – “theoria cum praxi” – in a totally natural manner. Leibniz researchers generate knowledge and innovations; they should make their insights and explanations of the same available to society, commerce and the political sphere in a systematic and tailored way, and provide research-based advice to various audiences as a particular skill and service – this applies to the Leibniz infrastructures in particular. Here the great relevance of the research specific to the Leibniz Association urgently requires and necessitates academic excellence. The Leibniz Transfer programme is geared towards the further qualitative and quantitative development of these activities.

### **2. Target of the funding**

This funding programme is designed to promote the transfer of knowledge from all academic fields into society, commerce and the sphere of politics – also in participatory formats such as Citizen Science –, as well as the development of teaching and transfer methods. Specific measures might for example include spin-off companies, application laboratories, and political and civil consulting projects; other possibilities include staff exchange

programmes, exhibitions, the establishment of new and innovative research structures, and new collaboration formats with non-university-based partners.

**Level of funding:** Up to 1 million €

**Duration of funding:** Up to three years

### 3. Eligibility criteria

The funding programme provides great flexibility in terms of both content and format; however, the proposed projects must be innovative and socially relevant. The benefits to potential users outside the academic community as well as to the Leibniz Association must be presented clearly and logically in the application.

### 4. Applications

Applications must be directed to the Senate Competition Committee (SAW). The application text and all documents must be submitted in English. The chairperson of the SAW will decide on any potential exceptions. Leibniz Headquarters will provide an application template for every project proposal.

The proposed project must meet the following requirements: The application as part of the Leibniz Transfer Programme encompasses a work programme lasting three years. The detailed project proposal (according to the template provided) must not exceed a total length of 12 pages (excluding 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 submitted directly via the electronic application system. The application has the following structure:

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

- Summary of the planned project, including its research question and methods
- Description of the innovativeness, unique features and the sustainability of services, products, research infrastructures and collaborative formats
- Definition and naming of target groups, users and consumers (in the social, commercial and political spheres) and, if applicable, the groups involved in participatory formats
- Presentation of the social/commercial demand for the transfer project and the added value generated for the transfer's audience, e.g. commercialisation potential
- A work programme with milestones and work packages
- An explanation of the transfer project's relevance 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

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

- Brief CVs and presentation of the project- and, if applicable, sub-project leaders' expertise essential to the success of the transfer project, including the project/ sub-project leaders' up to ten most relevant publications (one document, max 2 pages)

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

- Presentation of the strategic benefit to the Leibniz Association
- Presentation of new interfaces with society, politics and the public (e.g. associations, journalists, etc.)
- Supporting measures in line with the Leibniz equality standards<sup>1</sup> and the Leibniz diversity objectives
- Consideration of the Leibniz Guidelines on Career Development<sup>2</sup>

D) Finances (*weighting: 10%*)

- Presentation of the intended usage of the funding in a finance plan which encompasses the direct and indirect project-related costs over the duration of the funding period, including indication of the annual staff costs, material costs (including travel costs) and investments and briefly justifies their necessity

*For additional general information, please see the applicant guidelines for the Leibniz Competition.*

## **5. Criteria for assessing applications**

The assessments should be guided by the following criteria that underpin the SAW evaluation.

A) Assessment of the transfer project:

- Innovativeness, unique features, and sustainability of services, products, research infrastructures and collaborative formats
- Definition and naming of target groups, users and consumers (in the social, commercial and political spheres) and, if applicable, the groups involved in participatory formats
- Demand for the transfer project and the added value provided to the transfer's audience
- The transfer project's chances of success: Maturity of the project, specificity of the work programme and feasibility of the project
- 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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<sup>1</sup> [Leibniz equality standards](#)

<sup>2</sup> [Leibniz Guidelines on Career Development](#)

B) Assessment of the project leaders<sup>3</sup>:

- Track record of the project- and, if applicable, sub-project leaders and participating institutes in their respective field
- The project/ sub-project leaders' expertise with the respective transfer method

C) Assessment of the strategic impact:

- Strategic benefit to the Leibniz Association
- Creation of new interfaces with society, the political sphere and the public (e.g. including associations, journalists, etc.)
- Supporting measures in line with the Leibniz equality standards and the Leibniz diversity objectives
- Consideration of the Leibniz Guidelines on Career Development

D) Assessment of the financial planning:

- Appropriateness of the cost and finance plan

## 6. Reporting and quality assurance

At the beginning of the third calendar year of funding, the funded projects submit an interim report (of no more than five pages in length, excluding all appendices), which focuses particularly on the extent to which the milestones formulated in the application have been achieved. Leibniz Headquarters examine this interim report and may submit it to the SAW for information, which may make recommendations to the project. After the end of the funding phase, a final report will be submitted to the SAW. All researchers involved in the project commit to conduct their research in compliance with the rules of good scientific practice.<sup>4</sup>

## 7. Contact for questions and advice on applying

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<sup>3</sup> When submitting the application, it is possible to indicate individual biographical circumstances to be taken into account during assessment. These include for example periods of childcare, care of dependents as well as (health) impairments and periods outside of academia.

<sup>4</sup> [Guidelines for Good Scientific Practice in the Leibniz Association](#)