

## Guidelines for applicants

All researchers wishing to apply to the Hans Böckler Foundation (*Hans-Böckler-Stiftung*) for research support are requested to comply with the following notes on the application procedure and form of application.

### 1. Basic principles of support for research

The aim of the Hans Böckler Foundation in supporting research is to help to provide a firm foundation for the social and political development of the workplace and society at large. Research supported by the Foundation is intended to help those involved in codetermination in their efforts to improve the social position of employees and job seekers.

The Research Support Programme adopted by the Foundation's board in June 2002 is at the heart of the Hans Böckler Foundation's research support activity. The programme consists of five priority support areas, each of which is subdivided into research strands. The application must be based on the Research Support Programme and take account of the cross-cutting themes identified in the programme. Regardless of how these relate to the individual priority support areas, they should contribute to the overall research aims.

Cooperative projects with third party funding will be given preferential treatment.

### 2. Application procedure

Only graduate researchers may apply. In the case of more substantial projects, applications made via a university or non-university research institute will be given preference.

Applications for research support can be made to the Hans Böckler Foundation at any time.

You should word your application in a way that is easy to understand, and in addition to describing the content of your research project, you should also attach a clear work schedule, timeframe and cost plan.

You are requested to submit your application in duplicate by post and in an unbound format so that it can be copied. Please apply direct to the Department for the Promotion of Research (*Abteilung Forschungsförderung*) or to the relevant research support section.

### 3. Preparation of application and project development

Applicants are requested to make contact at an early stage with the responsible section leader in the Hans Böckler Foundation's Department for the Promotion of Research (*Abteilung Forschungsförderung*) to establish whether an envisaged application fits into the framework of the Hans Böckler Foundation's Research Support Programme. Telephone enquiries or project summaries may be useful here.

Once a project application has been submitted, the Department for the Promotion of Research regards it as being its job to advise applicants on how to take their research application forward. A review of applications by external experts is a compulsory part of the project development and selection procedure for research applications involving support in excess of EUR 25,000. The process of expert review is initiated by the Department for the Promotion of Research. In some cases it may be necessary to revise a project application either in the run-up to the external expert review process or as a result of it. This process requires an adequate preparation period, and experience has demonstrated that a period of approximately six months should be allowed between submission of the application and a decision being reached.

#### **4. Structure of project applications**

Project applications should be structured as follows:

- 1. General information (cover page)**
  - 1.1 Applicant (name, year of birth, marital status, institution, telephone, fax, e-mail)
  - 1.2 Planned project manager(s) (name(s), address, telephone, fax, e-mail)
  - 1.3 Planned members of project team (name(s), address, telephone, fax, e-mail)
  - 1.4 Title of project application
  - 1.5 Short title
  - 1.6 Priority support area
  - 1.7 research strand(s)
  - 1.8 Relevance to gender issues / gender research
  - 1.9 Relevance to cross-cutting themes in Research Support Programme
  - 1.10 Applicability / transferability
  - 1.11 Envisaged total duration of project
  - 1.12 Duration of support applied for
  - 1.13 Start date for support
  - 1.14 Total cost of project (in EUR)
  - 1.15 Funding applied for (in EUR), with VAT shown separately (incl. VAT ... % / without VAT)
  - 1.16 Date of application / date of revision of application (where applicable)
- 2. Summary**
- 3. Social policy context**
- 4. Project objectives and issues**
- 5. Research requirement / status of research / previous work done by applicant**
- 6. Work programme**
  - 6.1 Selection of area of investigation
  - 6.2 Methodological procedure
  - 6.3 Time planning

## 7. Financing plan

- 7.1 Funds applied for (in EUR)
  - 7.1.1 Human resources requirements
  - 7.1.2 Cost of materials
  - 7.1.3 Travel costs
  - 7.1.4 Total funding applied for, with VAT shown separately (incl. VAT ... % / without VAT)
- 7.2 Funding from other sources (in EUR)
  - 7.2.1 Own resources
  - 7.2.2 Funding from third parties

Personnel costs for scientists are to be based on the salary scale 13 TVÖD/TVL.

Project applications are limited to a maximum of 30 pages.

## 5. Additional notes

At the start and end of the project a summary will be requested by e-mail for an on-line database-supported data entry system. The purpose of this is to record, amongst others, the research objectives and methods and the project results in a structured form for Internet presentation and inclusion in the research documentation.

The description of the **social policy context** should concentrate on social policy aspects of the research envisaged. In particular, it should be highlighted why the project is expected to add to the body of knowledge in the context of the Hans Böckler Foundation's specific support objectives. The envisaged area of application of the research should also be outlined here.

The description of the **objectives** of the project should be limited to those results that are likely to be achievable within the scope of the planned project. You should describe specific **research objectives**, the **hypotheses** on which your research will be based and **research issues**. In presenting the objectives and issues, you should highlight the relevance of the planned research to the priority support areas and the cross-cutting themes in the Hans Böckler Foundation's Research Support Programme.

The **research requirement** should be justified with reference to the present status of research or known gaps in research. The relevance to scientific debate of the research for which support is being applied should be demonstrated. In doing so, attention should be paid to interdisciplinary debates and in particular to gender research issues. To the extent that international scientific debate is relevant to work on the research topic, this should also be covered in the description of the present status of research.

The summary of work done and experience gained by the applicant to date should focus on those areas, which are relevant to the project for which support is sought.

The research field and research schedule should be described and justified under the **work programme**. The same applies to the planned research methodology. In particular, it should be made clear what methodology would be used to meet the requirement for gender-differentiated analyses. You should bear in mind that both the

Foundation and external experts require precise information about the scope of the research and the nature of the data available. The information on the timeframe should make clear the sequence of work steps and the time planned to achieve them. It is imperative that the **cost plan** should be derived from the work schedule and should not include anything not set out in the work schedule. Human resources costs for researchers should be based on salary group BAT IIa. Any exceptions to this should be specifically justified. The human resources and materials costs applied for must be stated in euros.

The VAT (with relevant percentage) should also be shown. If you are not VAT registered, this should be declared.

Project-related non-human resources costs such as travel, copying costs, postage, etc. must be demonstrably related to the work schedule. Where support for human resources costs such as secretarial work, assistants, etc is applied for, this should be justified on the basis of the work schedule, indicating what tasks are to be undertaken. The procurement of equipment does not qualify. In the case of applications in respect of infrastructure costs (rent, telephone, etc) the applicant is required to explain why this infrastructure is not already in place. Where infrastructure costs are consolidated as a lump sum under overheads, the rate applied should be justified by means of accredited auditor's reports. Any VAT arising is to be shown separately and forms a part of the overheads.

Any own resources or funding from third parties relating to the application for support should be specified and given in euros.

In the case of implementation-oriented projects it is advisable to build in the costs of workshops and specialist seminars. These costs should be calculated separately. The Hans Böckler Foundation will check to what extent knowledge transfer activities of this kind are to be financed by the Foundation or, where appropriate, partners in implementing the project.

Research project applications may not include printing costs for the publication of project reports. The Hans Böckler Foundation will only contribute to printing costs, if at all, once a research project has been successfully completed.

## **6. Decision-making process**

Decisions on the granting of research support are at the discretion of the Hans Böckler Foundation. In all cases where the project support being applied for exceeds EUR 25,000, the procedure provides for initial appraisal by external experts.

Decisions on applications for funding of up to EUR 10,000 are made by the Hans Böckler Foundation management. Applications for funding between EUR 10,000 and EUR 25,000 will be considered and decided upon by the management board's Science Committee. Applications for funding above this level will be considered and decided upon by the management board's Science Committee and the Foundation's management board itself, under a two-stage procedure. These bodies meet three times a year. The Department for the Promotion of Research (*Abteilung Forschungsförderung*) provides support for the decision making process of these bodies.