**Outline template for the application to the**

**ideas competition   
„Studienbezogene Verstärkung der Exzellenzstrategie“ 2021/2022**

Please use this outline template to prepare your application, which you should send as a PDF via email to the TUM Center for Study and Teaching (Frauke Winkel, winkel@zv.tum.de). **Application deadline is September 10, 2021**. The application (including project plan) must not exceed 4 pages. Please include the tabular budget (Excel template for download) as a separate attachment.

**[Project title]**

**Application fort he ideas competition  
„Studienbezogene Verstärkung der Exzellenzstrategie“ 2021/2022  
[Funding line A (Digital Teaching, Learning and Examination Formats) /   
Funding line B (Project Weeks)]**

**[Date of application]**

1. **Applicant(s)**

Please insert the applicants' names, contact information, and the name of the institution/school/department here.

1. **Short description of the project**

Please write a brief description of the project (max. 1/2 page).

1. **Description of the project**

Describe here the objectives and content of the project, taking into account the award criteria (see call for proposals). Start your description with a definition of the project goals, which should be achievable and measurable within the project period. Please describe the contents of your project in a way that is transparent and understandable for the jury members.

1. **Project flow**

Please present here the time schedule of the project and the milestones of the project in a **graphical project plan** (form freely selectable).

The following questions can provide guidance:

* What is the time frame of the project?
* When should the project start, when should it be completed?
* What are the sub-steps/individual building blocks that make up the new project?
* What are the milestone elements?

1. **Financial expenditure**

Funding is provided in the form of personnel and material resources:

* scientific employees
* non-scientific employees
* student and research assistants
* other material resources

Please write a justification for the requested personnel and material resources under 5.

Part of the application is a tabular budget (please submit as a separate attachment), which contains a list of the period, scope, salary group, area of responsibility (key points) and costs of the position(s) applied for as well as the material resources. The TUM Center for Study and Teaching provides an Excel template for download at [www.tum.de/en/studies/teaching/awards-and-competitions/ideas-competition/](https://www.tum.de/en/studies/teaching/awards-and-competitions/ideas-competition/).

In addition to the overall cost estimate, separate cost summaries are also required for each calendar year in which the project is to be implemented.

Please calculate the resource requirements as realistically and accurately as possible. This means concretely:

* Calculate an annual cost rate (average personnel costs) of 95,000 EUR for scientific employees (TVL E 13, 100%) and 80,000 EUR for non-scientific employees (TVL E 11, 100%).
* When calculating the graduate assistants funds, note the degree of the graduate assistant, the weekly working hours and the corresponding amount of remuneration. The corresponding tables can be found in the [Dienstleistungskompass](https://portal.mytum.de/kompass/personalwirtschaft_public/index_html/kompass/personalwirtschaft_public/einstellung_sonstiges_Personal).
* Specify the employment period separately for each person as well as the personnel resources required for this.
* Please calculate the gross amounts for material resources. Material resources such as basic equipment, travel expenses, and representation costs are not eligible for funding.

1. **Signatures**

The application requires both the signature(s) of the applicant(s) and the signature of the responsible Dean of Studies, with which the department or school expresses its agreement with the implementation of the project. In the case of central institutions, the second signature of the responsible vice president or chancellor is required. In the case of student bodies or student representatives, the signatures of the applicants are sufficient.

1. **Project report and accountability**

At the end of the project, a short informal project report (final report, max. 3 pages) describing the project process and the project results must be submitted.

Template project report:

[www.tum.de/en/studies/teaching/awards-and-competitions/ideas-competition/](https://www.tum.de/en/studies/teaching/awards-and-competitions/ideas-competition/)

Accountability is also required. More details will be provided when the project is approved.