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|  |  |  |
| Applicant |  | Mr/Ms Street, House no. Postal code, City Email |
| Date |  | Klicken oder tippen Sie, um ein Datum einzugeben. |
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| University of Münster  Dept. 6.1 – SAFIR  Office of Student Research Projects  Linda Dieks  Robert-Koch-Str. 40  48149 Münster |

**Application Form for funding of a Student Research Project**

This declaration is to remain on file at the Office of Student Research Projects (c/o SAFIR Research Funding Support) at the University of Münster. Approved funding can only be transferred after this form is completed in full and signed by the applicant and the Office of Student Research Projects.

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| Personal information[[1]](#footnote-1) | | | |
| Last name, first name |  | | |
| Date of birth |  | Student ID number |  |

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| Address (during semester) | |
| Street, House no. |  |
| Postal code,  City |  |
| Tel. (landline) |  |
| Tel. (mobile) |  |

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| --- | --- |
| Home address (if appl.) | |
| Street, House no. |  |
| Postal code,  City |  |
| Tel. (landline) |  |
| Email |  |

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| Bank account details in Germany | |
| IBAN | DE |
| BIC |  |
| Name of bank |  |
| Account holder |  |

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| --- | --- | --- | --- | --- |
| Academic information | | | | |
| Faculty(-ies) | Wählen Sie ein Element aus. | | Wählen Sie ein Element aus. | |
| Major(s) |  | | | |
| Desired degree | Wählen Sie ein Element aus. | Current semester | |  |

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| Research project information | | | | |
| Title |  | | | |
| Applicant |  | | | |
| Assessor[[2]](#footnote-2) |  | | | |
| Planned project period[[3]](#footnote-3) | starts  (mm/yyyy) |  | ends  (mm/yyyy) |  |
| Requested funding amount[[4]](#footnote-4) |  | | | |
| Short description of the planned project | | | | |
|  | | | | |
| I have applied/will apply for funding at other organisations, namely:  The project has no connection to my BA/MA thesis/doctoral project or other required  coursework.[[5]](#footnote-5)  Is there a possibility to present your project at your institute (e.g. Institute colloquium,  lecture series, etc.)? Yes, namely:  The project has the potential of generating a high degree of interest visibility based on   the following points:  Klicken oder tippen Sie hier, um Text einzugeben. | | | | |

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| Checklist of required documents |
| Cover letter to the Rectorate Committee for Research Affairs (RKF)  Application (max. 10 pages, structured according to the guidelines III.4)  Timeline and work plan  Financing plan (incl. offers[[6]](#footnote-6))  Reference letter from a professor at the University of Münster  CV[[7]](#footnote-7)  Current semester certificate  Declarations 1 + 2 |

In the case my application is approved,8 I agree to accept the funding from the University of Münster financed through the Rectorate budget. I understand that I am **obliged** to:

immediately notify the Office of Student Research Projects (Linda Dieks) in writing of any changes to the original application or my personal information (e.g. address, email, bank details),

use the funding for the purpose it was requested and granted (see guidelines VI.3 a-c),

hold adequate insurance coverage as this expense is excluded from funding,

refrain from accepting and using funding from other funding organisations to finance this project unless explicitly agreed upon with the University of Münster/Office of Student Research Projects,

reimburse funding in part or whole if I fail to carry out the project, terminate the project prematurely without the permission of the University of Münster or violate the obligations provided here and in the funding guidelines. I am aware that possible reclamation of funds can be enforced through legal channels.

acquaint myself with and follow the travel and safety instructions of the German Federal Foreign Office before and throughout my trip abroad. I understand that I am obliged to cancel my trip or cut my visit short should the German Federal Foreign Office issue a (partial) travel warning for the region/country where my research visit/conference is scheduled to take place. In failing to do so, the University of Münster has the right to demand repayment of all or part of the granted funding. I am aware that I can register in the crisis prevention list of the German Federal Foreign Office (Elektronische Erfassung von Deutschen im Ausland – „[**Elefand**](https://elefand.diplo.de)“.

If funding is approved[[8]](#footnote-8), I agree to the publication of my short report on the website of the University of Münster. If I voluntarily add a photo of myself to the short report, the consent also explicitly refers to the publication of the photo.

Place, Date Applicant’s signature[[9]](#footnote-9)

1. If submitting a group application, please provide the personal information of the group spokesperson (see guidelines III.5). [↑](#footnote-ref-1)
2. Researcher (professor/senior lecturer) at the University of Münster. [↑](#footnote-ref-2)
3. The maximum project period is 12 months. [↑](#footnote-ref-3)
4. The maximum amount of project funding is 5,000 euros. [↑](#footnote-ref-4)
5. If applicable, please elaborate on how the project differs from one’s thesis, dissertation etc. in the application (see guidelines, I.4.) [↑](#footnote-ref-5)
6. At least one offer should be obtained for each position requested in the financing plan. For expenses over € 500, at least two offers should be obtained. [↑](#footnote-ref-6)
7. When applying as a group, each applicant has to submit a CV and a current semester certificate. Furthermore, each member must sign Declarations 1 and 2. [↑](#footnote-ref-7)
8. The individual decision on the approval or rejection of the application will be sent to you by post. [↑](#footnote-ref-8)
9. In the case of a group application, on behalf of the group. [↑](#footnote-ref-9)