

## Guidelines for the financial support of the GGS sections 2024-2025

### I. Purpose of the funding

**Sections and working groups**<sup>1</sup> are associations of early career and experienced researchers from different scholarly disciplines that provide a platform for mutual exchange on a thematic focus. They facilitate the formation of inter- and intradisciplinary research collaborations and integrate early career researchers into the scientific community.

The **status of “working group”** is regarded as a preliminary stage to the section. After an establishment phase of one year, a working group can receive the status of “section”, if it fulfils the basic requirements for sections.

To provide **financial support** for the implementation of **academic events and short projects**, the GGS awards funding on the basis of an annual application procedure. Both sections and working groups are eligible to apply. In order to promote the creative will of the sections, the events and short projects are not defined in detail. However, in order to be eligible for funding, they should follow the funding criteria (see below).

Taking into account the JLU’s allocation of funds, the GGS allocates the following financial resources for the year 2024:

- per section (approx. € 500.00 to € 3,000.00 as a guideline).

In addition, the sections can apply in a separate application procedure for the organisation of the GGS Annual Conference 2024 and its funding of € 3,000.00. Only one GGS Annual Conference per year will be approved and funded. The application by several sections together in one application is desired, but not a prerequisite for a successful application.

### Basic requirements for sections

#### 1. Every GGS section should offer the following activities/events:

- Research colloquium (1 x per semester)
- Event with one or more external lecturers (1 x per year)
- Organisational meeting of all section members where everyone has the opportunity to suggest their ideas for joint activities (1 x per semester)
- Participation in section head meetings (organised by the GGS, 1–2 x per year).

#### 2. Integration of PhD candidates

We exclusively fund events in which PhD candidates assume an active role as organisers, initiators, or actors; in other words, PhD candidates need to be manifestly involved. A section should at least have five active members at the PhD candidate level.

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## II. Procedure for applications (does not apply to the annual GGS conference)

The application procedure is split into basic funding and application-based funding:

1. Every section (even without handing in dedicated funding applications) **receives basic funding of € 500,00** if it
  - a. Meets the **basic requirements for sections** (see above),
  - b. Hands in an **accountability report** for the previous year of funding (if possible),
  - c. Sends in an up-to-date **member list** (see GGS template), and
  - d. Confirms its continued status as an **“active section”** in the application procedureThis basic allowance is meant to enable the fulfilment of the basic requirements.
2. Furthermore, every section can hand in **applications** for further funding for **research activities, events, and short projects**. For this, they have to fill in a separate application form which is provided by the GGS.

### Handing in (applications for annual funding)

The application for basic funding, the transmission of all required documents for this, as well as the handing in of optional applications for additional funding are all handled via the following online form: <https://www.uni-giessen.de/en/faculties/research-centers/ggs/research/sections/financial-support-sections/funding-sections>

**The deadline for confirming continued activity as well as for handing in the accountability report, member list, and optional applications is December 15, 2023, 11:59 pm.** If a section does not send in any feedback via the online form, it is assumed that they are inactive. The GGS will react accordingly.

### Special case: Second application date (funding for new or revised applications for events scheduled during the winter term 2024/25)

If there are section funds that were previously allocated but not spent and/or residual funds from the first round of applications, then these funds can be applied for during a second round of applications. Active sections and working groups can hand in revised version of previously rejected applications or new ones, if the applied for activities are scheduled for the upcoming winter term. Reporting shall be done as part of the accountability report for the calendar year in which the activities are carried out.

**The deadline for handing in these applications is June 15, 2024, 11:59 pm,** via the following form: <https://www.uni-giessen.de/en/faculties/research-centers/ggs/research/sections/financial-support-sections/application-summer>

### Special case: Application for hosting the annual GGS conference

All active sections (assuming that they meet the basic requirements and have confirmed their continued activity within the annual application process) may apply for the right to organise the annual GGS conference. The application is evaluated by the same criteria as other funding applications for sections (see below.). However, the allocation of funds granted for the annual conference does not have to adhere to the [IV. Guidelines for remunerable expenses](#).

The separate application form along with the required additional information has to be handed via the following online form:

[https://www.uni-giessen.de/en/faculties/research-centers/ggs/research/sections/financial-support-sections/application\\_ggs\\_annual\\_conference](https://www.uni-giessen.de/en/faculties/research-centers/ggs/research/sections/financial-support-sections/application_ggs_annual_conference)

**Applications for the annual conference 2025 have to be handed in by December 15, 2023, 11:59 pm.**

### Report

Every section is required to hand in an accountability report about the **usage of funds** (basic funding as well as application funding). The accountability report is handed in via the online form and should contain the following points over a **max. 2 pages**:

- a. a statement on the fulfilment of the basic requirements for sections,
- b. a statement as to whether previously announced/applied for events or projects were conducted, and
- c. and overview of the usage of granted funds until the end of the year (in some cases prospectively).

The **accountability report** has to be handed in using the relevant GGS form. The annual conference can be listed as such within the regular accountability report of the organising section.

### III. Award criteria (for funding applications)

In addition to the **fulfilment of the basic requirements**, funding applications for **scientific activities, events, and short projects** are evaluated in terms of the following criteria:

#### 1. Fulfilment of the goals of the GGS (according to the “Zielvereinbarung”)

The planned measures (events, projects etc.) should contribute to the fulfilment of the GGS goals research/third party funding culture, internationalisation, sectional and intra-university networking (elaborated on in further detail down below).

- 1.1 **Research/Third party funding culture:** Does the measure contribute to the acquisition of third-party funding by the section/its members, does it support the third-party funding culture? Does the measure support research publications of the section/its members?
- 1.2 **Internationalisation:** Does the measure contribute to the internationalisation of the section/its members, is there an international dimension (e.g. international lecturers and/or cooperation partners)?
- 1.3 **Networks:** Does the measure contribute to creating or maintaining long-term, sustainable cooperation with JLU-external institutions?
- 1.4 **Synergies and intra-university networking:** Does the measure contribute to focusing JLU-internal resources, does the measure involve cooperation with other sections, GGS projects or centres/institutions of JLU?

#### 2. Transdisciplinary orientation

- 2.1 **Interdisciplinarity:** Does the measure contribute to advancing the interdisciplinary networks and cooperation between section members?

### 3. Public image

- 3.1 **Visibility of the GGS:** Does the measure positively contribute to the public image and external – national as well as international – visibility of the GGS and, by extension, JLU?

### 4. Third Mission

- 4.1 **Transfer and Science Communication:** Does the measure contribute to the so-called *Third Mission*? Is there a concept for communicating with the wider public/for facilitating the transfer of scientific insights and achievements?

## IV. Guidelines for remunerable expenses

**The following amounts describe the maximum fees which may be charged for the respective matters in individual events:**

- i. Lecture fee: 1,5 hours lecture: reference value € 250,00
- ii. Fee for full-day courses (workshop/masterclass): reference value € 750,00 total per day, not per lecturer
- iii. Advertising material (flyers, invitations, booklets): reference value € 50,00
- iv. Costs for hotel stays (in accordance with HRKG) incl. breakfast max. € 85,00
- v. Travel expenses (2<sup>nd</sup> class), Flights can only be covered upon individual prior consultation with the GGS
- vi. **Hospitality costs can only be covered for conference-equivalent formats (larger events with multiple speakers and a majority of JLU-external participants) and in accordance with the [Bewertungsrichtlinie of JLU](#).**