

Application guidelines

1 General information

All applications shall be submitted in German or English. All applications, along with all required documents, must be submitted exclusively online via the portal of the Joachim Herz Foundation ([JHS application portal](#)). The application process for the Joachim Herz Transfer Center "Innovative Materials for Sustainable Technologies" is a two-stage process:

- ▶ Expressions of interest, including a draft outline, must be submitted by January 31, 2024.
- ▶ full proposals can only be submitted after a positive evaluation of the draft outline by the jury and upon invitation by the JHS (deadline: April 30, 2024).

2 Required documents

2.1 Expressions of interest incl. draft outline

The following documents must be submitted via the [JHS application portal](#):

- a) University master data
 - *Applying university*
 - *leading institution*
 - *(preliminary) contact person*

- b) Project information
 - *Application topic (working title)*
 - *Duration*
 - *potential partners*

- c) Abstract (PDF for upload, max. 0.5 pages)

- d) Draft outline (PDF for upload; max. 5 pages)
 - *Vision and goals of the center in the thematic focus*
 - *Characterization of the interdisciplinary research program, including its significance and relevance*
 - *Innovation potential and, if applicable, technological readiness of the planned research program*
 - *Required and available research infrastructure*
 - *Integration of the project into the strategic goals of the university*
 - *If available: planned cooperation partners*

- e) Governance and personnel planning (PDF for upload)
 - *Planned governance structure (management, advisory board, supervision) within the given structure*
 - *Outline of the planned personnel structure (scope, qualifications)*
 - *(anticipated) scientists involved at management and operational level*
 - *Staffing of the scientific support and administrative areas*

- f) Cost plan overview (Excel template for upload)
Outline of the planned financial requirements (personnel, material costs, infrastructure)
- g) Commitment of the university management (PDF for upload)
Acknowledgement of the structural framework conditions and availability of top researchers and research infrastructure.
- h) Lol collaboration partners (PDF for upload)
(Can also be submitted subsequently with the full proposal)
- i) Short CV of the persons involved at management level (PDF for upload)

2.2 Full proposal

The following documents must be submitted via the JHS application portal after the JHS has invited you to submit a full proposal. The requirements for the full proposal will be specified at the latest with the invitation to submit the full proposal.

- a) University master data
Master data for application
- b) Abstract
Summary of full proposal (one page max.)
- c) Strategy concept Transfer Center
 - 1) Vision and goals
Motivation, central systemic goals
 - 2) Scientific concept
Current state of research in the thematic focus area, interdisciplinary research program and contact persons
 - 3) Innovation and transfer potential of the research program
Application potential of the research program, scalability of the results achieved, economic cooperation
 - 4) Research infrastructure
Availability of laboratories, research equipment, offices, data centers, etc., possibly in a rental mode
 - 5) Partnerships and collaborations
Cooperation with regional partners and companies, venture capital

- 6) Institutional readiness
Allocation of personnel and material resources, alignment with the transfer strategy, establishment of sustainable transfer structures

- d) Organizational and management structures
 - 1) Governance structure
Organization and structure of management, committees and responsibilities

 - 2) Staffing and personnel structure
Recruitment, provision and structure of personnel (with and without management function)

 - 3) Operational implementation
Establishment and operation of the transfer center; Timetable and contact persons

- e) Cost plan
Detailed cost plan outlining the financial requirements for the implementation of the above-mentioned activities and the use of funding (personnel, material resources, infrastructure).

- f) Letter of commitment from the university management
Commitment with faculties and/or departments regarding the availability and provision of the planned personnel structure and equipment, infrastructure; declaration to support and coordinate the approval of the transfer center as an affiliated institute.

- g) LoI collaboration partners
if not yet available / already submitted with expression of interest.

- h) CVs of the persons involved at management level
if not yet available / already submitted with expression of interest

- j) Project-related bibliography