

## How to Structure Your Funding Application

Your application should begin with an informal cover letter addressed to the chairperson of the Rectorate Committee for Research Affairs (RKF), briefly describing the project and its goal. The application should not exceed **ten pages** and should be structured as follows:

- cover sheet “Funding Application for Student Research Projects”, project title and format, the applicant’s contact data
- contents
- introduction to the topic of the project
- academic context
- academic goal
- preliminary work already completed
- realistic planning – details on methods and project implementation
- schedule/working plan
- financing plan

Because the “Student Research Projects” funding programme is not intended to advance one’s personal qualifications as a primary goal, but rather enhance the visibility of the University of Münster on the whole, you should address how you plan to ensure the visibility of your project in an (inter-)national context. Describe your project’s academic relevance, topicality and innovative character. For orientation, please consult the “Rectorate Funding Guidelines for Student Research Projects”.

### Attachments:

- endorsement of the planned project by a professor or senior lecturer of the University of Münster
- current semester certificate
- signed statements 1+2 (see download)
- one quote for each position listed in the financing plan (for trips, e.g. a screenshot from the Deutsche Bahn website will suffice)

**Feel free to contact us if you need any assistance before or during the application-writing process!**