

# Proposals to federal and state ministries

## Internal procedure at the University of Münster

As a rule, proposals to federal or state ministries (or the responsible project management agencies) are submitted in two stages. Please be sure to observe the guidelines of the respective funding provider or project-funding organisation.

### Stage 1: Draft proposal

Usually the draft proposal requires no signature from the University management. The applicant sends the informal project outline directly to the respective project-funding organisation.

We would be happy to read your outline before submission and give you feedback on the calculation and strategic aspects of the application. We usually need one or two working days for the review.

### Stage 2: Full proposal

In most cases, a signature from the University management or an authorised representative is required for the full proposal.

- Applications are usually submitted via the [application portal "easy-online"](#). On the [SAFIR website](#) you can find a guide with detailed instructions on how to complete the online form.
- Please send us the completed draft application by e-mail for review before submitting it online. We usually need one or two working days to review the application.
- As soon as we have approved the draft, you can submit it online. Please select the procedure with **electronic signature** when submitting via easy-Online. Subsequently, you can send us the final application (PDF file) by e-mail to have it signed.

**Please note that** for this signature we require the following two documents from you, which can be downloaded from the [SAFIR website](#):

- **Declaration on third-party funding application – institute and department** (signed and stamped by the managing director of the institute and the dean of the faculty)  
*With this internal university document, the institute/faculty confirms that the necessary basic equipment is available and, if applicable, that an own contribution will be made.*
- **Declaration on third-party funding application - project leader** (signed by project leader)  
*With this internal university document, you provide us with declarations regarding the War Weapons Control Act and facts relevant to subsidies.*

- We will then send you the signed application by e-mail so that you can upload it via the "easy-online" application portal (see detailed instructions on our [website](#)).  
(In case of signed paper versions, you can pick the application up from us or have it sent to you by internal post and then submit it to the project management organisation.)
- In the case of cooperation projects, an informal confirmation of future cooperation by the partners involved may also be necessary. Once the application has been approved, a formal cooperation agreement will be drawn up, reviewed and signed by the Legal Department (dept. 6.2).

## Further information

- Federal Funding Advisory Service on Research and Innovation:  
<http://www.foerderinfo.bund.de/>
- International Bureau of the Federal Ministry of Education and Research:  
<https://www.internationales-buero.de/>
- Forms of the German Federal Ministries (in German only):  
[https://foerderportal.bund.de/easy/easy\\_index.php?auswahl=easy\\_formulare](https://foerderportal.bund.de/easy/easy_index.php?auswahl=easy_formulare)
- Profi-Online procedure: For information on registering for and participating in the Profi-Online procedure (after funding has been approved by the respective project-funding organisation), please contact Department 6.3 (if the registration has not already been conducted via "easy-online").

## Contact

**If you have any further questions, please feel free to contact us:**

Department 6.1  
SAFIR Research Funding Support  
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[www.uni-muenster.de/Safir/](http://www.uni-muenster.de/Safir/)