

## Guideline: DFG Coordinated Programmes

To be eligible for funding within the framework of a DFG coordinated programme (CRC, RTG, etc.), substantial participation and support from your faculty and the Rector's Office is required. Therefore, we recommend discussing the submission of your application at an early stage.

**Please contact the following University offices and departments to discuss your application in advance:**

- Research Funding Support (dept. 6.1 - SAFIR) to coordinate the necessary internal procedures for coordinated programmes at the University of Münster (see below)
- Office of the Research Council (dept. 6.1) to ensure the involvement of the Research Council (see below)
- All concerned faculties to clarify their involvement or support (e.g. provision of basic equipment)
- Strategisches Flächenmanagement (dept. 7.2) to discuss the space requirements for your research project ([flaechenmanagement@uni-muenster.de](mailto:flaechenmanagement@uni-muenster.de))

### Research Funding Support (dept. 6.1 - SAFIR)

Department 6.1 accompanies you from the first idea of your project application to the final review. We will be happy to advise you on the application process, coordinate the university-internal procedure for coordinated programmes, arrange a financial consultation with the Rectorate if necessary, and offer you a **review of your proposal** under formal and strategic aspects.

In addition, we take care of obtaining all the relevant signatures from the Rectorate of the University of Münster. To this end, we require the following two documents from you (see [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.*

➔ Therefore, please contact [SAFIR](#) as soon as possible.

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## Research Council

Draft and full proposals within the framework of coordinated programmes should be reviewed by the Research Council prior to submission. Please allow sufficient time for this review (at least four weeks) and clarify the review procedure with the [office of the Research Council \(dept. 6.1\)](#).

## Rectorate

If you are invited to submit a full proposal after submitting a draft proposal, SAFIR will organise a **financial meeting** with the Rectorate and Department 5.1 on your behalf. Please inform us as soon as you learn whether your draft proposal has been successful.

If a promise of support from the Rectorate is made during the financial meeting, this will subsequently be recorded in a Rectorate decision. Depending on the dates of the Rectorate's meetings, you must allow at least 15 working days for the Rectorate to reach a decision.

Please note that the appropriated financing usually amounts to **one third** of the necessary sum. The participating faculty should provide a further third, and the last third should be borne by the respective institute. Please note also that the application should explain why the faculty/institute cannot raise the requested funds itself. In the case of negotiations on central support, the Rectorate requires that the application be reviewed by the Research Council (see above) and that the data of all participating researchers in the research information system "CRIS" are complete.

## Contact

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

Department 6.1  
SAFIR Research Funding Support  
Tel.: +49 251 83-21481  
[www.uni-muenster.de/Safir/](http://www.uni-muenster.de/Safir/)