**GTC Funding Line “Individual Funding”**

**Application for Funding of a GTC Sabbatical Semester**

**For more information please refer to the call for proposals**

**Project Title**

*Please provide the title of your GTC Sabbatical Semester.*

**Short Designation**

*e.g. for administrative purposes*

**Project Duration**

*Please specify the planned duration (e.g. 1.4.2025 – 30.9.2025)*

**Applicant**

*Title, Last Name, First Name:*

*Email, Phone:*

*Employed as (please state position):*

*Type of contract (permanent or limited):*

**If applicable: Contact Person for Administrative Purposes:**

*Title, Last Name, First Name:*

*Email, Phone:*

**Information for the Allocation of Funds:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department („Institut“)** | **Cost center („Kosten-stelle“)** | **Pro rate funds per financial year (y)[[1]](#footnote-1) in €** |
|  |  |  | y 1:  y 2: |
| **Total amount of funding requested (identical with cost plan)[[2]](#footnote-2)** | | |  |

**1 Qualification in (academic) Teaching**

1.1 Short CV (tabular resume):

1.2 Teaching experience (institution, type and topic of the courses):

1.3 Information on higher education didactic qualifications (please enclose evidence where appropriate):

1.4 Previous commitment to the further development of academic teaching

**2. Information on the GTC Sabbatical Semester Proposal**

**2.1 Project intended for the GTC Sabbatical Semester**

*This text serves as an initial orientation for the funding committee and, in case of funding, for announcing the project on the GTC website.*

*max. 1,300 characters including spaces  
Please state the exact number of characters (including spaces) at the end of the text.*

**2.2 Structured Description of the Project**

*Please explain the starting point, procedure (measures), and goals of your project, e.g., analysis of the specific teaching-learning situation in your subject, structure of the project, content to be conveyed, teaching and learning methods, references to similar projects already conducted (both in the discipline, at JGU, and at other universities), previous coordination/preparatory work, as well as previous and planned networking.**Please explain why you assume that the planned measures are suitable for achieving your set goals (assumption of effect).*

*max. 4,000 characters including spaces   
Please state the exact number of characters (including spaces) at the end of the text.*

**2.3 Relevance to the subject / the degree course as well as the innovative potential beyond the subject / degree course**

*max. 2000 characters including spaces   
Please state the exact number of characters (including spaces) at the end of the text.*

**2.4 Relation to the Funding Objectives**

*Please relate the project to the funding objectives as explained in the call for proposals, e.g. concept ideas for the exchange of experience, continuation and transferability of the project to other subjects or departments. Additionally, outline how the achievement of these goals can be assessed.*

*max. 2,000 characters including spaces  
Please state the exact number of characters (including spaces) at the end of the text.*

**3.** **Approval of Faculty or School**

*Before submitting your application, please obtain approval of your faculty or school for the GTC sabbatical semester and attach it to the application..*

**4. Cost Plan**

* ***Important: Information on eligible costs can be found in the call for proposals.***
* *For budget calculations*
* *Please calculate as realistically as possible; the funding committee reserves the right to make cuts.*
* *For the calculation of personnel costs, please use the resources of the Personnel Department. (*[*www.verwaltung.personal.uni-mainz.de/*](http://www.verwaltung.personal.uni-mainz.de/)*, partly under "Administration & Supervisors"). Please consider the allocation of budget expenditures and any potential annual special payments in the estimated salaries.*
* *For the calculation of fees (“Honorar”) and travel expenses, reasonable flat rates can be assumed.*
* *Please state the costs without decimal places.*
* *If additional rows are needed, please insert them accordingly.*
* ***The application for any personnel funds must be justified with the tasks to be carried out****, i.e., it must be transparently explained how the type and scope of the personnel funds were calculated in relation to the project tasks. If this information is already clearly provided in section 2 of the application, corresponding references are sufficient.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| student assistants | tasks: | | | |
| degree (none, Bachelor, Master) | semester hours per week | duration of employment | costs in € (full costs[[3]](#footnote-3)) |
|  |  |  |  |
|  |  |  |  |
| academic staff | tasks: | | | |
| pay grade („Eingruppierung/ Erfahrungsstufe“) | hours per week | duration of employment | costs in € (full costs2) |
|  |  |  |  |
|  |  |  |  |
| contract teaching staff („Lehr-aufträge“) | tasks: | | | |
| teaching load | remuneration per sem.hours /week | duration | costs in € |
|  |  |  |  |
|  |  |  |  |
| fees („Ho-norar“) | tasks: | | | |
| details (e.g. external personnel, speaker) | | | costs in € |
|  | | |  |
|  | | |  |
| material costs („Sach-kosten“) | matter | needed because /for | | costs in € |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Total** | | | |  |

**5. If you are requesting costs related to software licenses or equipment for digital teaching, please include an appropriate assessment** (see call for proposals).

**6. Declaration of Ethical and Legal Safety**

I hereby declare that I have reviewed the project in terms of compliance with discipline-specific standards and ethical guidelines as well as legal safety, particularly regarding data protection and copyright.

|  |  |
| --- | --- |
| (Please check the applicable box) | |
|  | I do not expect any negative effects, risks, and/or burdens for individuals or groups as a result of conducting the planned project based on this review. I have reviewed the necessity of involving an ethics committee and consider it unnecessary. |
|  | I expect the following negative effects, risks, and/or burdens for individuals or groups based on this review and plan to address them as follows:  Please add text if applicable |

**7. Please submit the application through official channel**

*There is no specific format required from the GTC for complying with official channels (department/head and faculty/dean or school/rector); however, approval must be clearly traceable, e.g., through a scanned cover letter or a supporting email with the department head / the dean/rector as the sender. If submitting joint applications with other faculties or schools, the application must be processed through the official channels of all participating faculties and schools. Please ensure the compliance with official channels is initiated in good time.*

1. *Approval is granted per GTC Sabbatical Semester, not per financial year. However, due to resource constraints, the GTC may not be able to provide the total funding amount upfront in every case. Therefore, please specify how much funding you will need per financial year.* [↑](#footnote-ref-1)
2. *Funding up to €10,000, and in particularly justified cases up to €25,000, can be applied for.* [↑](#footnote-ref-2)
3. including all costs for the employer [↑](#footnote-ref-3)