**GTC Funding Line “Individual Funding”**

**Application for Funding of an Innovative Teaching Project**

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

**Project Title**

*Please provide the title of your innovative teaching project.*

**Short Designation**

*e.g. for administrative purposes*

**Project Duration**

*Please specify the planned duration (e.g. 1.4.2025 – 30.9.2025); justified extensions are possible during the project. However, the funding amount will not increase.*

**Contact Person**

*Title, Last Name, First Name:*

*Email, Phone:*

**Applicants (including the contact person) and allocation of funds (if applicable)**

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

**1. Summary of the Teaching Project Proposal**

*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. Structured Description of the Teaching 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, justification of the relevance to the subject, 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.*

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

**3. Assumption of Effect**

*Please explain why you assume that the measures you planned are suitable for achieving your set goals. Note: as outlined in the call for proposals, the innovative teaching project may explicitly have an experimental character; the effectiveness of the measure does not need to be proven beforehand.*

*max. 1,500 characters including spaces   
Please state the exact number of characters (including spaces) at the end of the text.*

**4. Relation to the Funding Objectives**

*Please relate the project to the funding objectives as explained in the call for proposals. 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.*

**5.** **Project Schedule**

*Timeline with major implementation steps.*

**6. 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[[2]](#footnote-2)) |
|  |  |  |  |
|  |  |  |  |
| 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** | | | |  |

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

**8. 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 |

**9. 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. *A maximum of €15,000 can be requested.*

   *Approval is granted per project, 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. If the project is planned for longer than two financial years, please expand the table accordingly.*

   *In the case of multiple applicants, you may choose to receive funding at one of the departments or distributed between the departments. In the later case, please specify the desired allocation.* [↑](#footnote-ref-1)
2. including all costs for the employer [↑](#footnote-ref-2)