GTC Funding Line "Individual Funding"
Call for Proposals

Objective

The "Individual Funding" line of the Gutenberg Teaching Council (GTC) aims to further develop and enhance the teaching profile at Johannes Gutenberg University Mainz (JGU). It includes the following funding instruments:

- **Innovative Teaching Projects**: The innovative teaching project is typically a single project limited to one or two semesters, focusing on the development or refinement of teaching, learning, or examination formats within specific courses. It may explicitly have an experimental character. The maximum funding amount for an individual project is €15,000.

- **GTC Sabbatical Semester**: The GTC sabbatical semester allows for partial or full exemption from regular teaching duties, typically for one semester. Eligible projects include designing or fundamentally revising study programs or preparing comprehensive teaching projects for developing new methodological-didactic concepts, new teaching and learning formats or content. Funding up to €10,000, and in particularly justified cases up to €25,000, can be applied for.

Funding Objectives / Selection Criteria

Please outline the goals of your project and the planned measures to achieve these goals on the application form. Please explain why you assume that the planned measures are suitable for achieving your set goals (assumption of effect). Additionally, explain how the achievement of the procect objectives can be assessed.

The application must detail how the project pursues the objective of "Innovation". It should also address either the funding objective 'Model Character' or 'Sustainability.'

1. **Innovation**: The proposed project fosters innovation and enhances the teaching profile. It can involve the further development of established formats, the testing of new teaching, learning, or examination formats, the transfer of innovations from other universities or disciplines, or introducing a new content focus in teaching. Projects that are merely improving the status quo are unlikely to receive funding.

2. **Model Character**: The application should clearly state how and under what conditions the experiences from the proposed project can be transferred to other courses within the subject, to other disciplines, or to other departments/universities. It is advantageous if the proposed project is carried out in cooperation with multiple instructors.

3. **Sustainability**: The proposed project should lead to the sustainable development and improvement of teaching within the subject. Sustainability may be present if the innovation in teaching becomes established, such as through the development of replicable teaching formats or teaching materials suitable for long-term use or through securing resources for future funding. Sustainability may also consist of making the insights gained from an exploratory project available to a wider teaching audience within the subject.

Further aspects relevant funding include:

- **Student Perspective:** A focus is on the student perspectives and competence acquisition. This includes measures for engaging students, promoting inquiry-based and cooperative learning, and integrating teaching methods and examination design.
- **Teaching in the Digital Age:** The project explores the potential added value of using digital methods, digital tools (e.g., AI-based programs), and/or digital teaching content, thereby significantly advancing the teaching of the subject.
- **Integration/Networking/Coordination:** Previously separate areas are better aligned or linked (e.g., different courses, studies and internships, various sub-disciplines within a program, or across disciplines and departments).
- **Promotion of Young Talent:** Students are introduced to teaching, administrative, research, and conceptual tasks to use the acquired qualifications in further academic or non-academic careers.
- **Connection Between Research and Teaching:** Projects should foster a connection between research and teaching, for example, through research-oriented teaching and learning methods.
- **Practical Orientation:** The projects create a link between studies and future careers by promoting practical skills, informing students about future job fields, or establishing contacts with potential employers.
- **Specific Teaching and Learning Situations:** New methods of dealing with specific teaching-learning situations (e.g., large groups, exam preparation, hybrid courses) are tested.
- **Diversity:** The proposed project includes approaches that consider an increasingly diverse student body and develop solutions for more differentiated study offerings.
- For additional inspiration, the recommendations of the German Science and Humanities Council ("Wissenschaftsrat") in its paper "Recommendations for a Future-Oriented Design of Studies and Teaching" (May 2022) can be referenced. These overlap with some of the aspects mentioned above, such as **reflective and cooperative learning environments, a study environment that strengthens responsibility (including academic mentoring), a new examination culture, and educational settings for a diverse student body.**

Expenses eligible for funding

- Additional personnel and material costs for the project, e.g.:
    - Academic or non-academic staff
    - Student assistants
    - Contract teaching staff („Lehraufträge")
    - Fees for external personnel („Honorare")
    - Travel expenses
    - Costs for documenting and publishing the results of the funding.
- Costs used for prizes, scholarships, and representation expenses are not eligible for funding. The financing of basic equipment ("Grundausstattung") is generally also not possible.
- Travel expenses for students (excursion funds) are only granted in exceptional cases.
- **Only for GTC Sabbatical Semester**: Please contact the relevant staff in the Personnel Department and in the Finance Department before submitting the application to clarify the feasibility of compensation for the teaching exemption. If your funding involves hiring additional staff or including external contributors in teaching, it may affect the capacity of your teaching unit. The HE 1- EP 2 department (Contact: Eva Reinehr) can assist with capacity assessments. Please specify that the teaching exemption is planned as part of a GTC sabbatical semester.

Eligibility

- All JGU employees engaged in teaching are eligible to apply.
- **Only for GTC Sabbatical Semester**: Since the sabbatical semester is also a personal recognition of excellent teaching achievements, proof of outstanding teaching performance and special qualifications in teaching is a key requirement. Additionally, the relevant university unit (faculty or school) must approve the teaching exemption.
- Subsequent applications related to a completed project are possible in justified exceptional cases.
- Please ensure that no cross-financing occurs between GTC projects and projects funded by the Stiftung für Innovation in der Hochschullehre or other funded projects. If necessary, clearly separate activities with other funding from your GTC project.

Application and Approval

- Application Deadline:
    - December 1; decisions on funding are made mid to late January.
    - May 15; decisions on funding are made mid to late June.
- Please use the appropriate application form for innovative teaching projects (available at [Innovative Teaching Projects (for teaching staff) | Gutenberg Teaching Council](#) or GTC sabbatical semester (available at [GTC Sabbatical Semester (for teaching staff) | Gutenberg Teaching Council](#)).
- If your application includes costs for software/software licenses, please contact the Digital Teaching Competence Team ("Koordinierungsstelle digitales Lehren und Lernen" HE1-EP4) well in advance (at least three weeks before the application deadline) at digitale-lehre@uni-mainz.de or https://digitale-lehre.uni-mainz.de/help/ to receive an assessment on whether there are any issues with using the software at JGU (e.g., data protection compliance, performance, IT security, comparison with existing software). Attach the team's assessment to your application. This applies to all faculties and schools at JGU; the competence team will organize coordination with the Office for Digital Transformation of University Medical Center if necessary.
- If your project includes costs for Audiovisual technology for digital teaching (e.g., for the production of videos or podcasts), please contact the Center for Audiovisual Production ("Zentrum für Audiovisuelle Produktion", ZAP) at https://www.zap.uni-mainz.de/the-zap/ to check whether existing equipment can be used for your project. Attach ZAP's assessment to your application. This applies to all faculties and schools at JGU.
- You must also provide approval from your department head and from your faculty or school with your application. A paper version is not required.
- Applications not fully submitted to the GTC mailbox by the deadline cannot be considered.
- The "Individual Funding Committee" of the GTC decides on the applications.
- Approved funds are allocated to the general faculty or departmental budget. The GTC does not provide positions for staff, etc., but only funding.

Networking, Project Documentation, Public Relations, Scientific Accompaniment

- The GTC aims to support the creative development and testing of teaching innovations and make these innovations accessible to as wide an audience as possible at JGU. Therefore, funded projects are required to submit a video (maximum 5 minutes) within six weeks after the end of funding that reports on goals, results (insights gained), and potential broad impact of the project. This video may be used by the GTC for communication purposes.
- Our websites provide information on previously funded GTC projects and sabbatical semesters, including the videos mentioned above. The list is searchable by keywords and full text. Use this as inspiration and to network with past leaders of GTC projects.
- To contribute to a shared exchange of experiences and achieve broad impact, the GTC strongly encourages exchanging ideas with colleagues within the faculty or school during the project's

term, such as in workshops, observation visits, or presentations. The results of the project should also be made accessible.

- The GTC strives to offer networking events for funded projects and expects funded projects to participate whenever possible.

- A brief report on the use of funds and project activities (max. 3 pages) must be submitted within six weeks after the end of the funding. The proper use of funds must be confirmed with a signature. Please submit the report in both paper form with your signature and by email (without a signature).

- Scientific accompaniment of the project is possible within available capacities upon request.

Contact

- For general questions about the individual funding instruments, please contact the GTC office (glk@uni-mainz.de, Tanja Meyer, Phone: 39-27240).

- Questions regarding the calculation of costs or, in the event of approval, regarding billing formalities or personnel-related matters can best be answered by the responsible staff members in your department or the caseworkers in the Finance Department (www.verwaltung.finanzen.uni-mainz.de/) or the Personnel Department (www.verwaltung.personal.uni-mainz.de/).

- GTC funding in University Medical Center: Please clarify billing formalities or personnel-related matters with the responsible contacts from the Department of Research and Teaching ("Ressort Forschung und Lehre") or the Personnel Service Center ("Servicecenter Personal").