

## GTC Funding Line “Strategic Funding”

### Application for Funding of a “Teaching Day”

#### Objective

The measures within the Strategic Support funding line aim to sharpen the profile and further develop teaching at Johannes Gutenberg University Mainz (JGU) beyond individual project funding.

The 'Teaching Day' serves as a platform for communication and exchange of experiences regarding quality teaching and aims to reach as many instructors as possible; incorporating the student perspective is strongly encouraged. During the event, activities and initiatives related to studies and teaching within the department, university, school, or institution should be presented. It is also recommended to assign a theme to the event to stimulate cross-departmental, faculty-wide, or university-wide discussion about teaching practices. A joint event with another department or faculty is also possible. The maximum funding amount is €1,500. Within this sum, multiple events may also be supported.

#### Expenses eligible for funding

Additional personnel and material costs for the project, e.g:

- Speaker fees and travel expenses
- Student assistants to support organization of the event
- Promotional materials (brochures, flyers, posters)
- Catering costs (up to €350; in exceptional cases and with special justification, up to €500); the valid guidelines for hospitality at JGU “Richtlinien zur Bewirtungs- und Repräsentationskosten<sup>1</sup>” have to be observed.

#### Eligibility

- Eligible applicants include faculties and schools of JGU, as well as Internationales Studien- und Sprachenkolleg (ISSK) and Zentrum für Wissenschaftliche Weiterbildung (ZWW).
- Subsequent applications 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.

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<sup>1</sup> [www.verwaltung.finanzen.uni-mainz.de/allgemeine-informationen/](http://www.verwaltung.finanzen.uni-mainz.de/allgemeine-informationen/) (in german)

- Applications are to be submitted **informally**. Please include the following information in your application:
  - Faculty/school/institution
  - Event date
  - Concept outline/program draft
  - Budget plan
  - Contact person(s)
- You must also provide approval from your department head and from your faculty or school with your application (official channel / "Dienstweg"). A paper version is not required.
- Applications must be submitted electronically as a PDF file to [glk@uni-mainz.de](mailto:glk@uni-mainz.de). A paper version is not required. Applications not fully submitted to the GTC mailbox by the deadline cannot be considered.
- The "Funding Committee for Strategic Support and Gutenberg Teaching Award" 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, Documentation, Public Relations

- With the 'Teaching Day' funding instrument, the GTC aims to foster broad exchanges among all those involved in teaching and make results accessible to as wide an audience as possible at JGU. Therefore, GTC explicitly encourages grant recipients to provide the following materials:
  - Brief project summary for the GTC website (max. 1,300 characters including spaces);
  - A video (max. 5 minutes) after the event (e.g. slides with a spoken commentary) detailing the goals, outcomes, and potential impact. This will be used by GTC for teaching communication at JGU.
- On our website ('Funded Teaching Days'), you will find information on past funded Teaching Days, including the above-mentioned videos. The list is searchable by keyword and full text. Feel free to use this as a resource for inspiration and networking with those who have already hosted Teaching Days.
- For formal project documentation, a short report must be submitted within six weeks after the funding period ends. This report should summarize the Teaching Day and document the use of funds (max. 2 pages). 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).

### Contact

- For general questions about the individual funding instruments, please contact the GTC office ([glk@uni-mainz.de](mailto: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/](http://www.verwaltung.finanzen.uni-mainz.de/)) or the Personnel Department ([www.verwaltung.personal.uni-mainz.de/](http://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”).