**GTC Funding Line “Core Projects”**

**Application for Funding of a Core 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. 1.4.2026 – 30.9.2026); 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: |
| **Total amount of funding requested[[2]](#footnote-2) (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.*

* *Please address the funding objective of innovation as well as the objectives of model character or sustainability.*
* *Please explain how the achievement of the project goals you described could be assessed within the framework of an evaluation (e.g., what would constitute successes? What lessons learned might emerge? How could your project results impact teaching in your field?).*

*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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| student assistants | tasks[[3]](#footnote-3):   * X * X * X * X | | | |
| degree (none, Bachelor, Master) | semester hours per week | duration of employment | costs in € (full costs) |
|  |  |  |  |
|  |  |  |  |
| academic staff | tasks3:   * X * X * X * X | | | |
| pay grade („Eingruppierung/ Erfahrungsstufe“) | hours per week | duration of employment | costs in € (full costs) |
|  |  |  |  |
|  |  |  |  |
| contract teaching staff („Lehr-aufträge“) | tasks3:   * X * X * X * X | | | |
| teaching load | remuneration per sem.hours /week | duration | costs in € |
|  |  |  |  |
|  |  |  |  |
| fees („Ho-norar“) | tasks3:   * X * X * X * X | | | |
| 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. *Funding is granted for a project as a whole, not per fiscal year. However, due to resource constraints, the GTC may not be able to provide the full amount of funding upfront in every case. Therefore, please indicate how much funding you will require for each fiscal year. If the project is planned to extend over more than two fiscal years, please expand the table accordingly.*

   *Even in the case of multiple applicants, the administration of funds is generally handled by a single institute. If you wish for the funds to be managed by more than one institute, please specify the desired allocation.* [↑](#footnote-ref-1)
2. *A maximum of 30,000 euros can be requested.* [↑](#footnote-ref-2)
3. **The application for any personnel resources must be justified based on the tasks to be carried out. This means that it must be clearly explained how the type and scope of the requested personnel resources have been calculated in relation to the project tasks. Please include references to Section 2 of the application, if applicable.** [↑](#footnote-ref-3)