

Guide for Applicants

HHU Funding Programme for Research Projects with Citizen Participation

“Förderfonds zur Finanzierung von Forschungsprojekten mit Bürgerbeteiligung
an der HHU“

I. Proposal structure and documents to be submitted

Funding line 1: Funding of research projects

Part A: Basic data

- Indication of the funding line in which the proposal is submitted and title of the research project
- Contact details of the applicant (in case of more than one applicant: please name contact person)
- Objectives and brief summary of the project proposal

Part B: Project description (max. 15 pages)

- General concept and objectives: Presentation of research question and approach for involving citizens and/or representatives of civil society organisations
- Wider research context and own preparatory work in direct relation to the project proposal
- Stakeholders and target groups: Who is involved in the research process? Are there external cooperation partners involved?
- Work plan and timeline: description of research design, methodology and resources required
- Information on data handling: Data collection, data quality, data backup and storage, data accessibility, data citation, etc.
- Communication measures: How will the research process be communicated to the wider public and how will the results be presented?
- Evaluation: Please define your own evaluation criteria and indicators for the successful implementation of the project.
- Description of own contribution to the project
- Measures towards sustainability and transferability
- Budget plan (personal, material, travel and publication costs). Please refer to the [DFG personnel rates](#).

Part C: Annexes

- Curriculum Vitae (CV) of the scientists involved
 - incl. list of third-party funding and list of publications (max. 10 most important publications). Please refer to the [DFG guidelines](#).
- Collaboration agreement (letter of intent or similar) of external partners (if applicable)
- Further information (if applicable)

Funding line 2: Support for the application phase for third-party funding applications

Part A: Basic data

- Indication of the funding line in which the proposal is submitted and title of the research project
- Contact details of the applicant (in case of more than one applicant: please name contact person)
- Brief description of how the requested funding will contribute to acquire the third-party funding project
- Title and brief description of the planned third-party funding project and information on funding body

Part B Project description (max. 6 pages)

- General concept, objectives and work programme of the project applied for in the HHU funding programme: presentation of the research questions addressed and the approach to involve citizens and/or representatives of civil society organisations
- Wider research context and status of own preparatory work in direct relation to the project proposal
- Stakeholders and target groups: Who is involved in the research process and why is their participation in the preparation of the proposal relevant for the third-party funding application?
- Work plan and timeline: presentation of research design, methodology and resources required
- Information on the planned handling of data: Data collection, data quality, data backup and storage, data accessibility, data citation, etc.

Part C: Annexes

- Curriculum Vitae (CV) of the scientists involved
 - incl. list of third-party funding and list of publications (max. 10 most important publications). Please refer to the [DFG guidelines](#).
- Collaboration agreement (letter of intent or similar) by external partners (if applicable)
- Further information (if applicable)

II. Further information

Applicable to funding line 1 and 2

- The proposal shall be submitted electronically in one document in PDF format.
- Proposals can be submitted in German and English.
- The research question, objectives and methodological approach should be described for an interdisciplinary review panel.

- Cooperation with companies and other research institutions is not excluded, but the relevance of the collaboration for the project must be stated.
- If collaborations with external partners are envisaged, a cooperation agreement shall be presented at the start of the project.
- If a cooperation with commercial enterprises is planned, the EU state aid regulations must be observed.
- If experiments on humans or animals are envisaged, these must be explained (see below).
- If a vote on ethics is necessary, this must be presented at the start of the project.

Experiments on humans or material taken from humans

- Description of the ethical and legal aspects of the experimental design
- Please indicate: Healing experiment or experiment
- Criteria for the selection of test persons
- Presentation of possible risks and the corresponding precautionary measures
- Description of information given to patients and of how consent will be obtained
- If necessary, please attach an ethics vote. When using "material" taken for diagnostic purposes, at least a statement of the chairperson of the local ethics committee is required.

Animal experiments

- Description of planned animal experiments
- The evaluation and presentation of experiments with laboratory animals shall be carried out in accordance with established international standards.

Activities that will not be funded

- Activities aimed exclusively at the research community
- General press and public relations work within the framework of a project
- Policy advice that does not involve citizens
- Service learning projects
- Marketing activities (e.g. to recruit students)
- Open Access costs
- Health campaigns
- The involvement of citizens merely as "research objects" or "data sources" (e.g. in clinical trials, in surveys, etc.) is not sufficient and cannot be funded.

III. Evaluation criteria for funding lines 1 and 2

The project proposals will be evaluated according to the following criteria:

- Relevance to the funding programme: The project explores a relevant research question and is tailored to the participation of citizens and representatives of civil society organisations.
- Qualification of project team: The applicants and other participants involved in the process are qualified to carry out the project and have proven expertise in the subject area and/or in public engagement activities.
- Soundness of the research concept: Ideas and objectives are presented in a plausible and transparent way. The budget plan is comprehensible, the resources are used efficiently.
- Quality of the project: The project applies an adequate scientific and methodological approach and makes an overall contribution to the methodology for the participation of citizens and/or representatives of civil society organisations.

- The proposal presents the handling of data in a satisfactory way and describes the scientific outcome and added value of participatory approach.
 - Cooperation between science and society: The project promotes participation and involvement of citizens in the research processes. The project is participative/interactive and foresees a constant flow of communication within the project team.
 - Communication measures and impact: The project applies adequate communication measures. Those measures are effective and targeted to a broad audience.
 - Innovation: The project is innovative and tests new forms of cooperation between stakeholders from science and society or contributes to their development.
- Applicable to funding line 2 only
 - The evaluators will assess whether a competitive project proposal can be submitted to a third-party funding organization within twelve months.

IV. Contact person

If you have any further questions, please do not hesitate to contact the coordination office of the Bürgeruniversität:

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V. Further information

[Citizen Science Strategy 2030 \(Weißbuch Citizen Science\)](#)

[The ten criteria for Citizen Science](#)

[Guidelines for Citizen Science practice](#)

[Evaluation criteria for Citizen Science projects](#)

[Citizen Science platform Germany](#)

[European Citizen Science Association](#)

[Information on Participatory Health Research](#)

[Citizen Science Handbook \(Innovation in Open Science, Society and Policy\)](#)