**Outline proposal to apply for the**

# *Project Week 2024/25* funded as a part of the Excellence Strategy

Please use the outline proposal to submit your application and send it as PDF via   
e-mail to the [TUM](http://www.lehren.tum.de/themen/lehrfonds/) Center for Study and Teaching (Nina Grote [nina.grote@tum.de](mailto:nina.grote@tum.de)). **Deadline for application is April 30th, 2024.** The application (including the graphic project plan) should not exceed four pages and the tabular financial plan (Excel template available for download) should be submitted as separate file.

**[Project title]**

**Application for the   
Project Week 2024/25**

**[Date of application]**

1. **Applicant**

Name, contact data and name of the unit / school / department of all applicants.

1. **Brief description of the project**

Brief description of the project (max. 1/2 page).

1. **Project description**

Explain the aims and content of the project and consider the procurement guidelines (see call). Start the description with a definition of the project goals. They should be feasible within project duration and measurable. Describe the content of the project in a transparent and comprehensible way for the jury members. Who is your project aimed at (e.g. students from all disciplines and schools)?

1. **Project procedure**

Draft a time schedule of the project with milestones in form of a **graphic** **project plan** (shape freely selectable).

The following question serve as an orientation guide:

* + What is the period of the project?
  + When should the project be finished?
  + Which sub-steps/individual building blocks does the new project consist of?
  + What are the projects milestones?

1. **Financial efforts**

Calculate the financial efforts in the form of personal costs and material costs:

* + Academic staff
  + Nonacademic staff
  + Student assistant
  + Further material costs (workshop material, accommodation / travel costs, …)

Please add a justification for the requested funds (personal and material costs).

Part of the application is a tabular financial plan (to be submitted as separate file), which contains a lineup of period, scope, pay group, tasks (bullet points) and costs of requested personal and material costs. The TUM Center for Study and Teaching provides an Excel template for download at:

<https://wiki.tum.de/pages/viewpage.action?spaceKey=sszps&title=Projektwochen+%7C+Project+Weeks>.

In addition to the overall cost estimate, separate cost summaries for each calendar year are required.

Please calculate resources as detailed as possible and consider:

* Calculate the corresponding job shares on the basis of the average personnel costs: [Dienstleitungskompass](https://portal.mytum.de/kompass/personalwirtschaft_public/index_html/kompass/personalwirtschaft_public/verguetung_besoldung)
* When calculating costs of graduate assistants please note the degree, working hours and pay group. Payment tables are available at: [Dienstleistungskompass](https://portal.mytum.de/kompass/personalwirtschaft_public/index_html/kompass/personalwirtschaft_public/hilfskraefte)
* Note the employment period for each person separately and calculate the personnel costs required for this.
* Please calculate the gross costs for material resources. Material resources such as basic equipment and representation cost are not eligible for funding.

1. **Signatures**

### Two signatures are required. It should be signed by the applicant and the responsible Dean of Study who declares her or his agreement with the implementation within the respective school. Central units require a signature of the responsible vice president or Senior Executive Vice President.

1. **Project report and accountability**

At the end of the project you have to submit a brief project report (max. 3 pages), which describes the project process and results. We will send you the template for the report as soon as the jury has approved the funding of your project.

Accountability is also required (E.g. comparative offers). More details are provided when the project is approved.