

Subject: Naming Conventions for Research Projects in Financial Systems
From: Office for Research Services
To: All Faculty and Project Coordinators
Date: 20 October 2017
Category: Internal Standardization

Dear Colleagues,

To support the harmonization of **project titles and references** in internal tools, we are introducing a **standardized naming template** for all new research project records created after **1 November**.

Format

[Dept Abbreviation]_[Project Type]_[PI Last Name]_[Year]

Example: ENG_Tempus_Scholz_2017

This ensures consistency in dashboards, travel permits, cost center mapping, and internal publications.

A short guide is available here: [\[Intranet > Research > Naming Conventions\]](#)

Sincerely,

Janina Hellwig

Senior Officer for Research Records