

Deutsche Forschungsgemeinschaft · 53170 Bonn, Germany

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Ref.: S-18-11498

20 December 2018 May

Invitation to review Panel „SPP 2171: Wetting“

Dear Reviewers,

Thank you for kindly agreeing to serve on the review committee for the evaluation of the priority program entitled “**Dynamic wetting of flexible, adaptive and switchable surfaces**”. On behalf of the Deutsche Forschungsgemeinschaft (German Research Foundation), I would like to invite you to the review meeting, which has been scheduled for:

February 06, starting 6:00 p.m. to February 08, 2019, ending 3 p.m.

The meeting will take place at:

**Max Planck Institut für Polymerforschung,
Ackermannweg 10, 55128 Mainz**

The rooms will be signposted.

On 07 February, the coordinator, Professor Thiele, will present an overview of the topic and the scientific objectives of the program. Afterwards all proposals can be discussed with the applicants in two poster sessions. In posters session III on Friday morning remaining open questions should be clarified. The review panel will discuss and rank all proposals in closed meetings as indicated in the schedule.

Preliminary Schedule:

Wednesday, 06 February 2019

18:00 Dinner Buffet at the hotel

19:00 First meeting of the reviewers, preliminary rating of the proposals

Thursday, 07 February 2019

08:30 Transfer Hotel to Max-Planck-Institute

09:00 Internal meeting of the reviewers

10:00 Welcome

10:10 Presentation of the priority program: overview talk by the coordinator

10:45 Coffee break

11:00 Presentation of the priority program: poster session 1 (Poster-Nr. 1-30)

12:15 Lunch

12:45 Continuation Poster session I (Poster-Nr. 1-30)

14:00 Coffee break

14:15 – 16:45 Poster session II (Poster-Nr. 31-59)

17:00 Internal Meeting of the Reviewers with discussion of the proposals

18:30 Dinner Buffet

19:30 Continuation: Internal meeting of the Reviewers

Friday, 08 February 2019

08:30 Transfer Hotel to Max-Planck-Institute

09:00 Internal meeting of the reviewers, collection of open questions

09:45 Poster III, clarification of open question, posters will be announced
Thursday evening

10:45 Internal meeting of the reviewers: discussion of the proposals

12:30 Lunch

13:30 – 15:00 Final meeting of the reviewers: final funding recommendation

Evaluation:

In the electronic review system you will find an overview of all grant applications, a list showing the reviewers specifically assigned to the proposals and the documents for all applications to this program. The rapporteurs listed for each project are asked to summarize their opinion and rate the proposal in a brief written statement. The other reviewers are asked to comment on the project during the meeting.

Please rate the proposals you have been assigned to using the following scale:

5: outstanding, should be funded with highest priority (to be used only once per reviewer)

4: very good, should be funded

3: good, could be funded, if financial restrictions allow

2: (in principle) good, but some minor weak points

1: poor, should not be funded

0: not within the scope of the priority program

Please focus on the following aspects:

1. Quality of the project
2. Objectives and work program
3. Qualifications of the applicants
4. Research environment
5. Contribution to the main aims of the program

We kindly ask you to send your reports with the preliminary rating by **05 February 2019**, via ELAN or to Dr Cosima Schuster (cosima.schuster@dfg.de). Please find enclosed our form "Reviewer's Form".

Accommodation & Travel Arrangements

Hotel accommodations for two nights (06 to 08 February 2019) have been made for you at the Intercity Hotel Mainz, Binger Straße 21, 55131 Mainz, Tel +49 6131 58851-0, <https://www.intercityhotel.com/hotels/alle-hotels/deutschland/mainz/intercityhotel-mainz>. Please indicate your probable arrival and departure time as well as dietary preferences by e-Mail to Makemba Mayimona (Makemba.mayimona@dfg.de). If your travel dates differ (earlier arrival or later departure), she will be happy to assist you.

The DFG reimburses travel expenses according to the German Travel Expenses Act. Information on this act and general guidelines on business travel accident insurance are attached for your information.

Travel arrangements can be made directly through Westtours-Reisen, the DFG's travel agency (Adenauerallee 76, 53113 Bonn, Germany, tel.: +49

(0)228 91531-30), fax: +49 (0)228-91531-39, e-mail: business@westtours.de). In this case, the DFG will be billed directly. If you choose not to make arrangements through the DFG's travel agency, you can claim reimbursement after completion of travel in accordance with the guidelines mentioned above.

The hotel costs in Mainz will be paid by the DFG directly. Your travel expenses will be reimbursed after the meeting. Therefore, please keep all receipts (tickets) and send them with the enclosed travel claim form to the Deutsche Forschungsgemeinschaft.

Thank you for your assistance.

Please note that, researchers with family responsibilities who take part in DFG review and committee meetings can submit a claim form for childcare services rendered during their participation in the meeting(s). For more information, refer to the claim form (www.dfg.de/formulare/30_023). Persons submitting a claim must confirm in writing that at least one child living in his/her household is under 14 years of age or is unable to care for himself/herself due to a physical, mental or psychological disability that began before the age of 25 and therefore requires care during the above-mentioned period. Your participation in the review meeting or committee meeting must result in additional costs to you. Note that travel-only days cannot be claimed. Reviewers can claim a standard allowance of €60 per meeting day. Members of DFG review boards and DFG statutory bodies must submit proof of actual costs incurred in accordance with Section 13 Para 1 Clause 2 of the DFG statutes.

I look forward to meeting you in Mainz. Thank you for your assistance.

Yours sincerely,

Dr. Cosima Schuster

Enclosures/Links

<http://www.dfg.de/foerderung/formulare/>

DFG form 30.03e, General Information on the German Travel Expenses Act,
DFG form 71.02e, Business Travel Accident Insurance

Deutsche Forschungsgemeinschaft
- Reisekostenstelle -
D-53170 Bonn

Note:
Please submit your expense claim as soon as possible. According to the German Travel Expenses Act, reimbursement must be claimed within six months of travel (beginning with the first day following completion of your journey). Travel expenses cannot be claimed after this period. Please attach original receipts (air/rail tickets, taxi, hotel, etc.).

Reference S-18-11498 / SPP 2171 - Review Panel	
Cost centre 71640	Cost object

Travel Claim Form

Surname, Given name, Title	
Private address	
Organisation	
Business address	
Date of invitation from the DFG	E-Mail
Journey from _____ to _____ by (means of transportation) *) _____	
Departure (date, time)	arrival (date, time)
Beginning of the meeting (date, time)	End of the meeting (date, time)
Return from _____ to _____ by (means of transportation) *) _____	
Departure (date, time)	arrival (date, time)
Travel expenses **) regular means of transportation (train, aeroplane etc.)	Taxi etc. **)
Hotel expenses **)	
Bank and bank address	
Name	
IBAN	
SWIFT/BIC	
Account holder (if not identical with applicant)	
Place, date	signature
The expenses for the journey will be reimbursed according to the German Federal Regulations on travelling expenses *) if travelling by car: number of kilometres) please enclose receipts etc.	