**Application for Approval of Additional Cluster Funds**

**The evaluation criteria for approval can be found in the Cluster Regulations. In addition, the cluster’s Funding Guidelines and the Usage Guidelines of the DFG also apply. The complete application must be submitted to the academic management. Depending on the amount of funding applied for, the spokespersons or the executive board will decide on the project. Please submit your application as early as possible and consider an administrative preparation time before implementation. An application at short notice is possible, but should be agreed with the coordination office beforehand.**

**Application title/Subject:**

**Application:**

Applicant: (direct member of the cluster)\*:

Contact person\*:

Other persons involved\*:

Application is made for the following project:

Date of application\*:

Start of funding requested (Proposed funding start)/ duration of funding\*:

**Purpose of funding\***

* Increase in project budget
* Publication of research results (text, objekt, exhibition, prototype, software, etc.)
* Realization of an event (guest lecture, workshop, conference, exhibition, etc.)
* Seed funding
* Travel (research, funding, lecture, initiation of a cooperation)
* Release / Interdisciplinary Research Space
* Emergence

**Description and justification of the project (please use clear and simple words; max. 1 page; images separately)**

What are the object and aim of the project? On which preliminary work is the project based? What is the motivation for the project and the concrete interest in knowledge? How does the project complement the current international state of research?

**Protection of results**

How are project results secured and protected?

**Project reference**

How does the proposed project specifically contribute to achieving the goals of the Cluster of Excellence (Cluster Regulations § 2)?

**Explanation for the additional financial demand**

Why are the existing project funds not sufficient to finance the project?

**Work steps and schedule**

Please provide a short and clear presentation of work steps and a time schedule; preferably in tabular form.

**Financial plan**

Please list the requested expenses here or, if possible, use the calculation aid in the Excel file and attach the completed financial plan to the application. The cluster’s coordination office will be happy to assist you (contact: Kathrin Bauer, moa.finances@hu-berlin.de).

Comments on the budget plan

If individual items in the budget plan are to be explained in more detail, this can be done at this point, quoting the sequential number. Please state the reasons for the following items in any case:

* In case of work contracts and contracts for freelance work, please ask for comparative offers or provide a conclusive explanation as to why only the chosen persons can perform these tasks. In case of software development projects, please state that there is no comparable existing problem solution.
* When applying for travel and accommodation expenses: Please note the reference rates specified by the Federal Travel Expenses Act (<https://www.personalabteilung.hu-berlin.de/themen-a-z/reisekosten/dienstreisen>). If the costs are higher, please justify this separately.
* For purchases: Please enclose three offers (e.g. for equipment, software, etc.) and justify your choice conclusively.
* For catering costs: Please enclose three offers for catering and justify the selection conclusively. In addition, please note the reference rates for catering costs: <https://www.hu-berlin.de/de/forschung/services/drittmitteladministration/bewirtungskosten-aus-drittmitteln>.
* In case of publication funding: Please explain the choice of publisher or the reason for the publication method and specify the choice of license for software and research data. When awarding contracts to freelancers, please also refer to the information on work contracts/contracts for freelance work.