



# Submission Guidelines for Proposals

The proposal should be no more than 10 pages in length (excluding the cover page, the calculation sheet, and references). CVs of all principle investigators including a list of publications should be attached.

## Cover page

The cover page should include the following general information:

### a) Title of the research proposal

**b) Summary with JEL classification:** Please provide a summary not exceeding 15 lines (max. 1,600 characters). Include up to three JEL classification codes. Please also indicate the ZEW research unit and associated research area under which the project falls (see <http://www.zew.de/research>).

**c) Composition of the research group:** Please state the names of the complete project team. For the applicants (including the collaborating foreign project partner) please provide the following information: First name, last name, academic position, institution and department, work address, telephone number, fax number, e-mail.

**d) Application period:** Please state the period for which funding is requested (up to 18 months).

## 1. Introduction

Please provide a brief statement of motivation and introduction to your research topic. This description should clarify the connections between your proposed topic and broader research experience, as well as how you plan to make an innovative, promising contribution.

## 2. State of research

Please provide a brief but precise account of the state of research in your field and how it relates to your project as a starting point for your own work.

## 3. Objectives and work schedule

### 3.1 Objectives

Please give a concise description of your scientific objectives.

### 3.2 Work schedule

Please give a detailed account of the steps planned during the proposed funding period and a description of the methods and data that you plan to use in the project. Provide a brief description of the expected scientific contribution of the collaborating project partner and how you intend to interact with researchers at ZEW.

### 3.3 Dissemination plan

To encourage communication of research findings, the project partners are expected to organise a workshop with selected researchers from their field and to communicate their results to the interested public and policy makers in a policy brief. Please provide a schedule outlining the main research steps, the collaborating partner's research stay at ZEW, as well as the timing of the workshop and policy brief.



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## 4. References

## 5. Financial information

### 5.1 Staff costs

Funding for personal costs will be provided according to the rules of the German salary scales applied at ZEW. Personal costs can cover funding for senior and junior researchers as well as research and student assistants. Funding to compensate for reduced teaching loads might be possible (please contact us if this is relevant in your case). Funding of personnel expenses for visiting researchers – e.g. salaries during research stays at ZEW; pay for the provision of special services such as lectures – should be included.

Please state how long (working days or months) the individual researchers are scheduled to work on the project. Please provide a separate account of costs for all involved ZEW researchers. German salary scales are based on accumulated research experience and grades received (Please consult Nicole Gürtzgen ([seek@zew.eu](mailto:seek@zew.eu)) or your partner at ZEW for details).

### 5.2 Travel costs

Funding also covers travel and accommodation costs. Please explain the necessity for the different kinds of travel costs you intend to claim (e.g. cooperation with project partners, expenses for visiting researchers, workshops/conferences, and project meetings). Please provide total figures for the grant period.

### 5.3. Data costs

Funding may also cover the purchase of data sets. Please explain why you need data from external sources and state the amount of money needed during the grant period.

### 5.4 Overhead costs

Please take into account 20 per cent overhead costs on top of total costs.

## 6. Signatures

All principal investigators are required to sign the proposal (pdf-documents are sufficient).

## 7. List of attachments