

# Klaus Tschira BOOST FUND

A joint program by GSO and Klaus Tschira  
Stiftung to promote researchers in the Natural  
Sciences, Mathematics and Computer Science.



## Application Guide & FAQ

Before preparing your application, we recommend that you

- read all information available on [our KT Boost website](#) carefully,
- check [our career resources website](#) for valuable peer advice on grant applications,
- contact us if your question is still not answered,
- and ask colleagues, mentors, etc. for feedback on your application.

### Your application must include

- I. Project plan/proposal including references, time frame and budget plan
- II. Curriculum Vitae
- III. Letter of motivation
- IV. Letter of support from your research institution

We do not accept shared proposals (only applications by one applicant).

We have no requirements regarding font, size or spacing - but please consider the reader and their eyesight when designing your application.

### How to submit your application

- Applications must be submitted to GSO via our [online application form](#)
- Please compile all files into a single pdf file (max. 4 MB)
- and name it as follows: **Boost\_Application\_Your Last Name**

The **application deadline** is **October 23, 2024 (23:59 CEST)**.

Please note that due to the high number of applications (2023 > 300) and our limited resources, we cannot share the reviews/evaluations and cannot provide personal feedback on applications or the reasons for the decision.

CONTACT:

## I. Your Project Plan/Proposal

### 1. Cover page [1 page, English]

Title of your project - 3 keywords - abstract of your project (max. 100 words)

### 2. Project idea [max. 2 pages, English]

What is the main idea of your research project? Please present it in a clear and concise manner.

#### FAQ Project Idea

**Can I apply with a project to develop a new method or approach?** Yes, you can, as long as you can explain why this is important (e.g. for the field, for your career development etc.).

**Can I apply for seed funding to build a start-up?** No. The Boost Fund is designed for basic research - with possible application implications, but not for the commercialisation of your research.

**Can I see examples of successful and unsuccessful proposals?** No, but you can find out more about our previous fellows and their projects on our website.

**Are you funding projects in the same area as previous fellows? Or do you prioritise new areas?** We consider new projects independently of previously funded projects.

**For re-applications: does the project need to change significantly or can it be similar? Should I comment on/describe the changes in the proposal?** You can reapply with the same or similar project if it has not already been funded elsewhere and is still up-to-date. You do not need to comment on/describe the changes in the proposal.

### 3. Contribution of the Klaus Tschira Boost Fund [max. 1 page, English]

Describe the contribution of the Boost Fund to your project goals.

Describe the “Boost” to your career: Let us know how the additional funding makes a difference in your career (e.g. for your independence, your development as a researcher, for a publication, a collaboration etc.).

What potential would remain untapped without this funding?

→ **References/Literature for sections 1-3** [max. 1 page in total]

### 4. Project time frame and milestones [max. 1 page, English]

Outline the time frame for your project, including preliminary work, intermediate and final project goals.

What are the key milestones of the project during the funding period?

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## 5. Budget Plan [max. 2 pages incl. explanations, English or German]

Download the template (Excel file) from the website and complete it. List your budget requirement by calendar year and type of cost in Euros [no cent amounts!].

Please describe and justify the requested funds for your project with a comprehensive, clear explanation:

**a) Staff:** e.g. parts of your position, PhD student(s), Master or Bachelor student(s), technical staff.

Please note that all staff must be hired and employed by your institution. It is imperative that your budget calculation includes all expenses and taxes covered by the employer. Contact your Human Resources Department for assistance in calculating the total sum. Further information can also be found here: [DFG personnel rates](#).

Explain the necessity of the respective staff. In case of partial funding of positions (e.g. PhD students), please indicate the extent to which and by whom co-funding is provided to make sure that those hired are able to complete their degree. We recommend to explain this also in the support letter of your institution.

**b) Material costs:** e.g. equipment, instruments, consumables, services.

Explain the requirement and utilisation of equipment and instruments. You do not need to attach offers but we strongly recommend checking prices and providers beforehand. Equipment and instruments will stay with the applicant's institution after the end of the funding.

**c) Other costs:** e.g. project related travel for you and/or your staff to conferences and collaborators, travel costs of visiting researchers, workshops related to your project, publications.

### FAQ Budget Plan

**Can I fund a short research stay abroad (due to collaboration) using the Boost Fund?** Yes, that is possible, but a substantial part of your project must be spent at the German institution.

**Do you pay overhead costs?** No. If your institution retains overhead costs, these must be included in the requested budget and shown in your budget plan.

**Is (partial) funding of my own position a prerequisite for getting the Boost Fund?** No, it is not. Please note that for your own salary you can use up to € 65,000.

**Do I have to be employed in Germany at the time of my application? Or is it ok if the employment starts after the application deadline ended?** You have to be employed at a public university, university of applied sciences or non-university research institution in Germany at the latest at the start of your project. As part of your application, however, we already need the letter of support from this institution in Germany .

**Is it ok to apply for less than 120.000 Euros and/or less than 24 months?** There is no obligation to apply for the maximum amount or for the maximum duration. The reviewers will assess the feasibility of your project within the time frame and whether your budget plan fits. Applying for less funding or less time will not increase or decrease your chances.

**Can I change my time frame, budget plan and/or institution once the project has started?** The Boost Fund is quite flexible for adjustments and we try to find a solution, if you can explain the reasons and necessity. In any of these cases, please contact us as early as possible before you make any changes.

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## II. Curriculum Vitae [max. 5 pages, English]

Please provide your current position and how it is funded, as well as your most important publications (max. 10!), along with any scholarships, prizes, and awards you may have received.

An excellent publication record is not a primary funding criterion for the Boost Fund. However, your publications should reflect where you are in your academic career. And you need to convince the reviewers of the merits of your project - which publications can help you to do.

## III. Letter of Motivation [max. 2 pages, German or English]

We are interested to learn more about you as a person. Let these questions guide you:

- What are your personal and professional development and career goals?
- What kind of support do you need/desire?
- What drives you?
- What is important to you in scientific collaboration?
- How do you ensure that research and collaboration work well?
- What do you contribute that creates and adds value to science (and to the group of fellows)?

## IV. Letter of Support [max. 2 pages, German or English]

Your application and project must have the support and approval of the institution you are affiliated with. A short recommendation for you is optional, but the letter must confirm

- how your position is funded during your project and throughout the funding period,
- that your access to basic research infrastructure is guaranteed, and

**CONTACT:**

- that the approved funds are made freely available to you and will only be used as indicated in your submitted budget plan

### Example text (in German)

Die [Name der antragstellenden Institution] unterstützt den Antrag im Rahmen des KT Boost Funds von [Name Bewerber\*in] mit dem Titel [Projekttitel] mit größtem Nachdruck.

[Optional: Empfehlung Kandidat\*in]

Die Stelle von [Name Bewerber\*in] wird über den geplanten Projektzeitraum [TT.MM.JJJJ – TT.MM.JJJJ] zu [xx] % aus [Art der Finanzierung] finanziert.

Die [Name der Institution] sichert [Name Bewerber\*in] die Bereitstellung der notwendigen infrastrukturellen Grundausstattung für die Durchführung des Projektes zu.

Die beantragten Mittel werden [Name Bewerber\*in] im Falle einer Bewilligung frei zur Verfügung stehen. Die Verwendung wird gemäß des eingereichten Budgetplans erfolgen.

Bei Rückfragen steht Ihnen [Name Ansprechpartner\*in] gerne zur Verfügung.

### FAQ Letter of Support

**Do I have to be employed in Germany at the time of my application? Or can the employment start after the application deadline?** You must be employed at a public university, university of applied sciences or a non-university research institution in Germany at the latest at the start of your project. However, we need a letter of support from this institution as part of your application.

**What happens if I move to another institution than the one I am at when I apply?** We look at your project and its feasibility at the institution you have chosen. A change of institution within Germany is possible, but please let us know as soon as possible.

**Who should write and sign the letter of support?** It must be someone who can confirm your position and employment for the duration of your project and who can confirm that the infrastructure will be available to you. This could be your PI or Head of (administrative) Department. It does not have to be the President or Rector. We recommend that you allow sufficient time to obtain the letter and signature(s).

**Is it possible to get funding for a cooperation project between two German institutions? Do you need a letter of support from both?** Yes, it is possible as long as you are the only applicant. We only need the letter from the German institution to which you are affiliated and which will manage the funds.

**In the case of an international cooperation, does the host/non-German institution have to provide a letter of support?** No, we only need the letter from your German institution.

## V. Potential Reviewers

Please suggest three potential reviewers for your project/proposal at the end of the online application form. When choosing reviewers, be sure to avoid any potential conflicts of interest.

Further information:

[DFG Guidelines for Avoiding Conflicts of Interest](#)

CONTACT:

[Enago Academy: How to Suggest Reviewers for your Paper](#)

Please note that GSO may select other reviewers than those suggested.

## FAQ Potential Reviewers

**Can I nominate international reviewers?** Yes.

**Is it possible to exclude potential reviewers because they are competitors in the field and I do not want them to know about the project I am proposing?** Yes, this is possible. You can add the names and affiliation in the online application form or inform us via phone/email as soon as possible after submitting your application.

**Do reviewers have to be professors?** No, reviewers can also be experienced researchers, group leaders or junior professors.

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