

Alexander von Humboldt Foundation (AvH)

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Guidelines for completing an application for the TransCoop program

(please refer to our FAQ for additional information)

Documents required:

1. complete application form
2. binding time and expenses schedule
3. detailed research and budget plan
4. list of all publications in the past five years for each collaborative partner/group leader
5. confidential reference (form) for each collaborative partner
6. proof of matching funds

Complete applications must be submitted to the Alexander von Humboldt Foundation (AvH) by the application deadline (date of postmark). The TransCoop program Selection Committee convenes twice a year, usually in April and October. AvH will notify you of the decision immediately after the meeting. You can not start the cooperative project until six months after the application was submitted.

1. Application form:

Please fill in the application form **completely**, paying special attention to the following aspects:

Binding confirmation of **matching funds** is not yet required at the time of application. You should, however, indicate from which U.S. or Canadian institutions matching funds have been requested, and in what amount (if applicable, attach letter).

All collaborative partners must sign on **one and the same** page of the application form. (Faxed copies are acceptable). We cannot accept several pages with only one signature each.

If the project involves the cooperation of research groups, the section "information on the German or U.S./Canadian partner" should refer to the respective group leaders (You may attach short CVs and publication lists of other group members if you deem this information relevant. The group leaders in whose names the application is made do not need to attach separate CVs!).

If the cooperation is between researchers from all three countries, please complete the section "information on the partners" once each for the U.S. and Canadian partner respectively. Should the project involve the cooperation of researchers from different universities or research institutes from the same country, the section "information on the partners" only needs to be filled in once for each research institute.

Please indicate whom you have asked for references, and make sure that references will be sent to AvH directly and confidentially.

2. Time and expenses schedule (form)

The time and expenses schedule specifies at which time and to what purpose funds will be requested. Please use the form provided and simply detail how the TransCoop funds you are applying for should be divided over the duration of the grant. **The time and expenses schedule is binding and will serve as the basis for the subsequent proof of use of funds!**

3. Detailed research and budget plan

The presentation of your research proposal should not exceed 15 pages. In addition, you should provide a budget plan explaining and justifying in detail the amount of sponsorship requested and the utilisation of TransCoop funds. In this context, you should also break down the utilisation of matching funds. You will find a sample budget plan (LINK) in the application documents.

Please note: The budget plan is no substitute for the time and expenses schedule!

4. List of all publications in the past five years for each collaborative partner/group leader

Please attach a current, pertinent list of publications for each collaborative partner **covering the past five years.**

5. Confidential reference (form) for each collaborative partner

Each collaborative partner should provide a reference on his/her academic qualification (if the applicant is a group of researchers, the group should determine a group leader who will provide the reference). Please forward your research plan, including your budget plan and the list of publications, to any expert you ask for a reference.

Please note: A reference only refers to one applicant or research group, not to several collaborative partners. The references must be treated confidentially and sent directly to us by the reviewer.

6. Proof of matching funds

If already available, please attach proof of any matching funds. This should include information on the duration of the grant, the names of the U.S. or Canadian applicants, and cite the proposed TransCoop project as the purpose of the grant. Such proof should be signed by the institution issuing the grant or the university administration. Proof of matching funds signed by the applicant himself/herself cannot be accepted.