

I. OBJECTIVES

As part of our efforts to consolidate top research alliances in Berlin, the Preparation Module is an opportunity to pave the way for an application for an Einstein Center. The rationale behind an Einstein Center is to provide a stable framework for securing long-term, in-depth cooperation between excellent scientists, thus tapping their potential for Berlin as a science location. The Centers will continue and advance successful research approaches already implemented by existing alliances.

The purpose of the **Preparation Module** is help improve the infrastructure required for establishing an Einstein Center (integrating new research groups, for example). This incubation effect can be achieved by

- investing in equipment
- establishing a coordination point
- measures to improve research networking (also in order to prepare new initiatives and incorporate external partners)

Each step can be undertaken individually or in conjunction with other measures.

II. ELIGIBILITY

Berlin's four universities as well as the Charité are eligible to apply. Of these, at least two must submit the proposal jointly; furthermore, additional non-university Berlin-based research institutions must be operationally involved.

III. FUNDING

Applications for the Preparation Model may contain requests for up to 300,000 Euros per annum for a maximum of two years. The Preparation Module may also be requested in conjunction with co-financing from private sources.

IV. APPLICATION PROCESS

The application must clearly state the singular significance of the project for the institutions involved as well as for Berlin's science community, as seen by the leadership of the respective institutions. The application must also cite the volume of financial support the participating institutions will be able to contribute. Please make contact with the eligible institutions listed below well before submitting an application.

The application must contain the following:

- a description of the planned Center and its objectives
- a list of the initiators and the institutions they represent as well as their prospective role in the Center
- a short description of how existing networks and their achievements will be incorporated into the prospective Center

- a rationale of the excellent quality and originality of the prospective Center and its initiators by international comparison, including an academic CV and a list of up to 20 recent publications for each initiator as well as other appropriate performance indicators
- an overview of planned interdisciplinary cooperation, examples of existing collaborations between the initiators and resulting outcomes, such as joint publications
- a concrete strategy on the modalities and intensity of cross-institutional cooperation and possible interactions with existing research priorities
- a detailed budget, including a description and justification, as well as a statement on co-financing by the participating institutions and third parties, if applicable; each budget must be broken down by financial year
- the name of the person to contact about processing the application

Applications must be written **in English** and submitted by the deadlines stated on the Foundation's website.

V. USE OF FUNDS

Approved funding can only be claimed by one of the universities or the Charité in accordance with its third-party funding procedures. These institutions will act as employers of any staff financed by funds granted by the Einstein Foundation Berlin. If a partner is involved in the project, the grant recipient will forward the allotted funds to this partner *pro rata temporis*. Any staff paid from these funds will be employed by the partner institution.

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