



**TECHNISCHE
UNIVERSITÄT
DRESDEN**



TU DRESDEN'S RESEARCH SERVICE

**SUPPORT FOR APPLICATION AND IMPLEMENTATION
OF YOUR THIRD-PARTY-FINANCED PROJECTS**

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PREFACE

Dear researchers and scientists,

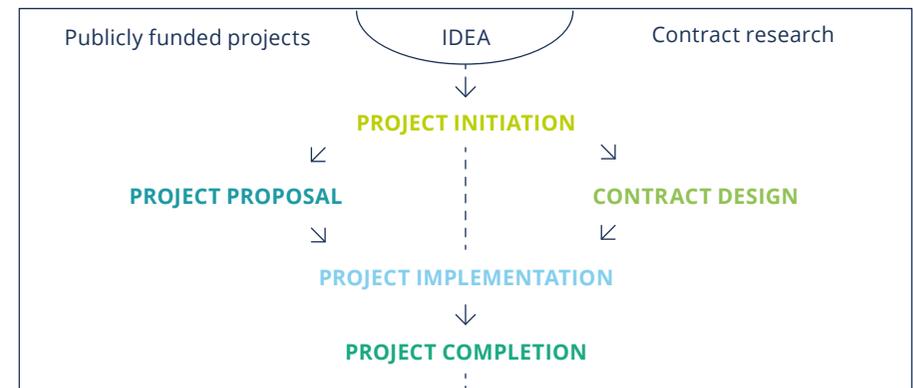
In recent years, the number and overall level of third-party-financed projects at TU Dresden have risen continuously. This is often associated with an increased need for project management and administration.

As TU Dresden's research service, we support you in all phases of your project, from its initiation through to its completion. Thanks to the Excellence Initiative, we have been able to extend our range of services considerably.

The **research services** consist of:

- Directorate 5 "Research" with:
 - Unit 5.1 Research Promotion
 - Unit 5.2 European Project Center (EPC)
 - Unit 5.3 Transfer (Transfer Office) including the Dresden Patent Information Centre (PIZ)
 - Unit 5.4 Young Researchers
 - Staff Unit Research Information (STF)
- Unit 1.3 Administration of External Funding - Team Contract Research
- Research Department at the School of Medicine
- dresden|exists (d|e)

The following guidelines were developed to provide you with an overview of the range of services available for your third-party-financed projects. In general, we make a distinction between publicly funded projects and contract research.



Project phases of third-party-financed projects

Publicly funded projects are of a non-commercial nature and aim at obtaining new scientific results. The term contract research describes research assignments by a third party (usually from the private sector, but sometimes also from the public sector). The goal of the project is prescribed by the commissioning party, who as a rule holds the rights to the research results. Contract research is subject to value added tax and is calculated on the basis of full cost accounting.

In the **project initiation** phase, the project idea is developed further and the project outline (publicly funded projects) or project tender (contract research) is drafted. The next step in a publicly funded project differs fundamentally from that taken in contract research. The **project proposal** (publicly funded projects) is designed in accordance with the requirements of the funding body. In the **contract design** phase (contract research/research service), aspects relating to the content, organisation and budget of the project are agreed in a joint commitment (contract). During **project implementation**, the project is conducted according to the work plan and in line with the financial and administrative rules. Upon **project completion** and reporting of results, ideas for possible application and, if applicable, additional research opportunities are suggested.

If your project has start-up potential, dresden|exists as an experienced partner will advise you and offer support with the economic validation of research findings.

TU Dresden actively supports and promotes early-career scientists. For all your questions regarding your PhD, the Graduate Academy is the central information and service point for junior researchers at TU Dresden.

On the "Day of the TUD Research Service", professors and scientific staff from all disciplines at TUD and its DRESDEN-concept partner institutions get to know the wide range of services in the field of research promotion and transfer.

If you have any questions and/or suggestions, we would be happy to hear from you.



Prof. Dr. Gerhard Rödel
Vice-Rector for Research

PROJECT INITIATION

Publicly funded projects

<p>↳ DEVELOPING A PROJECT IDEA</p> <ul style="list-style-type: none"> • Advising on national and non-European funding: <ul style="list-style-type: none"> – Researching suitable funding formats – Piloting you through our service and the scientific competences available at TU Dresden • Identifying suitable project partners • Moderating meetings for preparing projects 	Support Team Research Promotion (Project Scouts)
<ul style="list-style-type: none"> • Advising on EU funding: <ul style="list-style-type: none"> – Researching suitable funding programmes – Identifying suitable calls for proposals – Matching project ideas and calls for proposals • Property rights search • Finding suitable project partners from industry 	EPC Transfer Office (PIZ)
<p>↳ PREPARING A PROJECT OUTLINE</p> <ul style="list-style-type: none"> • Strategies for text design and formal support for producing an outline (national and non-European funding) • Advising on the strategic orientation of the proposal and on the structure of the consortium (EU funding) 	Research Promotion (Project Scouts) EPC
<p>↳ ADVISING ON SPECIAL CONTRACTS</p> <ul style="list-style-type: none"> • Letter of Intent (LoI) • Memorandum of Understanding (MoU) • Non-Disclosure Agreement (NDA) 	Research Promotion

Contract research

<p>↳ DEVELOPING A PROJECT TENDER</p> <ul style="list-style-type: none"> • Agreement on the project tender: <ul style="list-style-type: none"> – Budget based on full cost accounting using cost calculation template – Questions of liability – Intellectual property 	Support Team Unit 1.3
<ul style="list-style-type: none"> • Providing support in developing strategic collaborations with commercial enterprises 	Unit 1.3 Transfer Office
<ul style="list-style-type: none"> • Property rights search 	Transfer Office (PIZ)
<p>↳ ADVISING ON SPECIAL CONTRACTS</p> <ul style="list-style-type: none"> • Letter of Intent (LoI) • Memorandum of Understanding (MoU) • Non-Disclosure Agreement (NDA) 	Unit 1.3



DUTIES OF THE PROJECT LEADER



For questions relating to the following points:

- Possibility of funding personnel costs for developing project proposals using research pool resources
- Letter of Intent (LoI)
- Memorandum of Understanding (MoU)
- Non-Disclosure Agreement (NDA)
- Contract templates (provision and advice)

Please contact the Research Promotion or Unit 1.3.

EVENTS



- **IDEENSTUDIO:** an event for interdisciplinary networking and development of project ideas for current and future funding priorities
- **Research ideas for the market:** workshop for scientists that demonstrates the way to a marketable product and a successful business model, using case studies or your own research (dresden | exists)
- **Open Institute:** an event in research laboratories for networking between science and commercial enterprises (Transfer Office)
- **Seminar series "Der Weg zur erfolgreichen Schutzrechtsanmeldung"** (The path to successfully registering property rights) offered every semester in collaboration with the SLUB (Transfer Office (PIZ))
- **Navigating the EU labyrinth:** programmes, grants, budgets (EPC)
- **Innovation Day:** information and networking event on scientific topics, with the participation of industrial enterprises (Transfer Office)
- **Workshops for Grant Proposal Writing (GA)**

PROJECT PROPOSAL

Publicly funded projects

↳ PROJECTS WITHIN EU FUNDING PROGRAMMES	Support Team
<ul style="list-style-type: none">• Submitting a proposal via the electronic Participant Portal• Supporting the submission of a proposal (budget planning, administrative aspects of the proposal)• Preparing parts of a proposal, in particular those of an administrative and organisational nature• Obtaining legally binding signatures (e.g. NDA)• In the case of co-ordinated proposals: fulfilling obligations for all project partners of the collaborative project	EPC
↳ MAJOR RESEARCH PROJECTS WITHIN NATIONAL FUNDING PROGRAMMES	
<ul style="list-style-type: none">• Special procedure for applying in accordance with notification PF 1/2011 for:<ul style="list-style-type: none">– Co-ordinated DFG programmes– The BMBF's lead projects	Research Promotion
↳ OTHER PROJECTS WITHIN NATIONAL FUNDING PROGRAMMES	
<ul style="list-style-type: none">• Providing support with preparing proposal documents• Checking the project budget• Advising on financing options for the applicant's own contribution• Assessing legal aspects of separate accounting• Registering the proposed projects in the controlling systems by means of assigning a PSP element (submit notification of third-party funding)• Providing suitable contract documents (contract templates) and advising the project leader• Examples of negotiation issues:<ul style="list-style-type: none">– Rights management– Rules for the collaboration with universities and commercial enterprises– Liability– Publications etc.	Research Promotion

<ul style="list-style-type: none">• Obtaining the legally binding signature for the proposal (at least five working days)• Submitting application documents to the project sponsor (in co-ordination with the project leader) and at the same time to the Sächsische Staatsministerium für Wissenschaft und Kunst (SMWK – Saxon State Ministry of Science and the Arts)	Research Promotion
↳ INTELLECTUAL PROPERTY AND TRANSFER	
<ul style="list-style-type: none">• Providing support for developing commercial exploitation strategies• Advising on and establishing rules for intellectual property	Transfer Office
↳ IN THE EVENT OF A REJECTION	
<ul style="list-style-type: none">• Review and options for a new/alternative submission of a research proposal	Research Promotion or EPC (for projects within EU funding programmes)

DUTIES OF THE PROJECT LEADER

Please submit the following to Research Promotion:

- Notification of third-party funding
- Complete application documents for the legally binding signature (at least 5 working days)
- Fullcost calculation
- Sending the application to the project sponsor via Research Promotion
- Using contract templates (e.g. for co-operation contract)
- Early agreement of individual contractual arrangements with Research Promotion
- Sending a copy of the notification of acceptance or rejection to Research Promotion immediately upon receipt



CONTRACT DESIGN

Contract research

<p>↳ CONTRACT DESIGN</p> <ul style="list-style-type: none"> • Assessing legal aspects of separate accounting • Checking the project budget calculation • Assessing specific contractual agreements that diverge from the contract templates • Contract negotiations • Examples of negotiation issues: <ul style="list-style-type: none"> – Rights management – Rules for collaborations – Liability – Publication – Terms of contract termination 	Support Team Unit 1.3
<p>↳ INTELLECTUAL PROPERTY AND TRANSFER</p> <ul style="list-style-type: none"> • Advising on and establishing rules for intellectual property 	Transfer Office

DUTIES OF THE PROJECT LEADER

Please submit the following to Unit 1.3:

- Notification of third-party funding
- Complete contract and offer documents
- Fullcost calculation by using the calculation sheet of TUD
- Using contract templates
- Early agreement of individual contractual arrangements with Unit 1.3
- Obtaining the legally binding signature of the Chancellor through Unit 1.3



FRAMEWORK CONDITIONS BEFORE PROJECT START

You have received notification that your project has been accepted, and forwarded it to the Research Promotion or the EPC: so what is the next step? Before work starts on the project, the administrative tasks relating to the preparation of the project should be complete, e.g. payment request, staff recruitment, basic equipment, organising rooms. As soon as the Research Promotion or EPC have received the notification of grant agreement, the project will be marked as funded in the SAP system.

The persons responsible in Directorates 1, 2 and 4 are available to assist scientists with questions relating to the organisational framework.

<p>↳ PUBLICLY FUNDED RESEARCH PROJECTS/CONTRACT RESEARCH</p> <ul style="list-style-type: none"> • Completion of contract through a legally binding signature <ul style="list-style-type: none"> – for publicly funded research projects – for contract research – for projects within EU funding programmes 	Support Team Research Promotion Unit 1.3 EPC
<p>↳ FINANCIAL MANAGEMENT OF THE PROJECT</p> <ul style="list-style-type: none"> • For publicly funded projects: <ul style="list-style-type: none"> – funds are made available in accordance with the grant agreement or contract – payment requests; etc. – financial report • For contract research <ul style="list-style-type: none"> – issuing invoices 	Directorate 1: Unit 1.1 and Unit 1.3 or EPC (for projects within EU funding programmes)
<p>↳ PERSONNEL ISSUES</p> <ul style="list-style-type: none"> • For all questions relating to staff recruitment: <ul style="list-style-type: none"> – Job valuation – Checking job advertisements – Explaining reasons for fixed term contracts etc. 	Directorate 2 "Personnel"
<p>↳ PROPERTY MANAGEMENT</p> <ul style="list-style-type: none"> • Provision of rooms 	Directorate 4 "Property Management, Technology and Security"

PROJECT IMPLEMENTATION

<ul style="list-style-type: none"> • Checking and authorising contracts/grant agreements; if applicable, setting up partner contracts/agreements • Controlling of schedules and budgets • Monitoring programme-specific regulations and ensuring their implementation • On-going communication with funding agency • Reporting, auditing, checking eligibility of costs 	Support Team EPC
<ul style="list-style-type: none"> • Advising on contractual issues (e.g. changes in duration; shifting of funds) • Awarding contracts to third parties in agreement with TU Dresden's Purchasing Unit • Accompaniment of continuation applications 	Research Promotion
<ul style="list-style-type: none"> • Applying for and managing property rights 	Transfer Office

DUTIES OF THE PROJECT LEADER



- Complying with the conditions in the grant agreement (for public projects)
- Informing Directorate 1 about invoices (for contract research)
- When commissioning third parties, please co-ordinate with the Research Promotion or Unit 1.3
- Submitting patent applications for inventions (Transfer Office)

PROJECT COMPLETION

In addition to the classic results of research projects, namely publications in scientific journals and contributions to conferences and meetings, we also offer you further opportunities for commercially exploiting, marketing and refining your project results.

<ul style="list-style-type: none"> • Marketing research results at trade fairs, in the Dresden Transfer Letter, at events (e.g. innovation days, collaborative workshops) • Advising on the commercial exploitation of research results • Setting up contracts for commercial exploitation (licensing, sales) • Acquisition of commercial exploitation partners • Negotiating contracts for commercial exploitation 	Support Team Transfer Office
<ul style="list-style-type: none"> • National and non-European funding • EU funding • Funding for prospective start-ups 	Research Promotion EPC dresden exists
<ul style="list-style-type: none"> • Administrative completion of the project 	Directorate 1 Directorate 6

DUTIES OF THE PROJECT LEADER



- Producing project reports
- Registering the project in the research information system (recommended)

EVENTS

- **IDEENSTUDIO:** an event for interdisciplinary networking and developing project ideas for current and future funding priorities (Research Promotion)
- **Workshop on assessing potential** opportunities and paths for transferring your research results into marketable products are assessed with an individual research group (dresden | exists)
- **Open Institute:** an event in research laboratories for networking between science and commercial enterprises (Transfer Office)
- **Navigating the EU labyrinth:** programmes, grants, finances (EPC)
- **Innovation Day:** information and networking event on scientific topics, with the participation of industrial enterprises (Transfer Office)



💡 FUNDING FOR START-UPS

REVOLUTIONARY RESEARCH RESULTS? SET UP A COMPANY AND BE YOUR OWN BOSS.

If a new technology, software, material, process etc. has emerged during your doctorate or research project, and you are considering whether this might be the basis for setting up your own company, then dresden | exists, the TU Dresden's service team will accompany you from the initial idea to the successful start-up.

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WISSEN. GRÜNDEN. UNTERNEHMEN.

↳ DRESDEN|EXISTS WILL SUPPORT YOU AND YOUR BUSINESS IDEA BY

- Assessing the commercial potential in a first individual consultation session
- Supplying you with a personal advisor on start-ups from the initial idea to founding the company
- Helping with the joint development of a viable business model
- Offering special workshops and seminars for founders
- Providing a network of experts, founders, investors, and much more

↳ SPECIAL FUNDING PROGRAMMES FOR YOUR START-UP PLANS

- Up to 1.5 million euro for preparing your start-up with EXIST-Forschungstransfer, GO-Bio and VIP+
- We work with you on an outline of your idea/proposal/business plan for applying for funding
- We find partners (team members, mentors, coaches) for projects eligible for funding
- Together with you, we implement business work packages
- We offer support with administrative tasks (e.g. budget planning, amendments, documentation)

PROMOTING JUNIOR RESEARCHERS

Supporting and promoting early-career researchers are top priorities at TU Dresden. Tailor-made support formats for the different phases of a scientific career have been developed and are available to junior researchers at TU Dresden.



▾ PHD CANDIDATES AND POSTDOCS

will find a broad spectrum of services at the Graduate Academy (GA), the central contact point for early-career researchers at TU Dresden:

- **Qualification Program** - specially designed for junior researchers, with more than 100 (free) courses per year in English and German on the topics of "Skills for Scientific Research", "Science Communication", "Professional in Science/Research Management", "Leadership and Management Skills", "Career Development"
- **On demand Workshops** - in addition to the regular qualification program, the GA organizes on request workshops for professorships, working groups and/or structured doctoral programs. Workshops on some topics can be offered free of charge within the TU Dresden: time and self-management, good scientific practice, scientific writing, applying and career development
- **Funding programmes**, e.g. doctoral and postdoctoral scholarships, mobility grants and short-term scholarships, proofreading service
- **Advice** on question regarding the doctorate and postdoctoral phase, advice on funding opportunities, writing advisory service, advice on questions of good scientific practice, advice on bi-national doctoral procedures (cotutelle) and advice on career opportunities
- **Individual Coachings**
- **GA Writing Lab** - with workspaces, writing advisory service, short workshops, writing groups and the one-week writing retreat



▾ INDEPENDENT JUNIOR RESEARCH GROUP LEADERS

at TU Dresden and at partner institutions of DRESDEN-concept can apply to the University Management to be nominated as a TUD Young Investigator (YI). This status, which is awarded temporarily, enables a close co-operation and integration within the Faculty.

Every **Young Investigator**

- is assigned a university lecturer to act as mentor and direct contact,
- is accepted as reviewer and examiner for PhD procedures, in particular for dissertations (co-)supervised by him/her,
- is given the opportunity to take part in teaching,
- will be invited to the public part of Faculty Council meetings and
- get the opportunity to participate in an individually designed training programme, e.g. on the topics of "Supervision" or "Personnel/team management".

Qualification program for junior professors

The Appointment Officer of the Rector at TU Dresden will assist you with all your questions regarding qualification program for junior professors: berufungsbeauftragte@tu-dresden.de.

CONTACT

↳ DIRECTORATE 5 RESEARCH

Address Weißbachstraße 7
Telephone +49 351 463-32583
E-mail dezernat5@tu-dresden.de

↳ UNIT 5.1 RESEARCH PROMOTION

Address Weißbachstraße 7
Telephone +49 351 463-32581
E-mail forschungsfoerderung@tu-dresden.de
Website <http://tu-dresden.de/forschung/services-fuer-forschende>

↳ UNIT 5.2 EUROPEAN PROJECT CENTER (EPC)

Address Nürnberger Str. 31 A
Telephone +49 351 463-42193
E-mail epc@tu-dresden.de
Website <http://tu-dresden.de/forschung/epc>

↳ UNIT 5.3 TRANSFER (TRANSFER OFFICE)

Address Mommsenstraße 15
Telephone +49 351 463-35603
E-mail transfer@tu-dresden.de
Website <http://tu-dresden.de/transfer>

↳ UNIT 5.4 GRADUATE ACADEMY (GA)

Address Mommsenstraße 7
Telephone +49 351 463-42241
E-mail graduiertenakademie@tu-dresden.de
Website <http://tu-dresden.de/ga>

↳ STAFF UNIT RESEARCH INFORMATION (STF)

Address Mommsenstraße 7
Telephone +49 351 463-34453
E-mail forschungsinformationssystem@tu-dresden.de
Website <http://tu-dresden.de/forschung/forschungsinformationssystem>

↳ DRESDEN PATENT INFORMATION CENTRE (PIZ)

Address Zellescher Weg 19, Andreas-Schubert-Bau
Telephone +49 351 463-32791
E-mail piz@tu-dresden.de
Website <http://tu-dresden.de/piz>

↳ UNIT 1.3 ADMINISTRATION OF EXTERNAL FUNDING - TEAM CONTRACT RESEARCH

Address Strehleener Straße 22/24
Telephone +49 351 463-33686
Website <https://tu-dresden.de/forschung/services-fuer-forschende/auftragsforschung>

↳ RESEARCH DEPARTMENT AT SCHOOL OF MEDICINE

Address Fetscherstraße 74
Telephone +49 351 458-3306
E-mail forschung.mf@dresden-exists.de
Website <https://tu-dresden.de/med/mf/forschung>

↳ DRESDEN|EXISTS

Address Helmholtzstraße 10, Hülse-Bau, North Wing
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Website <https://www.dresden-exists.de>

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CONCEPT, DESIGN & REALISATION **RAD UND STOCK**

TU DRESDEN'S RESEARCH SERVICE

MAP OF LOCATIONS

