



# 2014 Submission Guidelines for SEEK Project Proposals

## Project Proposals for the 2014 Funding Period

Proposals should be no longer than ten pages (excluding the cover page, references, the calculation, signatures, list of attachments).

### 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 in which the project is located (see [www.zew.de/research](http://www.zew.de/research)).

**c) Composition of the research team:** Please name all project team members and provide the following information for all applicants (including collaborating foreign project partners): first name, last name, academic position, institution and department, work address, telephone number, e-mail address.

**d) Application period:** Please indicate the period for which funding is requested (up to 18 months starting from April 1, 2014).

### 1. Introduction

Please provide a brief statement of motivation and an introduction into the research topic. Clarify the links between the topic you propose and your broader research experience, as well as how you plan to make an innovative and promising contribution, in particular to the overarching topic "Overcoming the Crisis in Europe."

### 2. State of research

Please provide a brief and concise account of the current 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 your work plan during the proposed funding period and outline both your methodology and the data you intend to use. Set out which specific contribution you expect from your partner and how you intend to interact with researchers at ZEW.



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### 3.3 Dissemination plan

To encourage dissemination of research findings, the project partners are expected to organise at least one workshop with selected researchers from their field. Research results should be communicated to the interested public and policymakers in a “ZEW policy brief” and through academic papers. Please provide a schedule outlining the main research steps, the collaborating partners’ research stays at ZEW, as well as the timing of the workshop and of the publications (ZEW policy brief, planned papers).

### 4. References

### 5. Financial information

#### 5.1 Staff costs

Funding of staff costs of foreign partners can cover senior and junior researchers, research assistants as well as student research assistants and may be provided according to the salary scales and regulations applied by their employer. Funding of staff costs at ZEW will be provided according to the German salary scheme for state employees (Federal States). Funding for teaching reductions is possible (please contact us if this is relevant in your case). Funding of personnel expenses for visiting scientists, such as the salary during their research stay at ZEW and remuneration for the provision of special services (like knowledge transfer and lectures at ZEW), should be included.

Please indicate how long (working days or months) the individual researchers plan to work on the project. Please provide a separate account of costs for all ZEW researchers involved. German salary scales are based on accumulated research experience and grades received (please consult your partner at ZEW or Katharina Kober (seek@zew.eu) for details).

#### 5.2 Travel costs

Funding also covers travel and accommodation costs. Please explain the necessity of the different kinds of expected travel expenses (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 the ZEW project share of expenses. **Overhead costs of other project partners cannot be reimbursed.**

### 6. Signatures

All principal researchers are required to sign the proposal (PDF documents are sufficient).

### 7. List of attachments

Please attach CVs of all principal researchers, including a list of publications.