

**PerLe fund for short formats**  
**Application form**  
**- Departmental student organisations and tutors -**

**1. Project title**

**2. Brief description of the project (abstract)**

*(max. 800 characters including spaces)<sup>1</sup>*

**3.a (Main) Applicant**

*(Full details: name, position, institute/seminar/department, faculty, e-mail address, telephone number)*

**3.b If applicable, details about co-applicants**

*(Full details: name, position, institute/seminar/department, faculty, e-mail address, telephone number)*

**3.c If applicable, details about cooperation partners**

*(For each person: name, position, institute/organisation, contact information and respective tasks and services in the project)*

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<sup>1</sup> Please note: if your project receives funding, this text will appear on all official notifications (as well as online).

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**4. Goals of the project and didactic concept**

Describe the concrete learning objectives or skills that students are supposed to obtain through the planned short project as well as the respective relationship to one of the topics in the call for applications.

*(max. 3,000 characters including spaces)*

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**5. Required resources (no basic equipment – “Grundausstattung”)**

Please enter the full cost calculation for the project into the Excel file “cost\_calculation” (common calculations such as student/research assistant costs have already been entered) and, in the field below, explain or give reasons for why you need the respective positions and equipment in order to achieve the project objectives.<sup>2</sup> When doing so, please ensure that you observe the information on using funds in the funding announcement.

Explanations and reasons (P1, P2, ...)

**6. Non-financial needs**

In addition to advice on didactic concepts and methods for creating an application, PerLe also offers various services during the project funding phase. Which services could be useful for your project?<sup>3</sup>

**Transfer**

Hosting work or networking meetings:

Exchange formats for the project team or for exchange with other projects:

**Further education**

Qualification for tutors:

Topics:

**Campus Community Partnerships**

Contacts to organisations in the region:

**Other:**

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<sup>2</sup> Note: if applicable, name any student and research assistants' tasks in the project. Specify any fees for speakers stating their tasks and the scope of the tasks. Particularly important for materials/equipment - a clear explanation must be submitted as to why these are absolutely necessary in order to carry out the project, and why they are not part of the basic equipment. A total sum must be calculated for each position.

<sup>3</sup> Please find further information and contact details in the supplement.

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**7. Details about the supervising teacher**

*(Name, position, institute/organisation, contact information)*

\_\_\_\_\_  
*Signature of the student making the application*

\_\_\_\_\_  
*Signature of the co-applicant teacher*

Consent by the Head of the institute/seminar/department:<sup>4</sup>

\_\_\_\_\_  
*Signature of the Head of the institute/seminar/dept.*

\_\_\_\_\_  
*Stamp*

Consent by the Dean's Office of main applicant:<sup>5</sup>

\_\_\_\_\_  
*Signature by the Dean's Office*

\_\_\_\_\_  
*Stamp*

**Submitting the application**

Please send the completed application, including attachments, via e-mail to [perle-fonds@uv.uni-kiel.de](mailto:perle-fonds@uv.uni-kiel.de) by **13 January 2020**. This emailed version does not require signatures. A printed version, signed and stamped by the applicant and Head of the Institute, is then to be sent to PerLe by the Dean's Office ("Dekanat") of the appropriate faculty within the following seven workdays.

**Contact for further questions**

Nina Schnoor  
Fund Administration  
E-mail: [perle-fonds@uv.uni-kiel.de](mailto:perle-fonds@uv.uni-kiel.de)

**Mailing address**

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<sup>4</sup>By signing here, the Head of the institute/seminar/department confirms that they have been informed about the project in advance.

<sup>5</sup> By signing here, the Dean's Office confirms that it has been informed about the project in advance.