Bundesministerium
für Forschung, Technologie
und Raumfahrt

software
campus

Software Campus

Information from the DLR Project Management Agency (DLR-PT) on the preparation of the project proposal and the start of the 2025 microprojects

07.07.2025

Structure

1. **Formalities**
   a. Funding at the Software Campus
   b. The application
      i. Framework project
      ii. Individual projects
2. **The project description (VHB)**
   a. What is that?
   b. Contents by chapter
3. **Other/contact persons**

1. Formalities:

a. Funding at the Software Campus

- Microprojects are funded by **the BMFTR** as research projects
- Support from the **DLR Projektträger**
  (Department of Data Science/ Software-intensive Systems)
- In terms of the **Research Partners** involved, we distinguish between a fixed group of partners with so-called framework projects (already approved - unblocking necessary) and changing partners.
  Research Partners through individual projects (still to be approved in each case)

→ advisable for all participants: Inspection of application documents and, if applicable, grant notification for Understanding the background / Requirements / Regulations

- **Microprojects** are **always** part of the respective framework or individual project, the applicable regulations must be observed (**e.g. on reporting!!!**)

1. Formalities:

b. The application

1. Technical and administrative approval of the VHB (incl. financial planning) by your own institution after consultation with the industry partner
2. Feedback loop Projektträger
   - Send the VHB draft by e-mail to DLR-PT contact person (see slide 17), CC facility
   - Incorporation of PT feedback, resubmission if necessary
   - Final digital sending of the VHB to PT and organisation

3. I - Framework project*	3. II - Individual projects (new facilities)
Submission of the application for unblocking in paper form by the Research Partners, attachment is / are the VHB (if possible collection)	Submission of the AZK/AZA(P)/AZV(P) application electronically and in paper form by the Research Partner

- Please allow for queries and processing times!
- Observe sample structure and sample VHB

*KIT, DFKI, TU Dresden, TU Berlin, TU Munich, FAU, Fraunhofer Gesellschaft, University of Stuttgart, TU Darmstadt

2 a. The project description (VHB)

- VHB as specification of the planned work
  - *Please note: The VHB is aimed at an audience with a scientific background, but not at experts in your field*

- **Legal requirements** must be observed when preparing the VHB
  - e.g. compliance with data protection

- **Cover sheet**
  - Title and acronym
  - Name and contact details of: Participant, supervising university lecturer, industry partner
  - Planned start date and term

2 b. The project description (VHB)

Chapter 1: Task definition and motivation

- Formulation of the scientific question:
  Social relevance, practical relevance, practical application example

- **1.1 Focus and objectives**
- Rough objectives, methodological focus Degree of novelty of the approach (if applicable, delimitation)

- **1.2 Scientific and/or technical objectives of the project**
- Differentiation, technical specification
- Typical goal: prototype, demonstrator - no product development, no finished product

- **1.3 Relation of the project to funding policy objectives / funding program**
- Objective Software Campus
- Content-related reference to strategies and framework programs of the BMFTR (e.g. https://www.bmbf.de/bmbf/de/forschung/zukunftsstrategie/zukunftsstrategie_node.html)

Note: Please do not use blueprints from previous years, some of the content is outdated!

2 b. The project description (VHB)

Chapter 2: State of the art in science and technology

- National / international work and the differences; own preliminary work;
  Demarcation of own research work must be clear

- Reference to the most important current projects / methods
  No academically complete descriptions
  Description must be target-oriented, references possible but not necessary

- To **distinguish it** from current and ongoing projects:
  The federal government's funding catalog could be helpful (https://foerderportal.bund.de/foekat/jsp/StartAction.do)
  Please also consider previous SWC projects, see SWC homepage

- **Feel free to use subchapters**
  z. B.: State of the art (publications), state of the art (systems, software), state of the art in practice (available on the market)

2 b. The project description (VHB)

Chapter 3: Partners and previous work

- Briefly present your own **Research institution** with department / chair with reference to the project
- Relationship with the **non-funded industry partner**
  (explicit note: companies are partners, not beneficiaries)
  What working relationships / concrete support is there from the company? Does the project result in agreements?

Subchapter:

- **3.1.** Research partner (your uni or research institution)
- **3.2.** The company
- **3.3.** Relationship between Research partner and Company

2 b. The project description (VHB)

Chapter 4: Detailed description of the work plan

Procedure: Description of the implementation / individual steps

To be considered in any case:

- How is the problem-solving space restricted?
- How is project success measured?
- Risk management (scientific/technical)

With an open-ended process:

- Clear definition of work packages and objectives
- How is the project result defined?
- How are decision points arrived at?

2 b. The project description (VHB)

Chapter 4: Detailed description of the work plan

- Presentation of the **individual work packages** (subtasks) with scopes of work
  Presentation of prerequisites, solutions, decision points, handling with possible risks
- **Milestones**
  - typically 3 to 4
  - as clearly defined and verifiable partial results in the course of the project
  - in terms of content and time:
  - e.g: "Concept has been created", "Prototype available"
- **Cross table person-months** (PM) (sub)work packages vs. personnel category
  the work package descriptions must reflect the personnel requirements!

2 b. The project description (VHB)

Chapter 4: Detailed description of the work plan

	AP0	AP1	AP2	AP3	AP4	Summe PM
PL	2	1	1	1	1	**6**
WiMi	0	0	0	9	3	**12**
HiWi	0	4,5	4,5	3	3	**15**

Tabelle 1: Zuordnung von Personal (Personenmonaten) zu Arbeitspaketen

Arbeits-paket	Arbeitsaufwand (PM)		2023			2024				2025
	PL	SHK	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
AP1	0.5	9								
AP2	0.5	3								
AP3	1	12								
AP4	2	12								
AP5	1	12								
AP6	1	9								
AP7	2	6								
AP8	2	0								
Summe	10	63		M1				M2	M3	M4

Tabelle 4.9: Gantt-Diagramm mit einer Zusammenfassung Arbeitsaufwands der geplanten Arbeitspakete (APs) und des zeitlichen Ablaufs über die Projektlaufzeit. Die Zuordnung der APs zu der Anforderungs-, Implementierungs- oder Evaluationsphase ist farblich hervorgehoben.

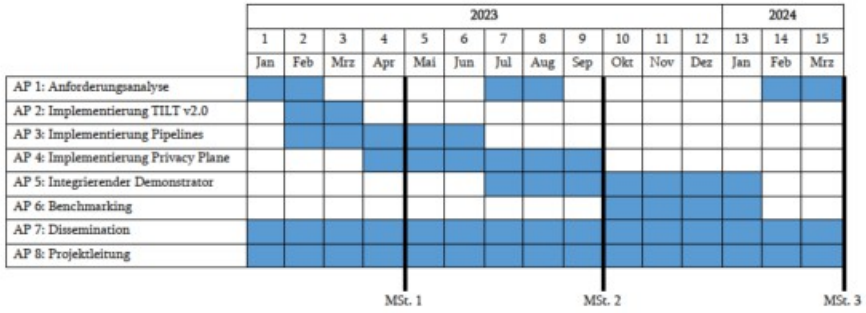

Abbildung 1: Zeitlicher Ablauf und Übersicht der Arbeitspakete (AP) über die Projektlaufzeit.

	Anzahl Personenmonate					
	(PL)	SHK#1	SHK#2	SHK#3	SHK#4	Σ
AP 1: Anforderungsanalyse		0,25	0,25	0,25	0,25	**1,00**
AP 2: Implementierung TILTv2				1,50	1,00	**2,50**
AP 3: Implementierung Pipelines		2,00	2,00		0,625	**4,63**
AP 4: Implementierung Privacy Plane		2,00	2,00	1,00	1,00	**6,00**
AP 5: Integrierender Demonstrator		1,50	1,50	1,125	1,00	**5,13**
AP 6: Benchmarking		0,75	0,75	0,75	0,75	**3,00**
AP 7: Dissemination		1,00	1,00	1,00	1,00	**4,00**
AP 8: Projektleitung	1,25					**1,25**
Σ	**1,25**	**7,50**	**7,50**	**5,625**	**5,625**	

Abbildung 2: Zuordnung von Personal (Personenmonaten) zu Arbeitspaketen.

2 b. The project description (VHB)
Chapter 4: Detailed description of the work plan

- **Example:**
- **4.1 Work package 1**, "Project management"
- **4.2 Work package 2**, "Requirements elicitation"
- **4.3 Work package 3**, "Design of the software architecture"
- **4.4 Work package 4,** "Creation of specific components"
- **4.5 Work package 5,** "Implementation of the components"
- **4.6 Work package 6,** "Evaluation"
  Further (sub-)work packages, if applicable
- **4.7 Timing and milestones**
  (Implement work package structure in schedule)

2 b. The project description (VHB)

Financial planning (1/2)

- **Financing plan or preliminary calculation**
  to the best of our knowledge; principle of economical and appropriate use of resources
- Present expenditure and cost items in detail and justify **them in a comprehensible manner**
- **Categories for the use of funds:**

expenditure (e.g. universities):

- Personnel (0812, 0822, 0817)
- Items up to 800 euros (0831)
- Rent and computer costs (0834)
- Awarding of contracts (0835)
- Other general administrative expenses (e.g. literature) (0843)
- Business trips (0846)
- >Items and other investments 800 Euro (0850)

costs (e.g. DFKI, FhG):

- Personnel (0837)
- Material (0813)
- Research external services (0823)
- Business trips (0838)
- Other direct project costs (0850)
- Project-specific depreciation and amortization (0847)

- Reciprocal employment is **not** possible, and the employment of highly qualified personnel is only possible in approved **exceptional cases!**

2 b. The project description (VHB)

Financial planning (2/2)

- The use of funds must be planned **on a project-specific basis** and not primarily based on the maximum limit of EUR 115,000. The funds (=taxpayers' money) must be used sparingly and appropriately.

- Please assign the individual items for expenses/costs to the **appropriate items** (see slide 13) Offers and specifications are to be submitted as attachments to the VHB

- For **business trips**: Plan travels to Software Campus events and to national industry partners, appropriate travel to conferences with comprehensible project context possible.

  Experience: max. 2 conferences per year; depending on the generation of results

  - *Please provide sufficiently comprehensible information on all trips abroad. Intra-European trips should be accepted as approved on the basis of the information provided*

  Expenses for non-European trips must be approved separately by the PT before the start of the trip

- For **external contracts**: The public procurement guidelines generally apply to third-party Reseaerch contracts

2 b. The project description (VHB)

Chapter 5: Utilization plan

- Concerns utilization after the end of the project
- **Subchapter (mandatory):**
  5.1. Economic prospects of success

    e.g. open source position; product- or service-related in relation to spin-off or unfunded industrial partner (the Research institution itself **does not** exploit commercially)

  5.2. Scientific and technical prospects of success

    e.g. increase in know-how, new research contacts, publications

  5.3. Scientific and economic connectivity

    Further work, new ideas, next projects

2 b. The project description (VHB)

Chapter 6: Bibliography

Rather short, contains only the most important sources used in the text

Chapter 7: Appendix

Only if necessary:

7.1. Offers or plausible and comprehensible price calculations (designation and sequence according to financial planning)

7.2. Further planning overviews, if applicable

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Funding code (FKZ) Framework project:

German Research Center for Artificial Intelligence GmbH	01IS23064
Fraunhofer ICT Group	01IS23065
Karlsruhe Institute of Technology	01IS23066
Darmstadt University of Technology	01IS23067
Berlin University of Technology	01IS23068
Technical University of Munich	01IS23069
Dresden University of Technology	01IS23070
Friedrich-Alexander-University Erlangen-Nuremberg	01IS23071
University of Stuttgart	01IS23072