

# Software Campus

## Guideline for participation in the program

### Dear reader,

This guideline is addressed to persons who have applied for participation in the Software Campus or have been accepted and are not doing their doctorate at one of these academic institutions:

Deutsches Forschungszentrum für Künstliche Intelligenz, Fraunhofer IUK Verbund, Karlsruher Institut für Technologie, Technische Universität Darmstadt, Technische Universität Berlin, Technische Universität München, Technische Universität Dresden, Friedrich-Alexander-Universität Erlangen-Nürnberg, Universität Stuttgart

### Scope of program participation

Participants are in the program for approx. 2 years. During this time, they lead their own research project and set up their own team at their academic institution. They work together with a company ("industry partner") and receive a mentor from the supervising company. They take part in four on-site training sessions with the industry partners and an online course. They network with other participants, alumni and partners in special communities. They take part in events such as the annual summit.

### Contractual matters

Participation in the Software Campus is free of charge for academic institutions. Every institution that supports doctoral students in the Software Campus joins the program for the duration of the project via the framework agreement and cooperation agreement. Early consultation with the legal department is recommended; on request, the management partner can send the contracts for legal review.

Tip: Continued, insistent enquiries to the administration, also involving the department chair, can be essential for timely feedback.

## Funding for the research project at the Software Campus

### Applying for funding

For each person accepted onto the program, their academic institution receives up to €115,000 in funding in the form of a grant or allocation from the Federal Ministry of Federal Ministry of Research, Technology and Space (BMFTR). This funding is tied to the participant's funded project and cannot be transferred. The budget is applied for by the institution at which the team is employed. Universities receive an additional 20% of the funding amount as a project lump sum (max. €23,000)

Applications for funding are submitted per project/participant **on the basis of an application for funding on an expenditure or cost basis (AZAP/AZK)**, which is submitted by the third-party funding body/funding office of the research institution. Applications for several participants from the same institution that coincide will be bundled, if possible.

Electronic applications are submitted via <https://foerderportal.bund.de/easyonline/>. The funding program „IKT 2020 – strukturelle Weiterentwicklung der IT-Forschung“ funded by the Federal Ministry of Research, Technology and Space (BMFTR, old designation BMBF if applicable) must be selected under the funding area „Software Campus Neuauflage“.

The application for funding includes the expenditure or costs for the individual items, see "Use of funding" and is submitted in a legally binding form. At least 2.5 months should be planned for the approval process.

A project proposal must be drawn up for each project/participant, explaining the detailed project planning. It is submitted as an attachment to the grant application.

### Essential contents of the project proposal according to the model structure

- Task & motivation
- State of the art in science and technology
- Partners and previous work
- Work plan
  - Work packages incl. personnel planning
  - Timing
  - Milestones
- Financial planning
- Utilisation plan

Various exchange formats are offered for questions about funding in the Software Campus.

### Use of funding

The BMFTR's funding regulations apply; the category used depends on the application procedure for BMFTR funding in the respective institution.

<b>Expenses</b> <b>(Universities, colleges and universities of applied sciences)</b>	<b>Costs</b> <b>(Research institutions)</b>
<ul style="list-style-type: none"> <li>• Staff: Employment of a personal team, mostly Master's students and/or HiWis. Important: the own position cannot be financed except for a small part for project management</li> <li>• Items up to €800</li> <li>• Rent and computer costs</li> <li>• Awarding of contracts</li> <li>• Other general administrative expenses</li> <li>• Business trips (no lump sums)</li> <li>• Items and other investments over €800</li> </ul>	<ul style="list-style-type: none"> <li>• Staff: Employment of a personal team, mostly Master's students and/or HiWis. Important: the own position cannot be financed except for a small part for project management</li> <li>• Material</li> <li>• R&amp;D external services</li> <li>• Business trips (no lump sums)</li> <li>• Other direct project costs</li> <li>• Depreciation of project-specific assets</li> </ul>

**Important: The project duration cannot be extended, not even with neutral funding.** It should be clarified with the organisation whether staff positions can be advertised prior to the start of the project, subject to project approval.

## Reporting

Recipients of Software Campus funding are obliged to submit an annual written report (by 30 April of the following year) to the DLR Project Management Agency and to present their project in an online format during the year (each autumn).

A final report must be submitted at the end of the project.

### **Essential contents of the written interim reports (to be submitted for the previous calendar year by 30 April of the following year)**

- Scientific and technical findings
- Comparison of the project status with the original planning
- Statement on target achievement
- Third-party results relevant to the project
- Changes to the objective
- Updating the utilisation plan

### **Format of the exchange during the year (1 date per year in autumn)**

- Online event, approx. 3h
- Present: all participants of the year
- 3 randomly selected project presentations, approx. 20 Min. + 20 Min. Q&A

### **Essential contents of the written final report (to be submitted after project end)**

- Contribution of the result to the funding policy objectives
- Scientific and technical findings of the project
- Updating the utilisation plan
- Presentation of the work that did not lead to a solution
- Presentation options for potential users
- Adherence to the budget and schedule
- Progress in the field of the project with other entities
- Publications of the result

## Contact persons

DLR Projektträger (DLR Project Management Agency)

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See also <https://softwarecampus.de/en/dlr-projekttraeger/>

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See also <https://softwarecampus.de/en/about-us/>

The management partner offers a joint call of contact persons from the research partners and the DLR Project Management Agency to clarify administrative questions.