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1. Funding principles

The Adalbert-Raps-Foundation supports projects in the field of “food research” through financial contributions.

Funded projects must correspond to the foundation’s purpose, i.e. the following points must be fulfilled:

- The research project must be thematically anchored in the field of food science and the food industry.
- Applicants must belong to a tax-privileged institution (e.g. college, university, etc.).
- Applicants must in principle be entitled to issue donation receipts.

Please note that our focus is on funding projects that are expected to have an immediate impact in food application (for more information, see the Adalbert-Raps-Foundation homepage).

2. Application and processing

2.1 Deadlines for submitting funding applications

Applications for funding can be submitted at any time.

2.2 Review and decision

Funding applications are reviewed in a timely manner.

The Executive Board of the Adalbert-Raps-Foundation decides whether to approve funding applications on the basis of the funding criteria for the area of food research.

Applicants will then receive an email informing them whether the submitted application is eligible for funding.

2.3 First step: Contact and project outline

Please contact us by telephone or email...

- ... **before application**. This allows us to clarify whether the funding of your project falls within the scope of the foundation's funding. In order to be able to assess your research project, a short project outline (max. 1 page) with the following information is helpful:
 - ✓ Why is there a need for this research? What is the motivation for the project?
 - ✓ What goals are to be achieved within the framework of the project and with which methods?
 - ✓ Degree of innovation
 - ✓ Possible utilisation of the research results?
 - ✓ Time and financial framework?
 - ✓ If applicable: cooperation partner(s)?
- ... **in the event of ambiguities** during the preparation of the funding application.

2.4 Second step: Complete funding application

Your complete funding application includes:

- ✓ Completed application form (see Adalbert-Raps-Foundation homepage)
- ✓ Detailed project description
- ✓ Cost and financing plan

Please combine all documents into one PDF file.

For uploading your documents you can request a link via info@raps-stiftung.de.

2.4.1 Detailed project description

Please keep the following in mind when writing the detailed project description:

- Max. 15 pages (not including bibliography and list of sources)
- Language: German or English
- Content:
 - ✓ Description of the present situation: State of knowledge/technology; where there is still a need for research
 - ✓ Description of the motivation for the research project; problem outline
 - ✓ Objective of the project and working hypothesis
 - ✓ Possible usability of the project results with designation of target groups
 - ✓ Presentation of the methodical approach, the project structure and process; description of work packages with milestones and timeline using a Gantt chart
 - ✓ Highlight the innovative approaches of the project (not “more of the same” and, if necessary, differentiate the research project from ongoing projects with a similar focus and “daily business”)
 - ✓ For multi-year projects: Definition of a “Stop or Go” point and presentation of detailed criteria against which the progress of the project can be evaluated
 - ✓ Qualification of the applicants as well as the project and cooperation partners for the subject matter
 - ✓ Planned publication of results (see 6. Publication of scientific results)
 - ✓ References and sources

2.4.2 Cost and financing plan

2.4.2.1 Costs that can be applied for from the Adalbert-Raps-Foundation

Please prepare a transparent, comprehensible cost and financing plan in a table and, if necessary, add written justification of the listed items.

Please address the following:

- Personnel costs, e.g.:
 - ✓ Scientific staff
 - ✓ Technical staff
 - ✓ Research (or other) assistants
- Material costs, e.g.:
 - ✓ Equipment procurement expenses
 - ✓ (Consumable) materials expenses
 - ✓ Technical literature expenses
 - ✓ Travel expenses
 - ✓ Third-party services expenses
 - ✓ Other expenses
- Information on own funds
- Information on external funds and other donors: Where and in what amount were further funds applied for or approved?

Note on personnel costs: The need for requested personnel must be plausibly derived from the project schedule. By personnel costs we mean only expenses for persons who have an employment relationship with the applicants. The tasks of the individual staff members must be described. Please refrain from naming specific persons from your team in the personnel concept. Instead, make clear which qualifications are required for the different areas of responsibility, to what extent and how much the staff are to be paid.

Note on equipment procurement: It is generally expected that equipment from the research institutions' existing inventory will be used. They are responsible for the provision of basic equipment and replacements. If an application is made for the purchase of equipment, please give detailed reasons and enclose a cost estimate. If necessary, compare cost estimates with alternative solutions (e.g. renting or contracting out work to third parties).

2.4.2.2 Costs that cannot be applied for from the Adalbert-Raps-Foundation

Please note that the following costs cannot be claimed from the Adalbert-Raps-Foundation:

- Overhead costs
- Student work towards an academic degree (e.g. Bachelor's, Master's)

3. Allocation of funds

Approved funds are disbursed on a pro rata basis for multi-year projects. As part of the approval process, you will receive an overview of when the partial amounts can be accessed, e.g. after milestones have been reached (Stop or Go criteria). To retrieve the funds, send an email with the account details and the desired purpose to info@raps-stiftung.de and provide us with a donation receipt for the funding amount.

Please note that 20% of the funding amount will only be paid after the foundation received the final project report and a short summary (see 5 Reporting obligation).

4. Use of funds

If any deviations from the details in the approved funding application are intended in the use of funds, this must be approved by the Adalbert-Raps-Foundation. Please inform us about any required changes at an early stage.

5. Reporting obligation

Funding partners are expected to provide the Adalbert Raps Foundation with information on the current project status on a quarterly basis, with reference to the plans in the funding application. This can be done, subject to individual agreement, either in writing or orally by means of a presentation (videoconference or on-site visit). The interim reports should clearly show the progress of the project and serve to discuss challenges, further procedures and professional exchange.

After the end of the funding, a **written final report in PDF format** must be submitted to the Adalbert-Raps-Foundation no later than three months after the end of the project. This report refers to the work packages and milestones according to the application and provides information on the work carried out and the results achieved. The final report must be written in German or English. **If in German, the project summary must also be translated into English.**

In addition, a **one-page summary report** must be submitted for the Adalbert-Raps-Foundation's PR work, **with** at least one **meaningful picture in landscape format**. Again, please note that we will (also) need the text in English.

6. Publication of scientific results

The Adalbert-Raps-Foundation expects that research results achieved within the framework of funded projects will be published in a timely manner (scientific publications in industry or trade journals; presentations to expert committees, at conferences; seminars or workshops; involvement of multipliers; ...).

We request that you inform the Adalbert-Raps-Foundation in advance of any planned publication. Please refer to the foundation's support in publications: "Das vorliegende Forschungsprojekt wurde durch die Adalbert-Raps-Stiftung gefördert." or "This research project was funded by the Adalbert-Raps-Foundation". If possible, please also include our logo (e.g. in presentations).

For publications in renowned journals, digital publication with free access on the internet (open access) would be desirable.

If research results are published exclusively in print, the Adalbert-Raps-Foundation requests a specimen copy.

7. Rights to achieved results

All protectable and non-protectable results achieved, including any technical inventions, shall in principle belong to the party who has carried out the development. This party will immediately inform the other(s) about the developed property right. If the informed party has an interest to use the developed property right in the future, the parties shall enter a separate written agreement on the possible registration, transfer and use of this property right.

The involved parties shall agree on a case-by-case basis on the processing and handling of collaborative inventions arising from the implementation of the project and shall enter a written agreement prior to the commencement of any use beyond the scope of the project.

If joint discoveries are made within the scope of this cooperation (i.e. inventions in which members of the parties or members of several parties are involved and for which the individual shares cannot be filed for protection separately according to the parties), these shall be filed for protection jointly by the respective parties involved in the invention on their behalf, subject to an agreement in the individual case. The parties will agree on who will carry out the notification, and/or whether foreign IP applications will be filed and how the costs will be shared between the parties.

The party intending to apply for an intellectual property right for an invention made within the scope of the project shall inform the other party thereof. If the informed party has an interest to use the resulting IP right in the future, the parties shall enter a separate written agreement on the registration, transfer and use of this IP right.

8. Obligation to notify

Recipients of grants are obliged to inform the Adalbert-Raps-Foundation without delay if

- the purpose of the grant (e.g. the research objective) or other circumstances on which the grant is based change significantly or cease to apply.
- they realise that project objectives cannot be achieved or cannot be achieved within the project duration or cannot be achieved with the approved funding.

Significant deviations from the funding application require the approval of the Adalbert-Raps-Foundation.

9. Right of revocation and right of recovery

The Adalbert-Raps-Foundation reserves the right to revoke the grant in part or in full for good cause, in particular if funds are not used for the intended purpose or if the grant was obtained through incorrect or incomplete information.