

Funding Initiative

Scoping Workshops

Profile area: Exploration

Deadline: twice a year, see homepage

Scoping workshops are for researchers who want to take a step beyond their current activities and think about the future of their field of research. They offer a space for what happens at conferences in the spare time next to presentations and the official program: exchange about how a field of research is doing; what could be done differently in it; what potentials exist and how they could be realized; and how such developments can be initiated.



All disciplines



Organization of a scientific workshop



Researchers at German universities and research institutions, international co-applicants

1 Objectives

The Volkswagen Foundation's **scoping workshops** are for scientists who want to take a step beyond their current research activities and think about the future of their field of research. Together with around 30 experts, they develop ideas on how their field can evolve further, both in terms of research itself and the academic conditions for pursuing it. **Discussion and intensive exchange** are at the core of each workshop. Thereby, they offer a space for what happens at conferences in the spare time next to presentations and the official program: exchange about how a field of research is doing; what could be done differently in it; what potentials exist and how they could be realized; and how such developments can be initiated. Scoping workshops contribute to the reflection and further development of disciplinary and interdisciplinary research areas and communities. Through this funding, scientists are given the opportunity to assess the **current status of their field of research** together with other researchers and, on this basis, to work out **perspectives for its further development**. This can happen, for example, through

- identifying ways to establish or consolidate newly emerging research areas,
- an elaboration of strengths, weaknesses, and development of perspectives for an existing research area,
- an identification of intersections and cooperation potentials between different research areas,
- the development of strategic recommendations for actors in science policy, science funding or science management to support the further development of a research area.

Accordingly, and in distinction from traditional symposia or conferences, scoping workshops should be clearly designed as **work meetings**, where the focus is not on presentations of latest research results, but rather on an intensive exchange about the status quo and the development of a joint positioning for the further development of a research area. In order to ensure that findings and recommendations have a lasting effect and can be taken up by others, the **development of a position paper** summarizing the main results is an essential part of each workshop.

Funding is available for workshops with a duration of three days. The group of participants is limited to 30 persons and should consist of **proven experts in the relevant fields**. Participation by doctoral students or recently graduated scientists is therefore generally not envisaged. If it makes sense for the further development of the respective research area, an involvement of non-academic experts is also possible. Please note that meetings of established working groups or research collaborations are not supported.

2 Scope of Funding

Funded scoping workshops are held in Hannover at the Xplanatorium Herrenhausen Palace conference center. The venue offers meeting and conference rooms of different sizes, together with a professional organizational as well as technical infrastructure. In addition to the provision of this infrastructure, workshops are supported with funds covering personnel as well as non-personnel or travel costs.

Funds may be requested to cover the following costs:

Personnel costs

- Funds for student assistants during preparation, running and follow-up of the event in an amount not exceeding 7,000 EUR. For on-site support of the event, the Foundation will cover overnight and travel expenses for a maximum of one student assistant. Please list the corresponding costs in the category "travel costs".

Travel costs

- Expenses for accommodation for all participants (please estimate 140 EUR per night/person).
- Travel expenses for all participants. Please also refer to the Volkswagen Foundation's Recommendations for sustainable traveling (see section 6). Please estimate the following sums per participant in the cost plan for travel to and from the event in total (please note that only costs actually incurred can be settled with the Foundation after the event):
 - Participants from Germany: 250 EUR
 - Participants from the rest of Europe: 500 EUR
 - Participants from the east coast of the USA: 1,000 EUR
 - Participants from the rest of the world: 1,500 EUR

Non-personnel costs, e.g.

- Expense allowances for professional moderators or facilitators who contribute to the conception and implementation of the workshop.
- Consumables in an amount not exceeding 500 EUR.
- Funds for childcare costs, e.g. travel expenses, accommodation costs or allowances for caregivers. If you apply for funds for childcare, please briefly explain how it is planned and how the costs are composed.

As part of the grant, the following services are provided by the Volkswagen Foundation:

- hotel reservations (please do not make any bookings yourself),
- provision of conference equipment at the conference center Xplanatorium Herrenhausen Palace,
- catering at the conference center Xplanatorium Herrenhausen Palace.

General remarks

The Foundation cannot be held responsible for any obligations entered into prior to the receipt of grant approval.

Applications that have been or are intended to be submitted in this or a similar form to another funding organization will not be processed by the Foundation. Applications that do not meet the formal requirements will not be submitted for review. The Foundation can only award funds to scientific institutions.

3 Application and Selection Procedure

Eligible to apply are researchers from all fields and at all career levels after the PhD who are employed at a scientific institution in Germany. Researchers from foreign institutions can be involved as co-applicants. Applications can be submitted in German or English.

3.1 Review Procedure

Applications received will be reviewed by an interdisciplinary jury based on the following criteria:

- scientific quality,
- clear explication of the goals of the workshop and a convincing concept for achieving them,
- potential of the event to contribute to the further development of the field of research,
- the concept for creating the position paper,
- composition of the group of participants.

The Foundation aims to announce decisions on applications within two to three months, leaving approximately five months until the respective workshop date.

4 Application Checklist

Applications have to be submitted online via the Volkswagen Foundation's electronic application system. If you are submitting your application together with other researchers, please make sure that all applicants register in the application portal and assign themselves to the application. Please note that there is a maximum of four co-applicants per application.

4.1 Electronic Application – Instructions

Please read the information about the electronic application system on the website of the Volkswagen Foundation prior to submitting your application. Information can be found in the document "[Electronic Application System – Instructions and Tips](#)". It is important that applicants register all involved parties early on in the process. Without a user profile it is not possible to invite co-applicants or to submit an application.

If you have technical questions about using the electronic application system, please contact support@volkswagenstiftung.de.

4.2 Application documents

The following documents are required:

4.2.1 Proposal Text

Please use the application template provided in section 6 and our website and note the remarks below for the various sections of the application:

Preferred date of the event

All dates available for holding your scoping workshop can be found on the initiative's homepage. Your choice of dates will not be taken into account in the review process and will not influence the decision on your application. Please note that while we aim to grant the preferred dates in each case, this might not always be possible. We will offer you an alternative date in such a case.

Project description

Please describe the topic of the planned scoping workshop and the relevant scientific background or context. Please explain how you intend to address a gap or a potential for further development in your field.

Concept for the position paper

The documentation and dissemination of the insights gained at a scoping workshop takes place via a position paper (typically 10 to 15 pages in length), which is created during and after the event. The intended audience of the position paper can go beyond the circle of experts and include, for example, people from science policy, science management or science funding, to whom recommendations for the further development of the discussed research area are to be suggested. A position paper should therefore be understandable for non-specialists and place the results of the science workshop in a broader academic or societal context, where this is necessary. The Foundation expects the position paper to be completed within three months of the respective scoping workshop.

Please describe how you envision your position paper and how you plan to create it.

Room requirements

Please indicate your room requirements and the approximate number of participants for each room.

List of participants

Please use the table in the application template to list your intended participants (including yourself) and mark the respective status of each person there (i.e. „applicant“ „planned“, „invited“, „confirmed“). Please make sure that your intended group of participants

- corresponds to the objectives of the workshop and comprises all relevant expertise in a balanced way,
- is institutionally and (where appropriate) internationally balanced and appropriately diverse,
- has an appropriate gender balance.

The evaluation as well as the review of your budget plan will be based on the (intended) participants listed here. So please make sure that the table shows the total number as well as the composition of your planned group of participants.

4.2.2 Planned Program

The program does not have to be worked out to the last detail at the time of application. However, it should be clear from the application which goals are to be pursued with the workshop and how these are to be achieved methodically. To ensure this, funds can be requested for a professional moderator to prepare or accompany the workshop.

4.2.3 Short CVs of all Applicants

Please submit your scientific career in tabular-narrative form. A template is available on the funding initiative's website for this purpose. Please combine all CVs in a single file.

4.2.4 Budget Plan

Please enter a **budget plan** directly in the application system. Please note that funding is only granted to one institution, which is why you need to submit a joint budget plan even in case of multiple applicants.

5 Contact

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6 Further Information

- [Website „Scoping Workshops“](#)
- [Template Proposal \(download\)](#)
- [Template CV \(download\)](#)
- [Dates for Scoping Workshops](#)
- [FAQs for applicants](#)
- [Application System](#)
- [Electronic application made easy - instructions and tips](#)
- [Useful Information and downloads](#)
- [Recommendations for sustainable traveling](#)