

**Procedural Regulations for the Research Committee
of the Academic Senate
of Freie Universität Berlin**

The Research Committee established these procedural regulations on June 2, 2025.

Section 1 Duties

- (1) The Research Committee advises and decides on proposals that are submitted within the internal research funding framework by members of Freie Universität Berlin employed as researchers who hold a doctoral degree.
- (2) The members of the Research Committee may collectively ask questions of and provide advice to the Executive Board of Freie Universität with respect to the internal research funding framework, and may also request in writing that the Executive Board provide statements about other matters concerning research at Freie Universität.

Section 2 Composition

- (1) The Research Committee should consist of nineteen members from all status groups of the university: ten professors; five employed researchers (*wissenschaftliche Mitarbeiter*innen*) with doctoral degrees; two employees from the technical, service, and administrative staff, and two students.
- (2) The members shall be appointed on the basis of nominations from each of the respective status groups in the Academic Senate.
- (3) A replacement shall be determined within six months of the resignation of a member of the Research Committee.

Section 3 Term of Appointment

- (1) Members of the Research Committee are appointed for a term of four years.
- (2) The Academic Senate may reappoint a member of the Research Committee.
- (3) A member of the Research Committee may resign without specifying reasons. Members resigning from the Research Committee must communicate their resignation in writing to the Office of the Research Committee at least six months prior to the effective date.

Section 4 Chairperson

- (1) The chairperson of the Research Committee shall be the member of the Executive Board responsible for research. The chairperson shall not be entitled to vote on resolutions on the duties listed in Section 1.
- (2) The chairperson chairs the meetings, ensures that they are properly conducted, and communicates the resolutions of the Research Committee to the Executive Board.
- (3) If the chairperson is absent from a meeting, then the longest-serving member at that time who is a professor shall take on the duties of chairperson. If more than one member would be eligible, then the chairperson shall decide which person shall act as chairperson for that meeting.

Section 5 The Committee Office

- (1) The Office of the Research Committee is part of the Research Division of the central university administration.
- (2) The Committee Office prepares all meetings and resolutions of the Research Committee and supports the chairperson in chairing the meetings. It also prepares the draft of the meeting minutes.

Section 6 Meetings

- (1) At least three meetings shall be held per year. The dates of the meetings for the coming year shall be set by the Committee Office and announced to all of the committee members at the end of each year.
- (2) The committee shall normally meet in person.
- (3) Attendance shall normally be documented by the signatures of the members or through a list kept by the Committee Office.
- (4) Decisions of the Research Committee shall be documented by the Committee Office through a record of the resolutions signed by the chairperson and the minute-taker.
- (5) Normally, the minutes shall be approved at the next meeting.

Section 7 Quorum and Resolutions

- (1) All of the members appointed to the Research Committee by the Academic Senate shall have the same entitlement to vote.
- (2) The Research Committee is deemed to have a quorum when at least nine of its members entitled to vote are present.
- (3) Resolutions of the committee are approved when they receive a majority of votes cast.
- (4) Voting is conducted openly, indicated by the raising of hands.
- (5) A meeting may be canceled by the chairperson when, seven days before the meeting, fewer than nine members have indicated that they will attend, and the quorum cannot be established by holding a hybrid meeting or a video conference.
- (6) If a meeting does not take place, the funding proposals submitted to that meeting will be decided via a written circular procedure.
- (7) A member of the Research Committee who is an employed researcher and holds a doctoral degree, who is normally not a member of the same department (and certainly not a member of the same institute or research unit) as the person who submitted a proposal shall serve as referee for the proposal received from the Committee Office and provide a recommendation. This may also take place in writing prior to the meeting if the referee cannot participate in person.
- (8) If the Research Committee has follow-up questions about a proposal that is being deliberated that cannot be fully answered in the meeting itself but would result in approval or disapproval depending on that information, then a conditional resolution may be considered, or the proposal may be deliberated via written circular procedure after that information is received.
- (9) The Committee Office shall implement approved resolutions.

Section 8 Conflicts of Interest¹

- (1) All members of the Research Committee are obliged to communicate any conflicts of interest immediately when these arise in the context of their activities for duties listed in Section 1.
- (2) In the event a conflict of interest is identified by the Research Committee, the member affected may not give any evaluation of the agenda item in question or participate in any decision on it.

Section 9 Submission of Proposals

- (1) Proposals shall be submitted in writing using the application form provided by the Committee Office.
- (2) Changes to the application form or application procedures shall be decided by resolution of the Research Committee.
- (3) The deadline for proposals shall be the Friday four weeks prior to the committee meeting date. This deadline shall also apply to all other agenda items.
- (4) Invitations for meetings must be received in writing by members and other participants at least two weeks prior to the date of a meeting. The agenda, proposals to be deliberated, any other relevant documents, and the minutes of the previous meeting shall be attached to the invitation.
- (5) Proposals to the Research Committee may only be submitted by members of Freie Universität Berlin who are employed as researchers and hold a doctoral degree.
- (6) Emeritus professors, retired professors, senior professors, and members of the Executive Board of Freie Universität Berlin may not submit proposals.
- (7) Members of the Research Committee may submit proposals but may not participate in voting on the approval of their proposal.
- (8) The only prerequisite for submitting a new proposal in a funding line is the satisfaction of the requirements applicable to that funding line.

Section 10 Exclusion from Proposal Submission

- (1) Affiliates of Freie Universität Berlin employed as researchers who have already submitted a proposal to the Research Committee, but have not subsequently applied for external funding, may not submit further proposals in the respective funding line of the internal research funding framework.
- (2) The same applies for a joint application when one of the two applicants has been barred from applying for the respective funding line.
- (3) The Research Committee may pass a resolution that deviates from this for cases described in Section 10.1 and 10.2 above.
- (4) Persons who have been officially deemed to have engaged in scientific misconduct in accordance with the Statutes for Safeguarding Good Research Practice shall also be excluded from submitting proposals.

Section 11 Final Provision

These procedural rules shall take effect when approved by resolution of the Research Committee.

¹ A conflict of interest within the meaning of these procedural regulations exists if the responsibilities associated with membership in the Research Committee are in contradiction with the personal interest, or with those responsibilities that result from another role and function, of the member in question.