Template Call for Applications Futurist 2025/26

For the form, we ask for the following (6 pages max. including financial plan):

1. General information on all members of a project, including proof of FU membership
2. Brief description of the idea/project and its intended effect
3. Approach/method
4. Rough project schedule
5. Rough budget with a short description of the budgetary items
6. Risk assessment

In addition:

1. Informal declaration of consent to the publishing of the results
2. Declaration that the rights of third parties have not been infringed

Please use this file as a template for your application.

Please delete the words in italics. They are only intended as a guideline.

Describe your project in a way that is understandable to the jury members, taking into account the evaluation criteria. Address the questions listed below.

If you want to use relevant attachments or a spreadsheet for your financing, you may attach the relevant documents to this template.

You may have to submit proof that you are enrolled or employed at Freie Universität Berlin if this is not immediately obvious, for instance if your contacts are not listed on the Freie Universität Berlin website.

All applications and attachments must be submitted as pdf via e-mail to sabine.heckmann@fu-berlin.de until November 30, 2025 (11:59 pm).

**[Date of application]**

DD/MM/YYYY

**[Applicant and possible additional applicants]**

**Name(s):**

**Area(s) of work at FU Berlin:**

**FU-department(s):**

**Contact details** (Email and telephone number of the applicant's contact person):

**Additional comments:** *What I would like to add…*

**[Title of project]**

*Please give your idea a name. This can be changed later on.*

**[Brief description of the project and its intended effects]**

*Starting point: What need, problem, or what challenge does your project intend to address? What is the situation?*

*Proposed solution: Given the starting point, which specific and measurable goal do you wish to achieve within 2026? Who specifically should benefit from your project, and in what way?*

*Impact:* *What specific developments should your project contribute to?* *What has improved for the target group at the end of your project, e.g., skills, structures?*

*Relevance: Why is your idea in particular necessary - so what would happen if nothing was done? What specific benefits does your project have for the target group(s)? Which long-term goal do you wish to achieve with your project?*

*Novelty: How does your project differ from previous ones? What is special about it?*

*Who is the target group for your idea?*

*Sources such as data from previous experiences or benchmarks can support your description.*

**[Approach/method]**

*Measures: How do you intend to achieve your outlined goal and meet the stated needs? How can you measure your success—in other words, how will you know that you have achieved your goal and brought about change in the target group?*

*Transferability and visibility: Which measures of communication are intended for your project? How can you share your experience and knowledge with the Freie Universität community so that others can learn from your project? What possibilities of collaboration exist?*

**[Rough project plan]**

*Please give a rough overview on the intended timeline (including, if possible, milestones and measures of quality assurance). The form – graphic, bullet points, etc., can be chosen freely. The following questions may serve as a guideline: When should the project begin, when should it be completed? What sub-goals are there? Which steps are taken and when? When do mid-term reflections take place?*

**[Rough financing plan including expenditure items]**

*Please give a rough overview of all identifiable costs (up to this point) that are necessary for the realization of your project. Calculate the resource needs as realistically, plausibly and appropriately as possible. What key resources (material, persons, time, know-how and experiences, etc.) do you expect to need for the realization of your idea? What estimated costs should we set for these resources?*

**[Risk assessment]**

*Please assess which key risks you currently expect during the realization of your project and how you intend to deal with them.*

**[Informal agreement to publication]**

I / we [name(s)] hereby declare that my / our idea and its results may be published on the website of Freie Universität Berlin, inter alias, and that I / we present my / our interim results during the FUturist midterm event in summer 2026. I / we consent to the use of photo and/or video material by Freie Universität Berlin created during the process of FUturist.

\*signature(s)

**[Self-declaration for the protection of third party rights]**

I / we [name(s)] hereby declare that existing rights of third parties have not been infringed.

\*signature(s)