



© Das Werk einschließlich aller seiner Teile ist urheberrechtlich geschützt. Jede Verwertung außerhalb der engen Grenzen des Urheberrechtsgesetzes ist ohne Zustimmung der iDA unzulässig und strafbar. Dies gilt insbesondere für Vervielfältigungen, Übersetzungen, Mikroverfilmungen und die Einspeicherung und Verarbeitung in elektronischen Systemen.

Unit 3: English for Research

Reading

Research Administration/Departments/Divisions/ Offices play an almost existential role at universities. The politics influencing these research offices also play major roles in decision-making processes and must be (made) transparent. This can be difficult for non-members of the research office staff to grasp since some universities have elected vice-presidents/ chancellors for research and some have hired vice-presidents/chancellors.

What roles do the elected/hired members of this top-level administrative division play in deciding the direction research should take? What is the relationship between members of research offices and their vice-president?

One of the Top Ten in the United States of America, Brown University in Rhode Island, offers the following:

"The mission of the Office of the Vice President for Research (OVPR) is to advance the research enterprise at Brown University.

"We do this by:

- Fostering an environment conducive to research and the creation of knowledge;
- Developing and supporting major, cutting-edge research programs;

- Providing effective infrastructure for research and development, administration of research projects, and dissemination of research results; and,
- Collaborating with hospitals, industry, government laboratories, and universities."¹

To achieve this, they have departmental sections dedicated to global research, R&D, third-party projects, copyrights and patents, entrepreneurship, ethics.²

A smaller, Australian university begins its website with an emphasis on "research impact -- world-leading research, world-changing impact"³.

On following pages, though, the university describes this section as: "The Research Office is responsible for the management of research that takes place at Macquarie University or is conducted by University staff".⁴ "Research @ Macquarie"⁵ lists goals for the

¹ <http://www.brown.edu/research/office-vice-president-research/office-vice-president-research> (Last accessed 18 February 2015.)

² <http://www.brown.edu/research/office-vice-president-research/offices/offices> (Last accessed 18 February 2015)

³ <http://mq.edu.au/research-impact/> (Last accessed 18 February 2015.)

⁴ http://www.research.mq.edu.au/about/research_office (Last accessed 18 February 2015.)

⁵ <http://www.research.mq.edu.au/about/research@macquarie> (Last accessed on 18 February 2015.)

university and thus for the various research office "teams".

Task

Compare these sites with your university's. Compare responsibilities as described on these sites. Do you have other responsibilities? Can you find terms or descriptions of responsibilities that more or less fit yours? Your office? Your university? How does your university present its research office? Can you identify, as far as presentation, with one of these non-German universities.

Listening

Sigrun Eickelmann was interviewed in 2012 about DFG programs:

<http://www.educause.edu/blogs/gbayne/cni-podcast-sigrun-eickelmann-german-research-foundation>⁶.

⁶ Last accessed on 15 February 2015.

Exercises

1A. Which word combinations are correct?

administrative research – research proposal –
research resting – research technique –
research theology – research impact – doctoral
research – research facility – research project –
research security – research entrepreneur –
research platform – research expertise –
research nature – research achievement –
research landscape – research funding/funder
– research area – research ranking – research
endeavours – research theory – research
exception

(key, p. 34)

1B. Fill in the blanks using word combinations from 1A.

- a. There are many different ways of funding research in Germany. The existing funding landscape can be described as interdisciplinary, diverse and collaborative as the German _____ itself.

- b. The DFG is Germany's largest _____ offering financial and/or professional support for young researchers.
- c. Outstanding international _____ are promoted by the Alexander von Humboldt Foundation, which awards over 700 _____ and _____ yearly.
- d. Non-university _____ and industry also play an important role when _____ need to be supported and sponsored.
- e. When it comes to funding the international exchange of students and researchers, including _____, the DAAD is the leading funding organisation worldwide.
- f. Many Higher Education Institutions have the goal of enhancing their _____ to yet higher levels of international excellence. Hence, funding programmes are more welcome than ever to achieve this target. (key, p. 34)

2A. Find appropriate word combinations and compound nouns with either “funding” as the first word modifying the noun or adding to its meaning or as the main, second word.

FUNDING

organisations – programmes – databases –
environment – research – opportunity – federal –
government – (re)sources – project

(key, p. 34)

2B. Build sentences by putting the following words and/or phrases, which include word combinations from 2A, into the correct order.

- a. the world's – the DAAD – biggest funding organisation – sponsoring – students and researchers – is – the international exchange of – ,

- b. up-to-date information – many different websites – relevant funding programmes – on – researchers – offer

- c. academic research funding – and – overwhelming task – of – finding adequate sources – a – at times – complex – is

- d. to searchable databases – useful links for – provides you with – our guide – possible funding resources

- e. are – must be adhered to – project funding application deadlines – and – inflexible – most

- f. our website – we advise you – if – have been announced – to check regularly – any new funding opportunities – to see

(key, p. 35)

3. Find a suitable adjective or adverb. Cross the one out that does not fit.

- a. to make a *useful – available* contribution to the area
- b. to be of *funding – academic* and/or *practical – useful* importance
- c. an increasingly *conscious – competitive* funding environment
- d. with an *annual – localised* research budget of 1.5 billion euros
- e. to solve *steady – major* challenges regarding social sciences
- f. to work on a widely *diverse – broad* range of subjects
- g. to support *compulsory – talented* doctoral students with *above-average – above-standard* academic grades and *intense – social* engagement
- h. to provide *specific – overall* application details for *individual – personal* funding opportunities

(key, p. 35)

4. Match the verbs on the left-hand side with their corresponding noun (phrase).

- | | |
|----------------------------|--|
| a. to indicate | 1. a checklist |
| b. to submit | 2. the guidelines |
| c. to carry out activities | 3. the scholarship funding (to person xyz) |
| d. to find | 4. a source |
| e. to allocate | 5. a doctoral degree |
| f. to meet | 6. a supervisor |
| g. to go through | 7. research |
| h. to pursue | 8. the online application form |

(key, p. 36)

5. Fill in the missing prepositions.

- a. The research funding ranges ____ 2000 Euros ____ 5 Million Euros.
- b. Find out ____ postgraduate research funding and how to apply ____ it.
3. There are many knowledge exchange opportunities available ____ the PhD stage ____ ____ senior academic level.
4. You are free to concentrate ____ any research area.
5. We offer guidance ____ how to write a good application.
6. They provide funding ____ ____ 4500 Euros and 1 Million Euros.
7. The funding available enables individual researchers as well as research teams to conduct any research ____ a standard research project ____ a massive survey.
8. The funding amount is based ____ your qualification level and your family status.

(key, p. 36)

6. Choose the correct verbs to complete the phrases.
In most of the example, there is more than one possibility.

a. to *identify* – *fulfil* – *administer* – *render* potential funding sources

b. to *support* – *engage in* – *levy* – *withdraw from* one's research activities

c. to *navigate* – *benefit from* – *miss out on* – *fail* the various funding opportunities

d. to *reward* – *orient* – *encourage* – *send out* collaborative approaches to research

e. to *encourage* – *collaborate* – *support* – *enter* research endeavours at the university

f. to *supply* – *conduct* – *carry out* – *finance* innovative research

g. to *train* – *conduct* – *work* – *engage in* an excellent research environment

h. to *have* – *gain* – *refuse* – *obtain* access to international networks and conferences

(key, p. 36)

7. Decide which preposition fits best. Sometimes there might be more than one option; in some cases, no preposition is needed at all.

- a. to provide an overview ___ something
- b. to provide information ___ a topic
- c. to talk ___ the phone
- d. to reply ___ email
- e. to fill ___ a form
- f. to have a look ___ an updated draft
- g. to include ___ more details
- h. to address ___ minor issues
- i. to take something ___ account
- j. to propose ___ necessary adjustments
- k. to coordinate ___ Mr Xy
- l. to take something ___ indirect costs/the proposal

(key, p. 37)

8. In German one word can often express something that English needs a string of words for, as you can see from the following exercise. Match the German compound nouns on the right with their corresponding English translations.

- | | |
|-----------------------|--|
| a. Erstberatung | 1. funding option |
| b. Vertragsmanagement | 2. third-party funds |
| c. Erfindungsmeldung | 3. research coordinator |
| d. Kontaktvermittlung | 4. intellectual property rights |
| e. Erkenntnistransfer | 5. initial advising |
| f. Schutzrechte | 6. managing research-related contracts |
| g. Fördermöglichkeit | 7. reporting inventions |
| h. Forschungsreferent | 8. making contacts |
| i. Drittmittel | 9. knowledge transfer |

(key, p. 37)

9A. Complete the model sentences for formal emails using the verbs in the box. Use the correct grammatical form.

provide – thank – answer (3x) – give – follow – find (2x)
– regard – write – complete – hesitate – be – hope –
help – need – get

- a. _____ you for your request and for your interest in ...
- b. With reference to your email I would like to _____ you the following information.
- c. Further to our talk just now, you will _____ attached the requested document.
- d. Of course, I would be happy to _____ and to _____ you with information regarding ...
- e. _____ your questions; ...
- f. I am terribly sorry, but I am not the right person to _____ your questions about.... You may _____ an email to.....
- g. Please _____ the attached link. There you will _____ all the information you _____ to _____ this process.

- h. We hope we _____ your questions satisfactorily.
- i. If this does not work, please do not _____ to _____ in touch.
- j. I hope I _____ of assistance.
- k. I _____ this _____ your questions.
(key, p. 38)

9B. Choose the correct verb in the following email excerpts from Research Divisions.

- a. Would you kindly *coordinate* – *write* with person xy in order to *accomplish* – *make* the necessary contacts with the previously mentioned universities?
- b. You *talked* – *stated* in your previous email that you are unfamiliar with the 'h'-index and how it should be *calculated* – *numbered*. I would like to *formulate* – *clarify* that.
- c. Please also be aware that in ERC grants computers are *valued* – *understood* to be general office equipment that must be *funded* – *taken* from indirect (overhead) costs unless otherwise *verified* – *justified*. They should therefore be *included in* – *taken out of* direct costs.

- d. There are some other issues which I will *see – address* in a separate email.
- e. I *felt – heard* that, given the nature of this issue (the importance of the third parties for the project and the cooperation that will have to now be *established – constructed* between universities), it would be best to *sign – signal* this early.

(key, p. 38)

9C. Correct the vocabulary mistakes in the following email excerpts from Research Divisions.

- a. I suggest you also addit a brief CV in tabular form.
- b. Could you please have a closer look into your scientific leadership profile and consider bridening it more?
- c. In my assessment, the third parties will have to accede to the grant relation given that the provisions below as well as others do not guaranty in this particular case.
- d. You are sorrowed about what would happen if you were awarded an ERC fund and you should move to a different

university before the end (of the grant), as your current position is only timely?

- e. Thank you very much for reshuffling the CVs and Track Records of all four PIs in order to fulfil the Guidelines. This looks much better, professional and target-oriented.
- f. I kindly say you add information on the interdisciplinary landscape of the project, duly justifying the specific complementary expertise and the additional scientific value.

(key, p. 38)

Did you know that you have access, free of charge, to global HEI discussions concerning research? Both *Chronicle of Higher Education* and *University World News* have sites⁷ and e-newsletters that will keep you informed about global university research.

⁷ <http://www.chronicle.com>
<http://www.universityworldnews.com> (both accessed last on 12 April 2015)

10A. In the following sentences you will find typical word combinations that are essential for proposal preparation instructions. Decide which verb fits.

- a. to *anticipate* – *reshuffle* structural innovations
- b. to *note* – *write* a draft proposal
- c. to *do* – *make* a recommendation
- d. to *submit* – *supply* a full proposal
- e. to *review* – *decide* a proposal
- f. to *express* – *exceed* the allowable length
- g. to *fulfil* – *adhere* to the rules of academic practice
- h. to appropriately *assess* – *discover* scientific achievements

(key, p. 39)

10B. Match the previous sentences with their German translations.

- a. einen Antrag begutachten
- b. strukturelle Innovationen erwarten
- c. die wissenschaftliche Leistung angemessen beurteilen
- d. einen vollständigen Antrag vorlegen
- e. eine Antragsskizze formulieren
- f. die Regeln der wissenschaftlichen Praxis einhalten
- g. den vorgesehenen Umfang überschreiten
- h. eine Empfehlung aussprechen

(key, p. 40)

11A. A number of word combinations need to be used when writing research proposals and advising on them. The following English word combinations are incorrect and need to be reshuffled. The German translations on the right might be of assistance. The first example has been done for you.

example:

renewal proposal – Fortsetzungsantrag

- | | |
|------------------------------------|----------------------------------|
| a. renewal period | 1. Gastwissenschaftler |
| b. final strategy | 2. Einrichtungenantrag |
| c. research topic | 3. Betreuungskonzept |
| d. start-up network | 4. Förderzeitraum |
| e. preparatory funding | 5. Leitthema |
| f. supervision proposal | 6. Abschlussbericht |
| g. main meeting | 7. Fortsetzungsantrag |
| h. initial report | 8. Forschungsverbund |
| i. funding researcher | 9. Vorbereitungstreffen |
| j. visiting proposal | 10. Anschubförderung |

(key, p. 40)

11B. Use some of the reshuffled word combinations from 11A to complete these sentences.

- a. We offer guidance for setting up _____ placements for postgraduate research students from institutions other than our own.
- b. The board decided in favour of the _____ and extended the funding period for another three years.
- c. We kindly ask you to submit your _____ approximately a year before the end of the first _____ together with an interim report for the preceding _____.
- d. The _____ for a funded project is used to determine whether the research project was completed satisfactorily.
- e. The progress report must be clear regarding whether or not a joint _____ was implemented and if so; provide clear details about the organisation and design of the supervision.

(key, p. 40)

12. Find the odd one out.

- a. coherent – assessable – comprehensive – supervision
- b. cover page – table of contents – appendix – subject line
- c. innovativeness – feasibility – plausibility – obligation
- d. to reimburse expenses – to fund a project – to receive an allowance – to anticipate the added value
- e. visiting researcher – project manager – scholar – subsidy
- f. to review – to submit – to conceptualise – to fund

(key, p. 41)

Did you know that some rankings use research monies awarded to individual universities as an important criterion in their assessments? This has led to global debate about the role research monies play in rankings:

- some university administrations support this approach
 - it draws students and attracts additional investments
- some staff and student populations are highly critical
 - the professors students wanted to study with have become “research managers” who spend little or no time in classrooms
- ranking agencies per se are in turn being assessed by associations addressing evaluation criteria used to rank universities and research institutions worldwide.

Among discussions appearing in 2015 are Nic Mitchell’s “Excellence schemes ‘should be risk-taking’: EUA”⁸ and Brendan O’Malley’s “Universities divided on value of new rankings: EUA”.⁹ Both were reprinted in the *Chronicle of Higher Education*.

⁸ *University World News*, 9 January 2015
(<http://www.universityworldnews.com/article.php?story=20150109073930538&query=Nic+Mitchell>).

⁹ *University World News*, 25 February 2015
(<http://www.universityworldnews.com/article.php?story=20150225145423462&query=rankings>). Both last accessed on 28 February 2015.

13. Match the following requests and/or recommendations with their English equivalent.

- a. Bitte berücksichtigen Sie folgende (verbindliche) Hinweise: ...
 - b. Entnehmen Sie die Begutachungskriterien bitte dem angehängten Dokument.
 - c. Bitte achten Sie darauf, dass die Antragsskizze den vorgeschriebenen Umfang nicht überschreiten darf.
 - d. Es ist empfehlenswert, uns möglichst früh über geplante Anträge zu informieren, damit wir unterstützend wirken können.
 - e. Bitte wenden Sie sich zwecks Beratung an den zuständigen Ansprechpartner.
 - f. Weitere Hinweise finden Sie im Leitfaden unter
 - g. Ihr Antrag sollte außerdem folgende Angaben enthalten: ...
 - h. Legen Sie bitte genau dar, welche neuen wissenschaftlichen Fragestellungen Sie bearbeiten werden.
 - i. Bitte fügen Sie als Anhang die Forschungsprofile der beteiligten Wissenschaftler bei.
-

1. Your proposal should also include the following information: ...
2. Please include/submit research profiles/a current CV for all participating researchers.
3. Please refer to the guidelines that can be found at ... for more detailed information.
4. Please explain in detail what new research objectives you are going to cover/tackle.
5. Please be aware that the draft proposal may not exceed the allowable length.
6. Please take into account the following information/ (binding) instructions/ suggestions: ...
7. Please find the review criteria in the attached document.
8. It is advisable to consult us early on so that we can support you with all matters arising.
9. If you have any questions, please contact the responsible staff member for more information/ advice.

(key, p. 41)

14A. The language of contracts: Match the following words with their German translation.

a. Unternehmer	1. to comply with
b. abnahmereif	2. free of faults
c. mängelfrei	3. confidentiality
d. sozialversicherungs- pflichtiges Arbeits- verhältnis	4. claim for reimbursement
e. Kostenanspruch	5. technical guidelines
f. Geheimhaltung	6. ready for inspection
g. beachten/einhalten	7. contractor
h. fachliche Vorgaben	8. a formal employment relation in terms of social security

(key, p. 42)

14B. Fill in as many verbs as you can think of to complete the noun phrase. Some are provided in the box, and you may add more.

to agree on – to examine – to deliver – to sign – to draw up – to come up with – to be sponsored by – to take up – to approve – to make – to be in breach of – to disagree with – to approach – to give – to consult – to complete – to hold

- a. _____ a contract
- b. _____ alterations to (a contract)
- c. _____ third-party funding
- d. _____ the regulations
- e. _____ an invention
- f. _____ the Research Service Centre
- g. _____ a lecture
- h. _____ specific assignments
- i. _____ (the) work/ the final product
- j. _____ single instalments

(key, p. 42)

14C. Can you put the letters in the word scramble into the correct order to form verbs?

- a. to *mreurbse* expenses
- b. to *qtueres* a payment of funds
- c. to *peclomte/ vparpoe* a request form
- d. to *dctnouc* research and development
- e. to *nargt/ aeprelc* the final approval
- f. to *evercie/ riegdsae* no transfer payment
- g. to *ryacr uto* the agreed tasks
- h. to *atninmai/ edhe* strict confidentiality
- i. to *csesldio* confidential information
- j. to *polcmy twhi* the obligations/ the guidelines

(key, p. 42)

14D. Put the following sentences, typical for work contracts, into the active or the passive voice.

Active voice	Passive voice
a.	All project work is conducted by the contracting company on its own risk.
b.	The work must be delivered (by all involved parties), ready for inspection and free of faults, by 31 March 2016.
c. We do not intend a formal employment relation in terms of social security.	
d. We may agree upon single instalments.	
e.	Strict confidentiality must be maintained by the contractor.

(key, p. 43)

14E. Complete the following sentences by using the passive voice. Sometimes you may be required to add a modal verb like “must” or “can”.

- a. Confidentiality _____ (to heed),
especially with respect to third-party funding.
- b. Once the contract is completed, payment
_____ (to receive) for the contractor’s
work in the amount of 25,000 Euros.
- c. Technical guidelines of the university
_____ (to comply with) by the
contractor.
- d. Reimbursement beyond the agreed payment/
remuneration _____ (not to claim) by the
contractor.
- e. The final approval _____ (to grant) by the
head of the committee board.

(key, p. 43)

Did you know that government decisions have an immense influence on university research programs? It is something you probably experience at least annually, but seldom is it presented so clearly as in reports from Australia.

Beginning with the election of the conservative government in 2014 and its considerations to deregulate universities (which would probably lead to increased tuitions) and cut research funding, readers can follow the changing atmosphere in university life.¹⁰ Without even one of the conservative recommendations having been enacted yet, we can see immediately what we usually only experience long-term—"upheaval".¹¹

More recently, *University World News* reported that "Nation's top talent head overseas for jobs."¹²

Whether the government is trying to undertake necessary or unnecessary reforms, insecurity among university staff and students has become a given. In the light of this "developing" story, research administrators in Europe should not be overly surprised if non-European researchers ask about outside (i.e., university/national government) influence on their research.

¹⁰ Geoff Maslen's "Road to ruin for public higher education or welcome reform?", *University World News*, 19 May 2014.

¹¹ Geoff Maslen's "Higher education faces another major upheaval," *University World News*, 1 May 2014.

¹² Geoff Maslen, 13 February 2015

(<http://www.universityworldnews.com/article.php?story=20150212115016700&query=Australia>). Last accessed on 28 February 2015.

15A. What phrases, words and word combinations make sense when talking about the budget for a project?

personnel costs – budget slice – revised budget – totalling – to get an upper limit on the budget – to restore – salary scale – to reduce – appropriate consumables – to decrease – to claim reimbursement of expenses – budget cut – printing costs subsidies – to decline – to make an extension – allowances – expenditure – amount – to calculate project costs – prior installations – salary on-costs – to put together a budget request for a funding application – acknowledgement – direct operating costs (i.e. consumables, equipment hire)

(key, p. 44)

15B. Use some of the vocabulary from 15A to complete the sentences.

- a. Doctoral students can only apply for _____ when their dissertations have been given very good evaluations.
- b. A budget can be described as a listing of planned revenue and _____ for a given period.
- c. When you _____ the request for payment of funds needs to be completed.
- d. The largest proportion of most projects' budgets is allocated to _____.
- e. When we calculate all indirect and direct costs again, we have budget costs _____ 250,000 Euros.
- f. We kindly ask you to rethink your budget proposal, as it is too high, and _____ its calculated costs.
- g. The funding will be used to pay for salaries, travel and _____.

(key, p. 44)

Key

1A.

research proposal – research technique – research impact – doctoral research – research facility – research project – research platform – research expertise – research achievement – research landscape – research funding/funder – research area – research ranking – research endeavours

1B.

- a. research landscape
- b. research funder
- c. research collaborations – research fellowships – research grants
- d. research institutions – research projects
- e. doctoral research
- f. research profile

2A.

- a. funding organisations
- b. funding programmes
- c. funding databases
- d. funding environment
- e. research funding
- f. funding opportunity
- g. federal funding
- h. government funding
- i. funding (re)sources
- j. project funding

2B.

- a. The DAAD is the world's biggest funding organisation, sponsoring the international exchange of students and researchers.
- b. Many different websites offer researchers up-to-date information on relevant funding programmes.
- c. Finding adequate sources of academic research funding is a complex and at times overwhelming task.
- d. Our guide provides you with useful links to searchable databases for possible funding resources.
- e. Most project funding application deadlines are inflexible and must be adhered to.
- f. We advise you to check our website regularly to see if any new funding opportunities have been announced.

3.

- a. available
- b. funding – useful
- c. conscious
- d. localised
- e. steady
- f. broad
- g. compulsory – above-standard – intense
- h. overall – personal

4.

a.4

b.8

c.7

d.6

e.3

f.2

g.1

h.5

5.

- a. from – to
- b. about – for
- c. from – through to
- d. on
- e. of between
- f. from – to
- g. upon

6.

- a. to identify – administer – render
- b. to support – engage in – withdraw from
- c. to navigate – benefit from – miss out on
- d. to reward – encourage
- e. to encourage – support
- f. to conduct – carry out – finance
- g. to train – work – engage
- h. to have – gain – refuse – obtain

7.

- a. to provide an overview of something
- b. to provide information about/on a topic
- c. to talk over/on the phone
- d. to reply by email
- e. to fill in/out a form
- f. to have a look at an updated draft
- g. to include more details
- h. to address minor issues
- i. to take something into account
- j. to propose necessary adjustments
- k. to coordinate with Mr Xy
- l. to take something out of indirect costs/the proposal

8.

- | | | |
|-----|-----|-----|
| a.5 | b.6 | c.7 |
| d.8 | e.9 | f.4 |
| g.1 | h.3 | i.2 |

9A.

- | | | |
|------------------------------------|------------------------|-------------------|
| a. Thank | b. give | c. find |
| d. help – provide | e. Regarding | f. answer – write |
| g. follow – find – need – complete | h. have – answered | i. hesitate – get |
| j. have been | k. hope – has answered | |

9B.

- a. coordinate – make
- b. stated – calculated – clarify
- c. understood – funded – justified – taken out of
- d. address
- e. felt – established – signal

9C.

- a. I suggest you also add a brief CV in tabular form.
- b. Could you please have a closer look at your scientific leadership profile and consider expanding it?
- c. In my assessment, the third parties will have to accede to the grant agreement given that provisions below as well as others do not apply in this particular case.

- d. You are worried about what would happen if you were awarded an ERC grant and you should move to a different University before the end (of the grant), as your current position is only temporary?
- e. Thank you very much for reshuffling the CVs and Track Records of all four PIs in order to meet the Guidelines. This looks much better, professional and target-oriented.
- f. I kindly recommend you add information on the interdisciplinary nature of the project, duly justifying the specific complementary expertise and the additional scientific value.

10A.

- a. to anticipate structural innovations
- b. to write a draft proposal
- c. to make a recommendation
- d. to submit a full proposal
- e. to review a proposal
- f. to exceed the allowable length
- g. to adhere to the rules of academic practice
- h. to appropriately assess scientific achievements

10B.

[English – German]

- | | | | |
|-------|-------|-------|-------|
| a.-b. | b.-e. | c.-h. | d.-d. |
| e.-a. | f.-g. | g.-f. | h.-c. |

11A.

- | | |
|----------------------------|-----------------------------|
| a. renewal proposal - 7 | b. final report - 6 |
| c. research network - 8 | d. start-up funding - 10 |
| e. preparatory meeting - 9 | f. supervision strategy - 3 |
| g. main topic - 5 | h. initial proposal - 2 |
| i. funding period - 4 | j. visiting researcher - 1 |

11B.

- | | |
|---|-------------------------|
| a. visiting researcher | b. research network |
| c. renewal proposal – funding period – funding period | |
| d. final report | e. supervision strategy |

12.

- a. Apart from “supervision”, all words are descriptions (of e.g. research proposals or presentations of research programmes).
- b. Apart from “subject line”, all words are part of (research) papers or proposals.
- c. Apart from “obligation”, all words describe what might be expected from research projects.
- d. Apart from “to anticipate the added academic value” (den wissenschaftlichen Mehrwert darstellen), all phrases deal with financial issues.
- e. Apart from “subsidy” (Beihilfe, finanzielle Unterstützung), all words are possible parties involved at research visits.
- f. Apart from “to fund”, all verbs can be used with proposals. and/or are actions done with proposals. (You can only fund an idea, a programme, a project etc.)

13.

- | | | |
|-----|-----|-----|
| a.6 | b.7 | c.5 |
| d.8 | e.9 | f.3 |
| g.1 | h.4 | i.1 |

14A.

a.7	b.6	c.2	d.8
e.4	f.3	g.1	h.5

14B.

- a. to sign/draw up/work on/accept/modify/
cancel/renew/be in breach of/withdraw
from/perform/complete a contract
- b. to make alterations to (a contract)
- c. to be based on/sponsored by/financed by/
supported by third-party funding
- d. to agree on/accept/disagree with the
regulations
- e. to come up with an invention
- f. to approach/consult/speak to/contact the
Research Service Centre
- g. to give/hold/deliver/participate in/sit in/attend
a lecture
- h. to take up specific assignments
- i. to deliver/complete/approve/examine (the)
work/the final product
- j. to agree on single instalments

14C.

- | | |
|---------------------|---------------------|
| a. reimburse | b. request |
| c. complete/approve | d. conduct |
| e. grant/replace | f. receive/disagree |
| g. carry | h. maintain/heed |
| i. disclose | j. comply |

14D.

- a. The contracting company conducts all project work on its own risk.
- b. All involved parties must deliver the work ready for inspection and free of faults by 31 March 2016.
- c. A formal employment relation in terms of social security is not intended.
- d. Single instalments may be agreed upon.
- e. The contractor must maintain strict confidentiality.

14E.

- a. Confidentiality is to be heeded, especially with respect to third-party funding.
- b. Once the contract is completed, payment will be received for the contractor's work in the amount of 25,000 Euros.

- c. Technical guidelines of the university must be complied with by the contractor.
- d. Reimbursement beyond the agreed payment/ remuneration cannot be claimed by the contractor.
- e. The final approval will be granted by the head of the committee board.

15A.

personnel costs – revised budget – totalling – to get an upper limit on the budget – salary scale – to reduce – appropriate consumables – to decrease – to claim reimbursement of expenses – budget cut – printing costs subsidies – allowances – expenditure – amount – to calculate project costs – salary on-costs – to put together a budget request for a funding application – direct operating costs (i.e. consumables, equipment hire)

15B.

- a. printing costs subsidies
- b. expenditure
- c. claim reimbursement of expenses
- d. personnel costs.
- e. totalling
- f. reduce
- g. appropriate consumables

Glossary English-German

A

Academic Short-term Contract Act (WissZeitVG)	Wissenschaftszeitvertragsgesetz (WissZeitVG)
allocate, to	zuweisen
allocated budget	zur Verfügung stehenden Budget
allowance; financial aid/support/assistance/backing; subsidy...	Unterstützung, finanzielle
alteration	(Um-)Änderung
amount	Summe
annual	jährlich
application for external funding/funds	Drittmittelantrag
application requirement	Antragspflicht
applied research; application-oriented research	Anwendungsorientierte Forschung
assess, to	bewerten
assessable	bewertbar
assignment	Auftrag; Aufgabe
award/grant, to	vergeben; zusprechen

B

basic/fundamental/pure research	Grundlagenforschung
bribery (frequently “passive bribery” and “passive corruption”)	Bestechlichkeit
budget cut	Budgetkürzung

C

calculate, to	berechnen
claim for reimbursement	Kostenanspruch
coherent	zusammenhängend
collaborative	gemeinschaftlich
Collaborative Research Center	Sonderforschungsbereich (HEI)
Collective Pay/Labour Agreement (TVLänder [Federal States])	TV-L (Tarifvertrag-Länder)
competitive	wettbewerbsfähig
comply (with)/fulfil(l), to	erfüllen
comprehensive	umfassend
conceptualise/design/draft, to	entwerfen
confidential disclosure agreement (CDA)/non-disclosure agreement (NDA)	Geheimhaltungsvereinbarung
confidentiality	Geheimhaltung
consortium agreement (CA)	Konsortialvertrag (der)
consumables	Gebrauchsgüter
contract management; managing research-related contracts	Vertragsmanagement

D

decrease/reduce, to	mindern
deficit financing	Fehlbedarfsfinanzierung
diverse	vielfältig
division of research development; research and project development division	Referat für Forschungsförderung
doctoral research (study); doctoral thesis/dissertation	Doktorarbeit
draft proposal	Antragsskizze

E

eligibility	Förderwürdigkeit
evaluation; assessment; performance appraisal	Leistungsbeurteilung
[excellence initiative]	Exzellenzinitiative
expand, to	ausweiten
expenditure	Kostenaufwand
external capital provider; third- party sponsor; soft money sponsor/provider	Drittmittelgeber
external contract research (iate)	Drittmittelforschung
external or third-party funds	Drittmittel

F

feasibility	Durchführbarkeit
final report	Abschlussbericht
formal employment relation in terms of social security	Arbeitsverhältnis, sozialversicherungspflichtiges
Framework Act on Higher Education (HRG)	Hochschulrahmengesetz

free of faults; free from defects	mängelfrei
freedom of research	Forschungsfreiheit
fund, to	finanzieren
funding option	Fördermöglichkeit
funding period	Förderzeitraum
funding; sum approved; amount of funding approved	Bewilligungssumme

G

German Council of Science and Humanities (but also “science council” as in the ERC [European Research Council])	Wissenschaftsrat
grant agreement	Förderzusage
grant proposal; project application; grant application; funding request	Förderantrag

H

Habilitation (not examination required for qualification to teach as a professor)	Habilitation
Higher Education Act (HG)	Hochschulgesetz (HG)

I

improve/enhance, to	verbessern
indicate, to	anzeigen
initial advising/consultation	Erstberatung
innovativeness	Innovationsfreude
instal(l)ment	Teilzahlung; Rate
interim report	Zwischenbericht

K

knowledge transfer	Erkenntnistransfer
--------------------	--------------------

L

legal department	Rechtsabteilung/-dezernat
letter of intent/Memorandum of Understanding (MOU)	Absichtserklärung/ Absichtsbekundung
Licensing department	Lizenzierungsabteilung

M

main topic	Leitthema
making contacts; networking	Kontaktvermittlung
Ministry of Education; Education Ministry	Bildungsministerium
misuse of funds	Mittelfehlverwendung

N

not infringing on third-party rights	rechtmängelfrei
--------------------------------------	-----------------

O

obligation to acquire a permit; licensing requirement; authoriz(s)ation requirement	Genehmigungspflicht
---	---------------------

P

part-time work; secondary employment; secondary/ ancillary activity (iate)	Nebentätigkeit
personnel costs	Personalkosten
plausibility	Glaubhaftigkeit
preparatory meeting	Vorbereitungstreffen
principal investigator	Hauptverantwortlicher Wissenschaftler/hauptverantwortl iche Wissenschaftlerin; wissenschaftlicher (Projekt-) Leiter/wissenschaftliche (Projekt-) Leiterin
printing costs subsidy; printing allowance	Druckkostenzuschuss
procedural guidelines/requirements	verfahrensrechtliche Vorgaben
procurement/procuring (of research funds/monies/grants)	Einwerbung (von Forschungsgelder)
project duration	Projektlaufzeit
proportional/pro-rata funding	Anteilsfinanzierung
Public Sector Collective Agreement on Länder (Federal States)	Tarifvertrag für den Öffentlichen Dienst der Länder, TV-L
pursue, to	fortsetzen

R

rating agency	Rating Agentur
ready for inspection	abnahmereif
regulation	Bestimmung; Vorschrift
reimbursement of expenses	Kostenerstattung
remuneration regulation	Entgeltordnung
remuneration regulation in accordance with the TV-L salary scheme	Entgeltordnung zum TV-L
renewal proposal; follow-up proposal	Fortsetzungsantrag/Folgeantrag
reporting inventions; announcement/disclosure/notice of an invention (the duty to report an invention to the university, in this case, so it can decide whether to keep it)	Erfindungsmeldung
request form	Antragsformular
research coordinator; research administrator/officer/manager	Forschungsreferent
research endeavours	Forschungsbestrebungen
research management (refers both to university and academic administration)	Forschungsmanagement
research manager (administrative or academic)	Wissenschaftsmanager_in
research project/plan/proposal/intention	Forschungsvorhaben
research proposal	Forschungsantrag
research sponsorship (iate); research funding	Forschungsförderung
review/check/inspect, to	überprüfen

revised budget	Finanzplan, überarbeiteter
----------------	----------------------------

S

salary scale	Gehaltsabstufung
scholar; scholarship holder	Stipendiat_in
science-based; science-driven; academic; scientific...	wissenschaftsgeleitet
scientific site; academic center; research location	Wissenschaftsstandort
self-government; autonomy; self- management; self-regulatory	Selbstverwaltung
[separation allowance]	Trennungsrechnung (nach EU Beihilferecht)
special research [centers/programs]	Sonderforschung
sponsor/promote (im Sinne v. unterstützen), to	fördern
start-up funding	Anschubförderung
subject to approval/to authorize/authorization	genehmigungspflichtig
submit, to	einreichen
subsidy	Beihilfe, finanzielle
supervision strategy/ concept/model	Betreuungskonzept

T

target agreement	Zielvereinbarung
to accede/agree to/consent to	einwilligen
total(l)ing; summation	Summierung
trade mark/property/sui generis/protection ... rights; intellectual property rights	Schutzrechte
transparency requirement	Transparenzgebot

VYZ

visiting researcher	Gastwissenschaftler_in
young scientist (iate); junior scientist; up-and-coming (young) scientist	Nachwuchswissenschaftler_in
Zivilklausel (a voluntary “civil clause” to research only for civilian purposes)	Zivilklausel

Did you know that you have access to many databases devoted to research? Many provide translations to assist with research applications. A few of these—and thanks to colleagues who have participated in English for Research and made a critical input here—follow:

- **InterActive Terminology for Europe** ([IATE](#))
- [Erasmus+ Programme Guide 2015](#) (URL for English)
- [Do's and Don'ts for Applicants](#): Strategic Partnerships for Higher Education in Erasmus+

These three and other resources offer you even more linguistic flexibility than these few pages.