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Englisch für Angestellte der Hochschulverwaltung

**Selbstlernmaterialien
und Glossare**

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3. English for Research Departments

Reading

Most higher education institutions (HEIs) have divisions, departments and/or offices dedicated to research and research administration. They play an important role and, at German-speaking HEIs, are usually to be found under 'Forschungsdezernat'. 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 in charge of/responsible for overseeing and supporting research, while 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?

Part of the so-called 'Ivy league' and one of the leading HEIs in the US, Brown University in Rhode Island offers the following:

Our mission in the Office of the Vice President for Research at Brown University is to advance and elevate research at Brown by identifying opportunities and developing and supporting leading-edge research

D programs. We provide strong infrastructure for research and development, effective administration of projects, and timely dissemination of results. We organize creative collaborations with hospitals, industry, government laboratories, and universities, and we facilitate the transfer of invention and discovery from the university to the commercial marketplace.¹

To achieve this, they have a strategic plan² as well as departmental sections dedicated to different areas like global research, research development, third-party projects, copyrights and patents, entrepreneurship, or ethics and research integrity.

The smaller, Australian university Macquarie announces at the top of its website its emphasis on “research impact -- world-leading research, world-changing impact”.³ This Research Office as “research support services” is composed of different teams, for example for contracts and policy, how to identify and apply for grants and awards, and for ethics and integrity.⁴ Macquarie also have a dedicated “Research strategy and framework”.⁵

¹ <http://www.brown.edu/research/office-vice-president-research/office-vice-president-research>. All last accessed 2017.

² <https://www.brown.edu/research/conducting-research-brown/about-office/strategic-plan>

³ <http://mq.edu.au/research-impact/>

⁴ <https://www.mq.edu.au/research/research-expertise/meet-the-team>

⁵ <https://www.mq.edu.au/research/research-expertise/research-strategy-and-framework>



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 the online presentation allows, with one of these non-German-speaking universities?

Listening

There are lots of podcasts and videos presenting research projects and outcomes – but also many focussing on the administrative and strategic work around those projects. Some interesting examples here might include an interview on questions of ‘Open Science’⁶ and a podcast on research administrators from Australia.⁷

UC San Diego, USA, has a ‘Research Administration Training Program’ with a dedicated YouTube channel.⁸

⁶<https://podcasts.ox.ac.uk/simon-benjamin-open-science>

⁷<http://www.researchadministrationdigest.com/research-administrators-come-oz/>

⁸https://www.youtube.com/channel/UCPGS_VnR1VgsGE2TACv4_A

**Exercises**

1. A. ●○○ Tick the words that can normally be combined with the word 'research'.

research	1. achievements
	2. action
	3. anticipation
	4. assistant
	5. deadline
	6. funding
	7. helmet
	8. household
	9. laboratory
	10. landscape
	11. method
	12. objections
	13. paper
	14. projects

(⇒p.37)



B. ●○○ Now complete the sentences with some of the expressions from A.

- a. Choosing the right research _____ is fundamental to obtaining accurate results.
- b. The DFG is a large German research _____ organization, offering financial and professional support for young researchers.
- c. There are many websites that give you tips on how to write and format a research _____.
- d. Today, industry plays an important role when research _____ need to be supported and sponsored.
- e. The Foundation awards prizes in recognition of outstanding international research _____ in the field of medicine.
- f. Our new research centre enjoys a unique position in the international research _____.
- g. From 2010 to 2012 she worked as a senior research _____ at the Philosophy Department of the University of Bonn.

(⇒p.37)

2. ●○○ Complete the sentences, which all deal with funding issues, with a word from the box.

application – databases – opportunities –
organisation – research – researchers

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

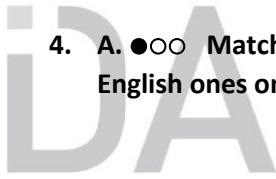
(⇒p.37)



3. ●○○ Match the following German expressions with their English translations.

- | | |
|------------------------|---------------------------------|
| a. Drittmittel | 1. foundation |
| b. Erfindungsmeldung | 2. funding opportunities |
| c. Erkenntnistransfer | 3. initial consultation |
| d. Erstberatung | 4. intellectual property rights |
| e. Fördermöglichkeiten | 5. knowledge transfer |
| f. Forschungsreferent | 6. establishing contact |
| g. Kontaktvermittlung | 7. contract management |
| h. Schutzrechte | 8. invention disclosure |
| i. Stiftung | 9. research coordinator |
| j. Vertragsmanagement | 10. third-party funds |

(⇒p.38)



4. A. ●○○ Match the German expressions to the English ones on the following page.

a. einen Forschungsantrag begutachten	
b. strukturelle Innovationen vorhersehen	
c. die wissenschaftliche Leistung beurteilen	
d. einen vollständigen Antrag vorlegen	
e. eine Antragskizze formulieren	
f. die Regeln der wissenschaftlichen Praxis einhalten	
g. den vorgesehenen Umfang überschreiten	
h. eine Empfehlung aussprechen	
i. ein Antragsformular ausfüllen	
j. finanzielle Unterstützung anbieten	

(⇒p.38)



B. ●●○ Now find the correct verb to complete the expressions.

1. to a _____ to the rules of academic practice
2. to a _____ structural innovations
3. to a _____ scientific achievements
4. to c _____ a request form
5. to e _____ the allowable length
6. to m _____ a recommendation
7. to o _____ financial support
8. to r _____ a research proposal
9. to s _____ a full proposal
10. to w _____ a draft proposal

(⇒p.38)



5. ●●○ Find the correct (i.e. most likely) combination.

- | | |
|-----------------------|----------------------------|
| a. to adhere to | 1. a doctoral degree |
| b. to allocate | 2. a source |
| c. to apply | 3. for funding |
| d. to carry | 4. funds |
| e. to coordinate with | 5. in the application form |
| f. to draw | 6. out research |
| g. to fill | 7. the guidelines |
| h. to indicate | 8. to a deadline |
| i. to pursue | 9. up a checklist |
| j. to work | 10. your supervisor |

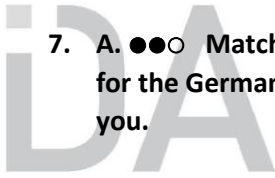
(⇒p.38)

6. ●●○ Choose a word from the box to complete the sentences. There are two more words than you need.

anticipation – application – area – consumables –
environment – exchange – objection –
postgraduate – qualification – scholarship

- a. The University provides a positive research _____ in which you can carry out your research.
- b. You may, however, need to cover the costs of _____ used in the laboratory.
- c. Find out about our _____ research funding and how to apply for it.
- d. The funding amount is usually based on your _____ level and your family status.
- e. You can fund your degree by finding a sponsor, or via a _____.
- f. We deliver our knowledge _____ opportunities through several schemes.
- g. You need to identify your research _____.
- h. We also offer guidance on how to write a good _____.

(⇒p.39)



7. A. ●●○ Match two words to find the translations for the German terms. The first has been done for you.

Abschlussbericht	a	7
Anschubförderung		
Betreuungskonzept		
Einrichtungsantrag		
Förderzeitraum		
Forschungsverbund		
Fortsetzungsantrag		
Gastwissenschaftler		
Leitthema		
Vorbereitungstreffen		

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

(⇒p.39)



B. ●●○ Now find the correct expression from A to complete the sentences.

- a. We offer guidance for setting up _____
_____ placements for postgraduate
research students from other institutions.
- b. Our international _____
_____ aims to support research creativity around the world.
- c. The board has decided to extend the _____
_____ for another three years.
- d. We kindly ask you to submit your _____
_____ approximately a year before the
end of the first funding period.
- e. The _____
_____ for a funded
project is used to determine whether the research
project was completed satisfactorily.
- f. The progress report must state whether or not a
joint _____
_____ was
implemented.

(⇒p.40)

**8. ●●○ Unscramble the verbs in brackets.**

- a. to _____ (mreurbse) expenses
- b. to _____ (qtueres) a payment of funds
- c. to _____ (peclomte) a form
- d. to _____ (vparpoe) a request
- e. to _____ (dctnouc) research
- f. to _____ (vegi) the final approval
- g. to _____ (nargt) an extension
- h. to _____ (evercie) a transfer payment
- i. to _____ (ryacr) out the agreed tasks
- j. to _____ (atnimani) strict confidentiality
- k. to _____ (csesldio) confidential information
- l. to _____ (polcmy) with the guidelines

(⇒p.40)

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 because it draws students and attracts additional investments.
- Some staff and student populations are highly critical because 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.

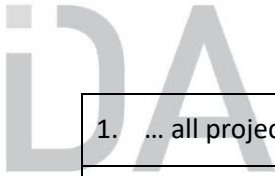
Among discussions on this topic are Brendan O’Malley’s “Universities divided on value of new rankings: EUA”⁹, reprinted in the *Chronicle of Higher Education*, or the *Times Higher Education*’s rankings editor Phil Baty’s article “Why We Publish World University Rankings”.¹⁰

⁹<http://www.universityworldnews.com/article.php?story=20150225145423462&query=rankings>.

¹⁰<https://www.timeshighereducation.com/blog/why-we-publish-world-university-rankings>

9. ●●○ Match the sentence halves with those on the following page.

a. A formal employment relation in terms ...	
b. All involved parties must deliver the work ready ...	
c. Confidentiality is to be heeded, especially with ...	
d. Once the contract is completed, ...	
e. Reimbursement beyond the agreed remuneration cannot be ...	
f. Single instalments may ...	
g. Technical guidelines of the university must be complied ...	
h. The contracting company conducts ...	
i. The contractor must ...	
j. The final approval will be granted by ...	



1. ... all project work on its own risk.
2. ... of social security is not intended.
3. ... be agreed upon.
4. ... maintain strict confidentiality.
5. ... respect to third-party funding.
6. ... payment for contractor's work will be ordered promptly.
7. ... with by the contractor.
8. ... claimed by the contractor.
9. ... the head of the committee board.
10. ... for inspection and free of faults by 31 March.

(⇒p.40)



10. A. ●●○ Match the following expressions with their definitions.

- | | |
|--------------------|---|
| a. allowance | 1. money paid for the salaries of an organisation's employees |
| b. consumables | 2. a corrected version of a plan of the money that is available and how it will be spent |
| c. expenditure | 3. the range of levels for the money that employees receive |
| d. personnel costs | 4. goods that are bought regularly because they are quickly used up and need to be replaced often |
| e. revised budget | 5. money that is paid as part of the cost of something, to help or encourage it to happen |
| f. salary scale | 6. an amount of money that is given to somebody regularly or for a particular purpose |
| g. subsidy | 7. the total amount of money spent |

(⇒p.41)



B. ●●○ Now find the correct expression from A to complete the sentences.

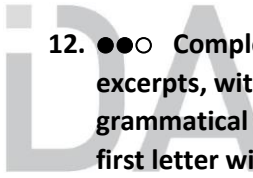
- a. The University's _____ goes from € 30,000 to € 40,000.
- b. Please note that the research _____ may not be used for the purchase of computers.
- c. If you require advice or assistance on selection of appropriate _____ (e.g. writable DVD formats), please contact the Support Team.
- d. A budget can be seen as a listing of planned revenue and _____ for a given period.
- e. The largest proportion of most projects' budgets is allocated to _____.
- f. Doctoral students can only apply for a printing costs _____ when their dissertations have been given very good evaluations.
- g. The _____ includes the evaluation of the funding requests that accompany the research plan.

(⇒p.41)

11. ●●○ Underline the correct word in italics.

- a. to make a(n) *useful* – *deep* – *atrocious* contribution to the area
- b. to be of *practical* – *useful* – *meaningful* importance
- c. an increasingly *conscious* – *competitive* – *comparative* funding environment
- d. to solve *terrific* – *steady* – *major* problems regarding social sciences
- e. to work on a *straight* – *broad* – *high* range of subjects
- f. to support *stable* – *talented* – *offensive* doctoral students
- g. to take a *strictly* – *strongly* – *likely* academic approach
- h. to tackle a *distinctive* – *dismal* – *distinguished* research problem
- i. to be *gullible* – *capable* – *eligible* for support
- j. fellowships are *amendable* – *tenable* – *reliable* for between 3 and 24 months

(⇒p.41)



12. ●●○ Complete the sentences, which are all email excerpts, with a verb. Watch out for the grammatical form. The German translation and the first letter will help you.

- a. Would you kindly c_____ (sich abstimmen) with Mr Davis in order to m_____ (herstellen) the necessary contacts with the previously mentioned universities?
- b. You s_____ (angeben) in your previous email that you are unfamiliar with the 'h'-index and how it should be c_____ (berechnen).
- c. Some other issues have a_____ (auftreten), which I will a_____ (ansprechen) in a separate email.
- d. Please be aware that computers are u_____ (auffassen, begreifen) to be general office equipment that must be f_____ (finanzieren) from indirect (overhead) costs unless otherwise j_____ (begründen).
- e. I would like to c_____ (klarstellen) that a local researcher can be e_____ (beschäftigen, einstellen) where the research is t_____ (stattfinden) place outside the UK.

(⇒p.42)



13. ●●○ Tick the correct translation of these German terms.

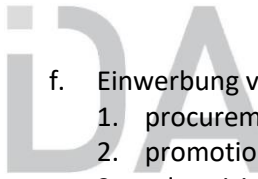
- a. Bruttoarbeitsentgelt
 - 1. brute salary
 - 2. gross remuneration
 - 3. total work payment

- b. sozialversicherungspflichtig
 - 1. subject to social insurance contribution
 - 2. social insurance contribution payable
 - 3. social insurance duty

- c. Kostenanspruch
 - 1. costs demand
 - 2. claim for reimbursement
 - 3. costs payment request

- d. Druckkostenzuschuss
 - 1. printing costs subsidy
 - 2. printing costs scheme
 - 3. printing costs retainer

- e. Förderantrag
 - 1. promotion application
 - 2. finance proposal
 - 3. funding request



- f. Einwerbung von Forschungsgeldern
 - 1. procurement of research funds
 - 2. promotion of research grants
 - 3. advertising of research grants

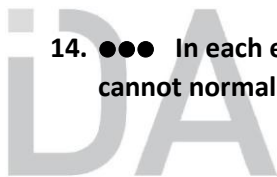
- g. Forschungsstipendium
 - 1. research professorship
 - 2. research assistantship
 - 3. research fellowship

- h. fachliche Vorgaben
 - 1. professional specifications
 - 2. subject requirements
 - 3. technical guidelines

- i. Geheimhaltung
 - 1. confidence
 - 2. confidentiality
 - 3. conscientiousness

- j. mängelfrei
 - 1. free of faults
 - 2. mistake-free
 - 3. without flaws

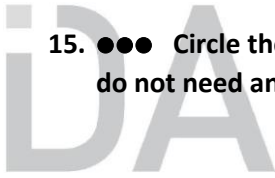
(⇒p.42)



14. ●●● In each example, one of the verbs in italics cannot normally be used. Circle it.

- a. to *identify* – *find* – *discuss* – *fulfil* potential funding sources
- b. to *support* – *engage in* – *levy* – *withdraw from* one's research activities
- c. to *pass* – *benefit from* – *miss out on* – *explore* funding opportunities
- d. to *support* – *hold* – *encourage* – *develop* collaborative approaches to research
- e. to *supply* – *conduct* – *carry out* – *finance* innovative research
- f. to *create* – *provide* – *offer* – *conduct* an excellent research environment
- g. to *have* – *gain* – *become* – *offer* access to international networks
- h. to *encourage* – *support* – *pursue* – *enter* research endeavours
- i. to *give* – *acquire* – *require* – *lack* some qualifications
- j. to *ask for* – *require* – *make* – *need* additional support

(⇒p.42)



15. ●●● Circle the correct preposition. Sometimes you do not need any preposition.

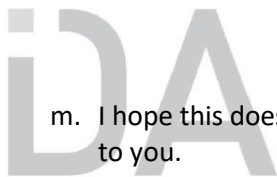
- a. to provide an overview *to/of/for/in* your research
- b. to give some information *about/in/--/over* the topic
- c. to talk *at/in/--/over* the phone
- d. to reply *to/by/--/in* an email
- e. to fill *at/in/--/on* a form
- f. to look *on/onto/--/at* an updated draft
- g. to include *for/with/--/in* more details
- h. to address *to/at/--/on* minor issues
- i. to take something *to/by/on/into* account
- j. to propose *of/for/--/about* necessary adjustments
- k. to coordinate *for/by/--/with* your supervisor
- l. to discuss *about/on/--/over* an issue
- m. to be interested *on/by/for/in* a topic
- n. to be good *at/in/about/on* your subject

(⇒p.43)



16. ●●● Complete the email phrases (one word for each gap). The first letter is given.

- a. Thank you for your r_____ of 2 June.
- b. We a_____ for the late reply.
- c. With r_____ to your email I would like to inform you that ...
- d. F_____ to our conversation last week, I am sending you ...
- e. R_____ your question on research funding, I am happy to tell you ...
- f. Please f_____ the attached link.
- g. Please find a_____ the requested forms.
- h. You will be p_____ to hear that ...
- i. We r_____ to have to inform you that ...
- j. I'm afraid we cannot p_____ you with any information on ...
- k. Please c_____ the attached forms.
- l. Please r_____ the form by 30 June.



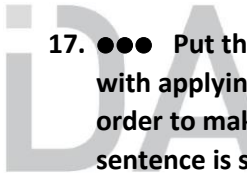
- m. I hope this does not cause any i _____
to you.
- n. We hope this a _____ all your questions.
- o. I hope I was of a _____.
- p. Should you have any further questions, please do not
h _____ to contact us.
- q. Yours s _____

(⇒p.43)

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 websites¹¹ and e-newsletters that will keep you informed about global university research. Have a look at these pages or similar ones every now and then as articles on discussions and current affairs in Higher Education are a great way of practicing your English while also staying up to date with current trends and developments in your field of work.

¹¹ <http://www.chronicle.com>
<http://www.universityworldnews.com>



17. ●●● Put the words and phrases, which all deal with applying for research grants, into the correct order to make sentences. The beginning of each sentence is shown by the capital letter.

- a. staff engaged on the salaries of research proposed Most research grants associated costs directly provide support for the project, plus related to the research
- b. the UK should not have record of research, but have a track academic appointment in Applicants must held an established
- c. details of the aims guidance for applicants, which Before beginning an provides full the scheme application, please and eligibility criteria for read the essential
- d. a research team of support talented scholars who tackle a distinctive university career but our Research Project Grants is to have successfully launched a research problem who need to build sufficient scale to The aim of

- e. development opportunities for proven record
 Our Early Career Fellowships aim of research
 their academic careers, but to provide career
 relatively early stage of those who are at a
 who have a
- f. the interdisciplinary nature of We recommend
you complementary expertise and the the
project, duly additional scientific value add
information on justifying the specific
- g. unsuccessful applications to individual
applicants regarding this scheme, it to the
large Unfortunately, due is not possible
 number of applications for to provide feedback

(⇒p.44)

18. ●●● Find the odd one out and give a reason for your choice.

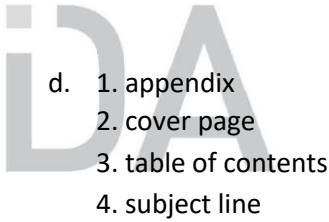
- Example:**
1. student
 2. teacher
 3. university
 4. professor

⇒ 3. is the odd one out because it's not a person

- a.
1. scholar
 2. fellowship
 3. project manager
 4. visiting researcher

- b.
1. to draft
 2. to write
 3. to spend
 4. to review

- c.
1. coherent
 2. contorted
 3. compelling
 4. comprehensive

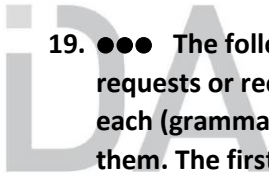
- 
- d.
 1. appendix
 2. cover page
 3. table of contents
 4. subject line

- e.
 1. research landscape
 2. application form
 3. funding request
 4. research proposal

- f.
 1. feasibility
 2. obligation
 3. plausibility
 4. innovativeness

- g.
 1. to fund a project
 2. to reimburse expenses
 3. to receive an allowance
 4. to anticipate the added value

(⇒p.45)



19. ●●● The following translations, which are all requests or recommendations, contain one mistake each (grammar, vocabulary ...). Find and correct them. The first example has been done for you.

- a. Bitte berücksichtigen Sie die Hinweise im Leitfaden.

Please ~~get~~ into account the information in the guidelines. ⇒ take

- b. Bitte entnehmen Sie die Begutachungskriterien dem angehängten Dokument.

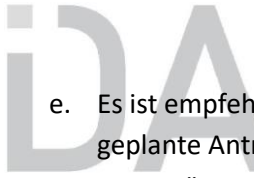
Please find the review criterias in the attached document.

- c. Bitte achten Sie darauf, dass die Antragsskizze den vorgeschriebenen Umfang nicht überschreiten darf.

Please make sure that the draft proposal may not excess the allowable length.

- d. Ihr Antrag sollte außerdem folgende Informationen enthalten: ...

Your proposal should also include the following informations: ...



- e. Es ist empfehlenswert, uns möglichst früh über geplante Anträge zu informieren, damit wir unterstützend wirken können.

We recommend you to inform us of any planning proposals as soon as possible so that we can support you with all matters arising.

- f. Legen Sie bitte genau dar, welche neuen wissenschaftlichen Fragestellungen Sie bearbeiten werden.

Please describe in details what new research objectives you are going to cover.

- g. Bitte wenden Sie sich zwecks Beratung an den zuständigen Ansprechpartner.

Please contact the responsible staff member for more advice.

- h. Bitte fügen Sie als Anhang die Forschungsprofile der beteiligten Wissenschaftler bei.

Please attach the research profiles of all participated researchers.

(⇒p.46)

Did you know that government decisions have an immense influence on university research programs?

You have probably experienced this yourself, but it is quite explicitly described in reports from Australia. Considerations by the Conservative government in 2014 to deregulate universities and cut research funding have changed the atmosphere in university life.¹² Though the government's plans have been discussed intensively for years and have only started to come to any definite measures in 2017,¹³ we could see immediately what we usually only experience long-term—"upheaval".¹⁴ In 2015 already, *University World News* reported that Australia's "top talent head overseas for jobs".¹⁵

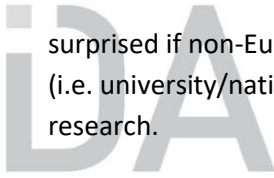
Whether the government's reform plans are necessary or not, insecurity among university staff and students has become a given. In the light of this "developing" story, research administrators in Europe should not be overly

¹²<http://www.universityworldnews.com/article.php?story=20140514062420688>

¹³ <http://www.theage.com.au/federal-politics/political-news/time-running-out-for-government-university-funding-reform-20170916-gyir7s.html>

¹⁴<http://www.universityworldnews.com/article.php?story=20140501121055444>

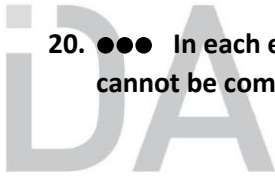
¹⁵<http://www.universityworldnews.com/article.php?story=20150212115016700&query=Australia>



surprised if non-European researchers ask about outside (i.e. university/national government) influence on their research.

Another example of the influence of politics on higher education is the UK's decision to leave the EU: You can listen to a debate on the effect of 'Brexit' on universities and research in the UK.¹⁶

¹⁶<https://www.theguardian.com/education/audio/2017/sep/13/how-will-leaving-the-eu-affect-universities-and-research-brexit-means-podcast>



20. ●●● In each example, find the one verb that cannot be combined with the noun.

a. write – submit – support – approve – reject – rejoice – draft – present	a PhD research proposal
b. license – patent – market – make – do – disclose – present – sell – devise	an invention
c. commit – consult – contact – inform – write to – coordinate with – approach	the Research Department
d. accept – confirm – have – cancel – make – announce – secure – defend	an appointment
e. give – hold – deliver – participate in – sit in – attend – withhold – prepare	a lecture
f. renew – sign – negotiate – accept – entitle – break – cancel – formulate	a contract
g. allocate – reimburse – reduce – incur – receive – curb – cover – refund	expenses
h. acquire – opt – circulate – provide – give – gather – exchange – obtain	information
i. earn – receive – be awarded – make – have – hold – do – get – require	a PhD in Maths

(⇒p.46)

**Key****1 A.**

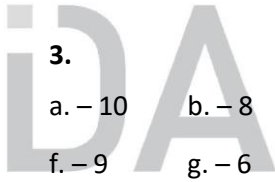
1. achievements
4. assistant
6. funding
9. laboratory
10. landscape
11. method
13. paper
14. projects

1 B.

- a. method
- b. funding
- c. paper
- d. projects
- e. achievements
- f. landscape
- g. assistant

2.

- a. organisation
- b. researchers
- c. research
- d. databases
- e. application
- f. opportunities

**3.**

a. - 10

b. - 8

c. - 5

d. - 3

e. - 2

f. - 9

g. - 6

h. - 4

i. - 1

j. - 7

4 A.

a. - 8

b. - 2

c. - 3

d. - 9

e. - 10

f. - 1

g. - 5

h. - 6

i. - 4

j. - 7

4 B.

1. adhere
2. anticipate
3. assess
4. complete
5. exceed
6. make
7. offer
8. review
9. submit
10. write

5.

a. - 7

b. - 4

c. - 3

d. - 6

e. - 10

f. - 9

g. - 5

h. - 2

i. - 1

j. - 8

**6.**

- a. environment
- b. consumables
- c. postgraduate
- d. qualification
- e. scholarship
- f. exchange
- g. area
- h. application

7 A.

Abschlussbericht	a	7
Anschubförderung	h	1
Betreuungskonzept	i	9
Einrichtungsantrag	c	5
Förderzeitraum	b	4
Forschungsverbund	g	3
Fortsetzungsantrag	f	6
Gastwissenschaftler	j	8
Leitthema	d	10
Vorbereitungstreffen	e	2

**7 B.**

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

8.

- a. reimburse
- b. request
- c. complete
- d. approve
- e. conduct
- f. give
- g. grant
- h. receive
- i. carry
- j. maintain
- k. disclose
- l. comply

9.

- a. – 2 b. – 10 c. – 5 d. – 6 e. – 8
- f. – 3 g. – 7 h. – 1 i. – 4 j. – 9

10 A.
a. – 6 b. – 4
e. – 2 f. – 3

c. – 7

d. – 1

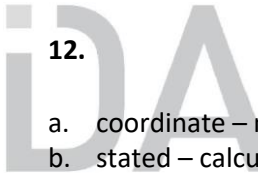
g. – 5

10 B.

- a. salary scale
- b. allowance
- c. consumables
- d. expenditure
- e. personnel costs
- f. subsidy
- g. revised budget

11.

- a. useful
- b. practical
- c. competitive
- d. major
- e. broad
- f. talented
- g. strictly
- h. distinctive
- i. eligible
- j. tenable

**12.**

- a. coordinate – make
- b. stated – calculated
- c. arisen – address
- d. understood – funded/financed – justified
- e. clarify – employed – taking

13.

- a. – 2 b. – 1 c. – 2 d. – 1 e. – 3
- f. – 1 g. – 3 h. – 3 i. – 2 j. – 1

14.

- a. fulfil
- b. levy
- c. pass
- d. hold
- e. supply
- f. conduct
- g. become
- h. enter
- i. give
- j. make

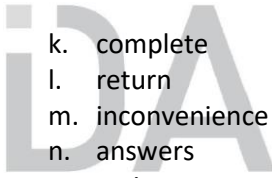


15.

- a. of
- b. about
- c. over
- d. to
- e. in
- f. at
- g. –
- h. –
- i. into
- j. –
- k. with
- l. –
- m. in
- n. at

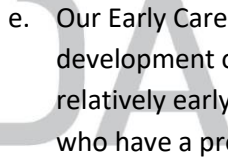
16.

- a. request
- b. apologise
- c. reference
- d. Further
- e. Regarding
- f. follow
- g. attached
- h. pleased
- i. regret
- j. provide

- 
- k. complete
 - l. return
 - m. inconvenience
 - n. answers
 - o. assistance
 - p. hesitate
 - q. sincerely

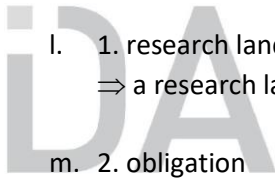
17.

- a. Most research grants provide support for the salaries of research staff engaged on the project, plus associated costs directly related to the research proposed.
- b. Applicants must have a track record of research, but should not have held an established academic appointment in the UK.
- c. Before beginning an application, please read the essential guidance for applicants, which provides full details of the aims and eligibility criteria for the scheme.
- d. The aim of our Research Project Grants is to support talented scholars who have successfully launched a university career but who need to build a research team of sufficient scale to tackle a distinctive research problem.

- 
- e. Our Early Career Fellowships aim to provide career development opportunities for those who are at a relatively early stage of their academic careers, but who have a proven record of research.
 - f. We recommend you add information on the interdisciplinary nature of the project, duly justifying the specific complementary expertise and the additional scientific value.
 - g. Unfortunately, due to the large number of applications for this scheme, it is not possible to provide feedback to individual applicants regarding unsuccessful applications.

18.

- h. 2. fellowship
⇒ a fellowship is not a person
- i. 3. to spend
⇒ spend isn't used in connection with documents
- j. 2. contorted
⇒ contorted can't be used to describe a research proposal
- k. 4. subject line
⇒ a subject line is not part of a research paper



- l. 1. research landscape
⇒ a research landscape is not a document
- m. 2. obligation
⇒ obligation isn't used in connection with research projects

- n. 4. to anticipate the added value
⇒ the others all deal with financial issues

19.

- a. get ⇒ take
- b. criterias ⇒ criteria
- c. excess ⇒ exceed
- d. informations ⇒ information
- e. planning ⇒ planned
- f. details ⇒ detail
- g. stuff ⇒ staff
- h. participated ⇒ participating

20.

- a. rejoice
- b. do
- c. commit
- d. defend
- e. withhold
- f. entitle
- g. receive
- h. opt
- i. make

Glossary English-German

A

Academic Short-term Contract Act	Wissenschaftszeitvertragsgesetz (WissZeitVG)
accede (to s.th), to	beitreten, beipflichten
account, to take s.th into	etw. berücksichtigen, einkalkulieren
achievement	Leistung, Erlangen, Errungenschaft
adhere (to), to	etw. einhalten, an etw. halten
adjustment	Anpassung, Änderung, Umstellung, Regulierung
agree (to s.th), to	zustimmen, einwilligen
allocate, to	zuweisen
allocated budget	zur Verfügung stehenden Budget
allowance	(finanzielle) Unterstützung, Zulage
alteration	(Um-)Änderung
amendable	behebbar, abänderungsfähig
amount	Summe
amount of funding approved	Bewilligungssumme
ancillary employment/activities	Nebentätigkeit
annual	jährlich
anticipation	Prognose, Vorahnung, Erwartung
appendix	Anhang, Appendix
applicant	Bewerber, Antragsteller
application for external funding/funds	Drittmittelantrag

application form	Antrags- /Bewerbungsformular
applied research; application-oriented research	anwendungsorientierte Forschung
assess, to	bewerten
assessable	bewertbar
assessment	Bewertung, Beurteilung, Prüfung
assignment	Auftrag; Aufgabe
atrocious	grässlich, scheußlich
autonomy	Selbstverwaltung, Eigenständigkeit, Unabhängigkeit
award, to	vergeben; zusprechen

B

bribe (s.o.), to	(jdn) bestechen
bribery <i>(frequently "passive bribery" and "passive corruption")</i>	Bestechlichkeit
budget cut	Budgetkürzung

C

calculate, to	berechnen
capable	fähig
carry out (research), to	(Forschung) durchführen/ ausführen
centre for science/research; <i>(also possible: academic/scientific centre)</i>	Wissenschaftsstandort
charge of s.th, to be in	die Verantwortung für etw. haben/tragen, federführend sein

check, to	überprüfen
claim for reimbursement	Kostenanspruch, Erstattungsantrag
coherent	zusammenhängend
collaborative	gemeinschaftlich
Collaborative Research Centre	Sonderforschungsbereich (HEI)
Collective Pay/Labour Agreement (of German Federal States)	TV-L (Tarifvertrag-Länder)
compelling	triftig, fesselnd
competitive	wettbewerbsfähig
comply (with), to	erfüllen
comprehensive	umfassend
conceptualise, to	entwerfen, begrifflich denken
conduct research, to	forschen, Forschung durch-/ausführen
confidential disclosure agreement (CDA)/ confidentiality agreement	Geheimhaltungsverein- barung
confidentiality	Geheimhaltung, Vertraulichkeit
consent to s.th, to	in/zu etw. einwilligen
consortium agreement (CA)	Konsortialvertrag
consumables	Gebrauchsgüter
contorted	verdreht, verzerrt
(research-related) contract management	(forschungsbezogenes) Vertragsmanagement
contribution	Beitrag
copyright	Urheberrecht

D

decrease, to	mindern, zurückgehen
dedicated to s.th, to be	etw. verschrieben sein, sich etw. widmen
deficit financing	Fehlbedarfsfinanzierung
design, to	entwerfen, konzipieren, gestalten
disclosure/notice of an invention; invention disclosure (<i>in this case: the duty to report an invention to the university so it can decide whether to keep it</i>)	Erfindungsmeldung
dismal	trist, kläglich
diverse	vielfältig
division	Abteilung, Teilung, Aufteilung
division of research development (<i>see also R</i>)	Referat für Forschungsförderung
doctoral thesis/dissertation, doctoral research (study)	Doktorarbeit
draft, to	entwerfen, formulieren, skizzieren
draft proposal	Antragsskizze

E

early career academic/researcher/scientist	Nachwuchs- wissenschaftler/in
Education Ministry; Ministry of Education	Bildungsministerium
elected	gewählt
eligibility	Förderwürdigkeit, Eignung, Teilnahmeberechtigung

emphasis	Betonung, Schwerpunkt
enhance, to	verbessern, fördern, hervorheben
entrepreneurship	Unternehmertum
evaluation	Bewertung, Beurteilung
excellence initiative (<i>specific to Germany</i>)	Exzellenzinitiative
expand, to	ausweiten
expenditure	Kostenaufwand
external (capital) provider/sponsor/donor	Drittmittelgeber
external (contract) research	Drittmittelforschung
external or third-party funds	Drittmittel

F

facilitate, to	etw. ermöglichen
feasibility	Durchführbarkeit
final report	Abschlussbericht
financial aid/support/ assistance/backing	finanzielle Unterstützung
follow-up proposal	Folgeantrag
formal employment relation in terms of social security	sozialversicherungspflichtiges Arbeitsverhältnis
Framework Act on Higher Education	Hochschulrahmengesetz
free of faults; free from defects	mängelfrei
freedom of research	Forschungsfreiheit
fulfil(l), to	erfüllen
fund, to	finanzieren
fundamental/pure research	Grundlagenforschung
funding option	Fördermöglichkeit
funding period	Förderzeitraum
funding request	Förderantrag

(approved sum of) funding	Förder- /Bewilligungssumme
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G

graduate	Studierender in einem fortgeschrittenen Studiengang (Master/Promotion); <i>oder: Absolvent/in</i>
grant, to	vergeben; zusprechen
grant agreement	Förderzusage
grant proposal/application	Förderantrag
gross remuneration	Bruttoarbeitsentgelt
guidelines	Richtlinien
gullible	leichtgläubig

H

habilitation <i>(not to be translated as 'examination required for qualification to teach as a professor')</i>	Habilitation
heed (confidentiality), to	(Vertraulichkeit) beachten/ beherzigen
Higher Education Act	Hochschulgesetz (HG)

I

implement, to	etw. einführen, ausführen, umsetzen
improve, to	verbessern
inconvenience	Unannehmlichkeit
indicate, to	anzeigen

industrial property protection	Schutz des gewerblichen Eigentums, gewerbliche Schutzrechte
initial advising/consultation	Erstberatung
innovativeness	Innovationsfreude
intellectual property rights	Rechte des/am geistigen Eigentum/s
inspect, to	überprüfen
instal(l)ment	Teilzahlung; Rate
interim report	Zwischenbericht
invention disclosure; disclosure/ notice of an invention <i>(in this case: the duty to report an invention to the university so it can decide whether to keep it)</i>	Erfindungsmeldung
in recognition of	in Anerkennung von
issue	Thema, Frage Angelegenheit, Problem; <i>bei Publikationen auch:</i> Ausgabe, Auflage

K

knowledge transfer	Erkenntnistransfer
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L

legal department	Rechtsabteilung/-dezernat
letter of intent <i>(see also: MOU)</i>	Absichtserklärung/ Absichtsbekundung
levy, to	erheben
license, to	lizensieren
Licensing department	Lizenzierungsabteilung

M

main topic	Leitthema
Memorandum of Understanding (MOU) (<i>see also: letter ...</i>)	Absichtserklärung/ Absichtsbekundung
Ministry of Education; Education Ministry	Bildungsministerium
misuse of funds	Mittelfehlverwendung

N

negotiate, to	verhandeln
networking	Kontakte knüpfen, Vernetzung
non-disclosure agreement (NDA)	Geheimhaltungsvereinbarung
not infringing on third-party rights	rechtsmängelfrei
notice/announcement/ disclosure of an invention (<i>in this case: the duty to report an invention to the university so it can decide whether to keep it</i>)	Erfindungsmeldung

O

(research) objective	(Forschungs-)Ziel, Zielsetzung
obligation to acquire authorisation/a permit	Genehmigungspflicht
obtain (results, funding, ...), to	(Ergebnisse, Gelder, ...) einholen, gewinnen
outcome	Ergebnis, Resultat

P

(research) paper	Vortrag, Aufsatz
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part-time work	Nebentätigkeit, Teilzeit
patent, to	patentieren
patent rights	Patentrechte, Schutzrechte
performance appraisal	Leistungsbeurteilung
personnel costs	Personalkosten
plausibility	Glaubhaftigkeit
preparatory meeting	Vorbereitungstreffen
postgraduate	Studierender in einem fortgeschrittenen Studiengang (Master/Promotion)
principal investigator (PI)	hauptverantwortliche/r Wissenschaftler/in; wissenschaftliche/r (Projekt-)Leiter/in
printing costs subsidy; printing allowance	Druckkostenzuschuss
procedural guidelines/requirements	verfahrensrechtliche Vorgaben
procurement/procuring (of research funds/monies/grants)	Einwerbung (von Forschungsgelder)
project application/proposal	Förderantrag
project duration	Projektlaufzeit
promote, to (im Sinne v.: unterstützen)	fördern
property rights	Schutzrechte
proportional/pro-rata funding	Anteilsfinanzierung
Public Sector Collective Agreement on Länder (Federal States)	Tarifvertrag für den Öffentlichen Dienst der Länder, TV-L
pure/fundamental research	Grundlagenforschung
pursue, to	fortsetzen, verfolgen

R

rating agency	Rating-Agentur
ready for inspection	abnahmereif
recognition	Anerkennung, Erkennung
recommendation	Empfehlung
reduce, to	mindern, verringern
regulation	Bestimmung; Vorschrift
regret, to	bedauern
reimbursement of expenses	Kostenerstattung
remuneration	Vergütung, Entgelt, Lohn
remuneration regulation	Entgeltordnung
remuneration regulation in accordance with the TV-L salary scheme	Entgeltordnung zum TV-L
renewal proposal	Fortsetzungsantrag
report an invention, to/ invention report <i>(in this case: the duty to report an invention to the university so it can decide whether to keep it)</i>	Erfindungsmeldung
request	Bitte, Antrag
request form	Antragsformular, Anforderungsformular
require, to	benötigen
research and project development division <i>(see also D)</i>	Referat für Forschungsförderung
research coordinator; research administrator/officer/ manager	Forschungsreferent/in
research endeavours	Forschungsbestrebungen
research environment	Forschungsumfeld, Rahmenbedingungen, äußere Umstände

research fellowship	Forschungsstipendium
research landscape	Forschungslandschaft
research location	Wissenschaftsstandort
research management <i>(refers both to university and academic administration)</i>	Forschungsmanagement
research manager <i>(administrative or academic)</i>	Wissenschaftsmanager/in
research project/plan/ proposal/intention	Forschungsvorhaben
research proposal	Forschungsantrag
research sponsorship; research funding	Forschungsförderung <i>(bezogen auf Gelder/Mittel)</i>
responsibility	Verantwortung, Zuständigkeit
research support/promotion; promote research, to	Förderung von Forschung <i>(allgemein)</i>
review, to	überprüfen, besprechen, rezensieren
revised budget	überarbeiteter Finanzplan

S

salary scale	Gehaltsabstufung
scholar	Stipendiat/in, Wissenschaftler/in, Gelehrte/r <i>(kontextabhängig)</i>
scholarship holder	Stipendiat/in
science-driven, science-based	wissenschaftsgeleitet
secondary employment	Nebentätigkeit
self-government; self- management	Selbstverwaltung

separate costing	Trennungsrechnung (nach EU Beihilferecht, eindeutige Trennung zwischen wirtschaftl. und nichtwirtschaftl. Tätigkeit)
special research [centres/programmes] (see also: Collaborative Research Centres)	Sonderforschung
sponsor, to	fördern, (finanziell) unterstützen
staff	Personal, Angestellte, Lehrkörper
start-up funding/support	Anschubförderung
subject to approval/authorisation	genehmigungspflichtig (je nach Kontext auch: von Genehmigung abhängig)
subject to social insurance contribution	sozialversicherungs-pflichtig
submit, to	einreichen
subsidy	finanzielle Beihilfe, Zuschuss
(funding) sum approved/granted	Bewilligungssumme
summation	Summierung
supervision strategy/ concept/model	Betreuungskonzept (für eine Dissertation/ein Projekt/Studierende/...)
supply, to	versorgen, bereit stellen

T

take s.th into account, to	etw. berücksichtigen, einkalkulieren
target agreement	Zielvereinbarung
technical guidelines	fachliche Vorgaben

tenable	haltbar
tenable for x years, to be	für x Jahre zu besetzen, auf x Jahre beschränkt
third-party sponsor/donor	Drittmittelgeber
total(l)ing	Summierung
trade mark rights	Markenrechte (einer geschützten Marke)
transparency requirement, requirement for transparency	Transparenzgebot

U

up-and-coming (young) scientist <i>(see also: early career ...)</i>	Nachwuchs- wissenschaftler/in
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V

visiting researcher/scholar	Gastwissenschaftler/in
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Y

young scientist/researcher <i>(often also used in general now or for children/students in outreach programmes, see also: early career ...)</i>	Nachwuchs- wissenschaftler/in
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Z

Zivilklausel/ "Civil Clause" <i>(a voluntary "civil clause" to research only for civilian purposes)</i>	Zivilklausel
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