Application

dated XX/XX/2022

Center

Project title

Authors:

Person responsible and contact:

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This template is used to compare project applications and carry out fair evaluations during the selection process. For this reason, please do not change the structure of the application, including the lettering/numbering and headings.

You will find further instructions on filling out the sections under each heading as well as key questions that provide orientation in structuring your application. Only respond to the key questions if they apply to the situation at your Center.

You can insert images and diagrams (such as project plans, Gantt charts, etc.). Please also insert the financing plan (see Attachment 2) in this document. Label the illustrations.

Please do not submit more than 20 pages of text in Arial font size 10. The blocks of text with the instructions on completing the application and key questions can be deleted.

# Analysis of the initial situation

## Brief analysis on the status of work in the areas of diversity and inclusion

Please provide a brief description below on how the topics of diversity and inclusion are currently addressed at your Center. The area of recruitment processes can initially be omitted here and addressed in the next subsection. In addition to other relevant information, please answer the following questions below (if applicable for your Center):

1. What is the Center’s understanding of the terms diversity and inclusion?
2. In light of how these terms are understood: What is currently known about the diversity of those working at the Center? (Please go into all the available data; at a minimum, the available data on gender distribution, internationalization, and severe disabilities should be discussed. You can use the information requested in the PAKT monitoring as the basis for this.)
3. How are the topics of diversity and inclusion embedded in the Center’s strategy and/or mission?
4. Which aspects of diversity and inclusion are being addressed as key topics? Using what measures and offers?
5. Which stakeholders at the Center are currently working on these topics?
6. How are the upper levels of management involved in addressing the topics of diversity and inclusion?
7. What efforts to monitor and analyze diversity and inclusion measures are already underway or being planned?

## Taking stock of recruitment that is sensitive to diversity

In the following section, please briefly describe the extent to which diversity and inclusion play a role in the recruitment processes currently in place. In addition to other relevant information, please respond to the following questions below (if applicable for your Center):

1. To what extent are the topics of diversity and inclusion already taken into consideration in personnel marketing (for example, employer branding, events, and networking formats that are sensitive to diversity for specific target groups, auditing and certification, career events and fairs, an accessible website, university marketing that embraces diversity, or similar)?
2. To what extent are the topics of diversity and inclusion already taken into consideration in recruiting (for example, calls for applications as well as recruiting processes and procedures that are sensitive to diversity, unconscious bias training for selection committees and managers, network recruiting, strategic talent scouting and active sourcing)?
3. Which target groups have already been addressed through the measures mentioned (if already in place)?
4. Which strategically significant target groups have you not been able to reach yet, or not to the desired extent, using the measures mentioned?
5. At which neuralgic process points do individuals from these target groups drop out of the process and why?

# Strategic objectives of the project

Based on the analysis outlined in the previous section, please describe below the strategic goals you have set for the project in the context of the funding initiative. Please address the following questions below:

1. What strategic goals is your project pursuing, especially in regard to the target groups that have yet to be sufficiently addressed?
2. How can these goals be operationalized? What qualitative and quantitative success indicators are you applying to this end?

# Measures for piloting and schedule

In the following section, please describe the measures you aim to conceptualize and pilot in the first phase of funding based on the analysis and your strategic goals. To this end, please provide a detailed description of how you will proceed and set out key milestones in a schedule for the first phase of funding. Outline the ongoing steps that are to follow in the second phase of funding.

# Project structure

## Project governance and project management

Please describe below which stakeholders will work together on the project and which roles and tasks they will assume. The HR department, equal opportunities officer, and management of the Center are to be involved at a minimum here. Depending on the project, additional stakeholders may include business development, the diversity officer, representative of employees with disabilities, staff council, etc. Briefly describe the project routines that the mentioned stakeholders work on together.

## Project communication and stakeholder involvement

Please provide a brief description of how you will involve relevant stakeholders (for example, staff in general, representatives of the target groups at the Center) in the project and inform them of its progress.

# Financing plan

Please use Attachment 2 to calculate and provide a transparent account of the project expenses. The calculation is to be inserted in this document.

# Outlook: Prospects for consolidating the project

Please briefly outline how the project successes and measures are to continue to be maintained at the Center after the funding period has ended.