



Sustainability Fund: How to Use the Application Form

Preliminary Remarks:

Access to the upload procedure is granted to the person submitting the proposal via the LMU user ID (email address and password).

You can change the information provided via the application form at any time until **31 October 2024**. After that, access to the form will be closed.

Link to the Application Form:

https://www.efv.verwaltung.uni-muenchen.de/users/sign_in/ldap

User Account and Login:

If you have previously used the APTE system, you might experience difficulties when/ may encounter issues when logging in. Previous uses could include application processes, surveys, or aptitude assessments. There may be difficulties if there are two or more user and/or admin accounts. Please be sure to log out of APTE first.

Then use the following data:

- LMU user ID
- Password: <LMU-User-Password>
- [X] Ich bin Dozent/Mitarbeiter, etc. der LMU ("I am a lecturer/employee etc. of LMU")

The generic URL https://www.efv.verwaltung.uni-muenchen.de/users/sign_in/ldap will allow users to log into their account and view the submitted documents at any time.

Prioritization of Projects:

For the evaluation, an overview of the projects from your faculty/institution is required, including the prioritization by the dean or head of your institution. Please prioritize as follows: the highest priority proposal is marked with "1", the second highest with "2", and so on. Please assign each value only once.

This prioritization must be summarized in a separate PDF file and uploaded via the application form. There is a separate upload field for this purpose.

Please note that projects without prioritization will not be considered.

Data Protection:

As part of the submission process, you will be asked to agree to the Privacy Policy. Information on data protection is linked in the application form.

For data protection reasons, please follow the principle of data minimization: For example, dates of birth or home addresses are sensitive data that are not necessary for the evaluation of the documents. They should be removed or redacted from the documents.

Once the funding process has been completed and the relevant deadlines have been reached (see Privacy Policy), the data and documents no longer required will be erased by the central university administration.

Further Notes:

When uploading PDF files, please use clear and understandable file names and/or abbreviations, e.g. "*Proposal_LastName_ProjectTitle*". You should use the last name of the project lead. If you have a long project title, you may choose a keyword from the project title for the file name.