



The application for scientific cruises and the clarification regarding available funding need planning in advance. Specifically, the following actions are necessary:

Action	Content	Timing	Contact
1	Content-related concept of the cruise (e.g., research question and area, duration, work schedule, sample and data management plan, technical requirements on board)		
2	Reconcile concept with head of research unit	About 10 weeks ahead of deadline	Head of research unit
3	Contact with the data management team (and sample curator if applicable) to establish the sample and data management plan. This is to ensure that the necessary resources can be made available or can be applied for	About 10 weeks ahead of deadline	Data management team
4	If large-scale research infrastructure is used: Contact the head of TLZ who will calculate all costs related to the operation (incl. operation-related consumables). This calculation is used for the application for third-party funding at the applicable funding agencies (e.g., DFG)	About 8 weeks ahead of deadline	Head of TLZ

	Documented approval of the ship time and third party funding proposal by the head of the research unit	About 2 weeks ahead of deadline	Head of research unit
7	Submission of ship time and third party funding proposal	Timely ahead of deadline	external
8	If applicable send application for the coverage of costs to the Board of directors (for		

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