Content

DFG

Registration / Login

BEFORE BEGINNING …

Please make sure that participating applicants, spokespersons and (individual) project leaders are registered in elan (elan.dfg.de**).**

This does not apply to others involved in the proposal, such as cooperation partners, etc.

Please generally allow one working day to process your request for access. You will be notified by e-mail once your account is activated.

YOU WILL NEED …

an internet connection and a browser (e.g. Internet Explorer, Firefox) with JavaScript enabled.

PLEASE NOTE

After five failed attempts to log in, **you will be blocked from accessing the service for 30 minutes.** After that time you will be able to log in again.

For security reasons and to prevent system overload, your online session will expire one hour after your last entry. **In this case, data that have been entered but not yet saved will be lost.**

TIP

If you check *Save e-mail address,* your e-mail address will be automatically filled in when you work from your own computer.

FORGOTTEN YOUR PASSWORD?

If you have forgotten your password, you can request a new one here. You will then receive a message at the e-mail address you specify. It will include a link to a web page that allows you to enter a new password.

elan Homepage

The navigation bar on the elan homepage lists the functions that are available to you.

The homepage also contains information about upcoming maintenance, feature updates as well as future plans.

MAIN NAVIGATION BAR

This bar allows you to access the areas that are available to you.

DEUTSCHSPRACHIGE SEITEN (GERMAN VERSION)

To view information and forms in German click *Deutsch.*
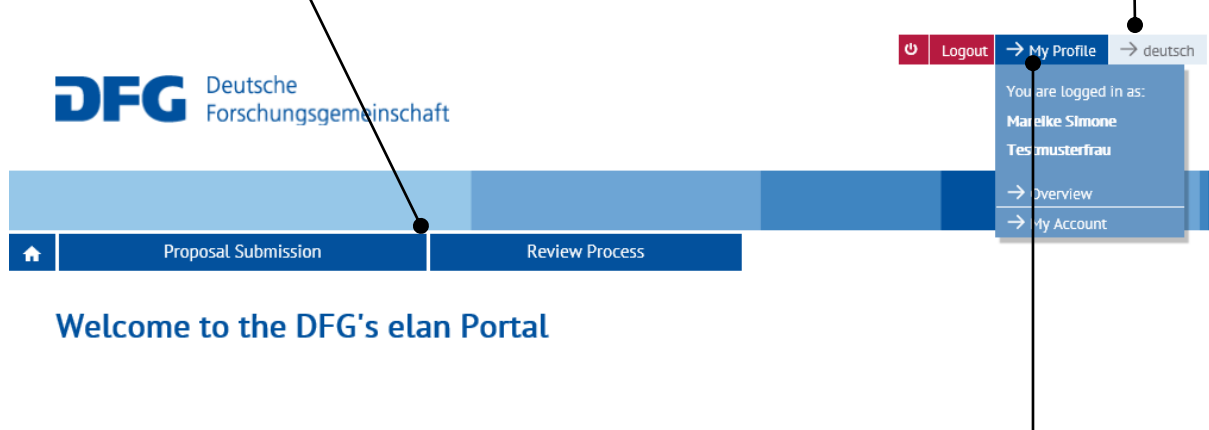
My Profile Tab

CHANGE PERSONAL DATA / ADDRESSES

Select *Overview* to review/edit your personal data and addresses.

NOTE: Please review your information to ensure accuracy **before submitting new proposals via elan.** Please allow one working day for your data to be processed and displayed.

CHANGE E-MAIL-ADDRESS / PASSWORD

Select *My Account* to review/edit your information.

NOTE: Your user name is the e-mail address which the DFG will use to communicate with you. If this address changes, please update your contact information as soon as possible.

Proposal Submission Tab

Proposal Overview / Renewal Proposal

Here you will see an overview of your current projects and their processing status.

Proposals that have been withdrawn or concluded are not listed. Projects that have been declined are shown up to three months following the decision.

PROCESSING STATUS

The following processing steps will be displayed in the proposal overview (For additional information on proposal processing, visit DFG - Quo vadis, proposal?):

Processing stage

Your proposal is being checked for formal criteria and prepared for review.

Review stage

Your proposal is undergoing scientific review.

Decision stage

The review has concluded and your proposal, having been checked for formal criteria and reviewed for scientific quality, is being presented to the decision-making bodies.

Notified

A decision has been made whether and in what amount your proposal will be funded.

Other

You have withdrawn your proposal.

RENEWAL PROPOSAL
COORDINATION PROPOSAL
REPORT
CORRESPONDENCE

Select *Continue* to access additional project forms, for example to
- submit a renewal proposal, depending on your project status,
- as the coordinator or spokesperson of a collaborative research network submit an online coordination proposal (depending on your project status)
- submit an interim/progress report or final report, and/or
- submit other correspondence, inquiries, and/or supplements to your current proposal to the DFG.

OVERVIEW

As the coordinator or spokesperson of a collaborative research network, select *Overview* to view a list of all proposals submitted under the collaborative network.

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New Project / Draft Proposal

Our electronic proposal submission system is updated regularly.

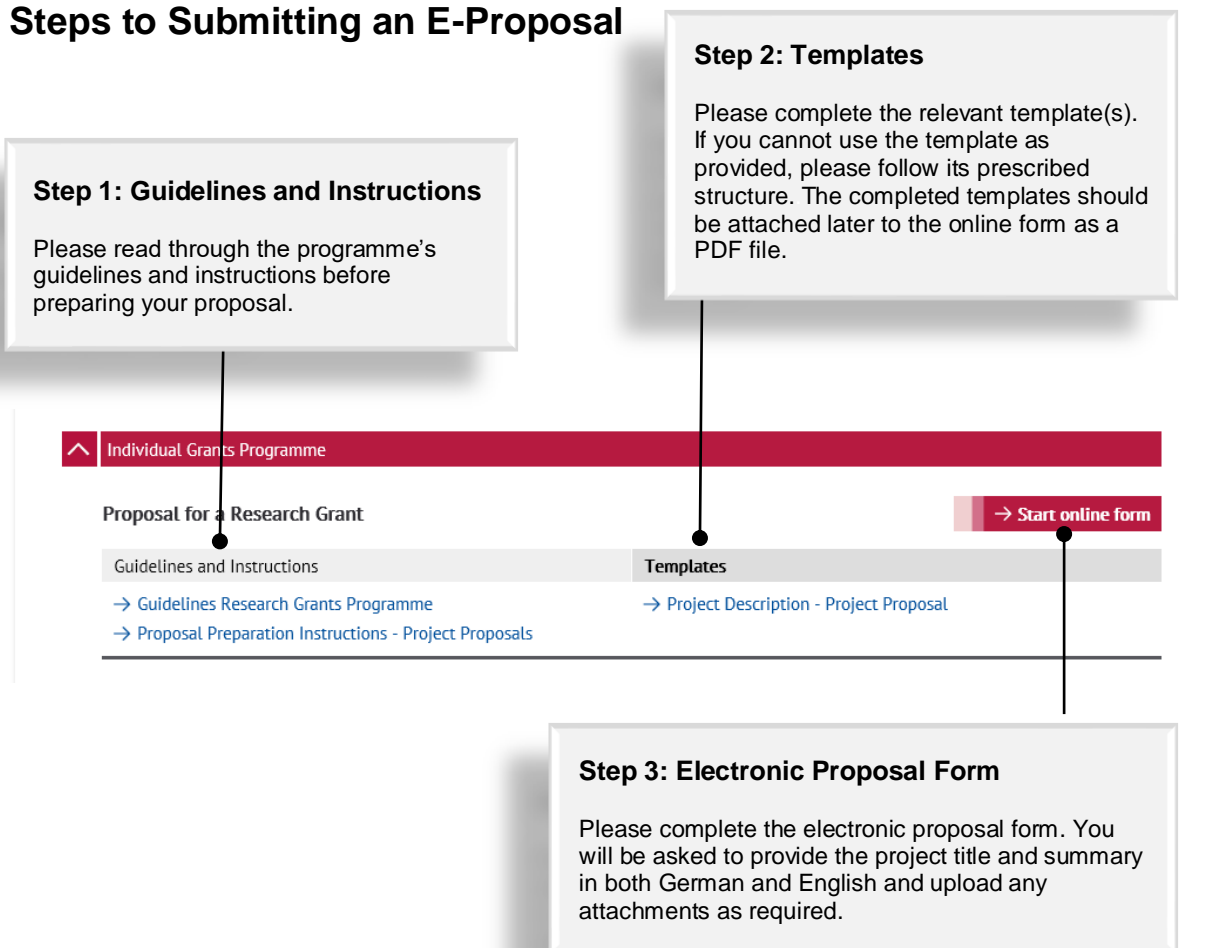Electronic proposal forms that are currently available can be found under *New Project*.

For programmes in which electronic submission is not yet available, please submit your proposal according to the relevant guidelines (cf. Forms and Guidelines).

PLEASE NOTE

When processing your electronic proposal, the personal data and contact details that you provided during registration will be used. You will not be asked to re-enter this data.

If you have not recently registered, please review your profile and update the information as necessary.

Steps to Submitting an E-Proposal

Step 2: Templates

Please complete the relevant template(s). If you cannot use the template as provided, please follow its prescribed structure. The completed templates should be attached later to the online form as a PDF file.

Step 1: Guidelines and Instructions

Please read through the programme's guidelines and instructions before preparing your proposal.

Individual Grants Programme

Proposal for a Research Grant   → Start online form

Guidelines and Instructions   Templates

→ Guidelines Research Grants Programme   → Project Description - Project Proposal
→ Proposal Preparation Instructions - Project Proposals

Step 3: Electronic Proposal Form

Please complete the electronic proposal form. You will be asked to provide the project title and summary in both German and English and upload any attachments as required.

Proposal Forms

The electronic proposal form has the following basic structure. Depending on the funding programme, not all sections may be shown (e.g. Participating Institutions).

NOTE

If you will be submitting a renewal proposal, please note that many of the entries from your initial proposal will be generated automatically from the DFG's database. Please review the data and change where necessary.
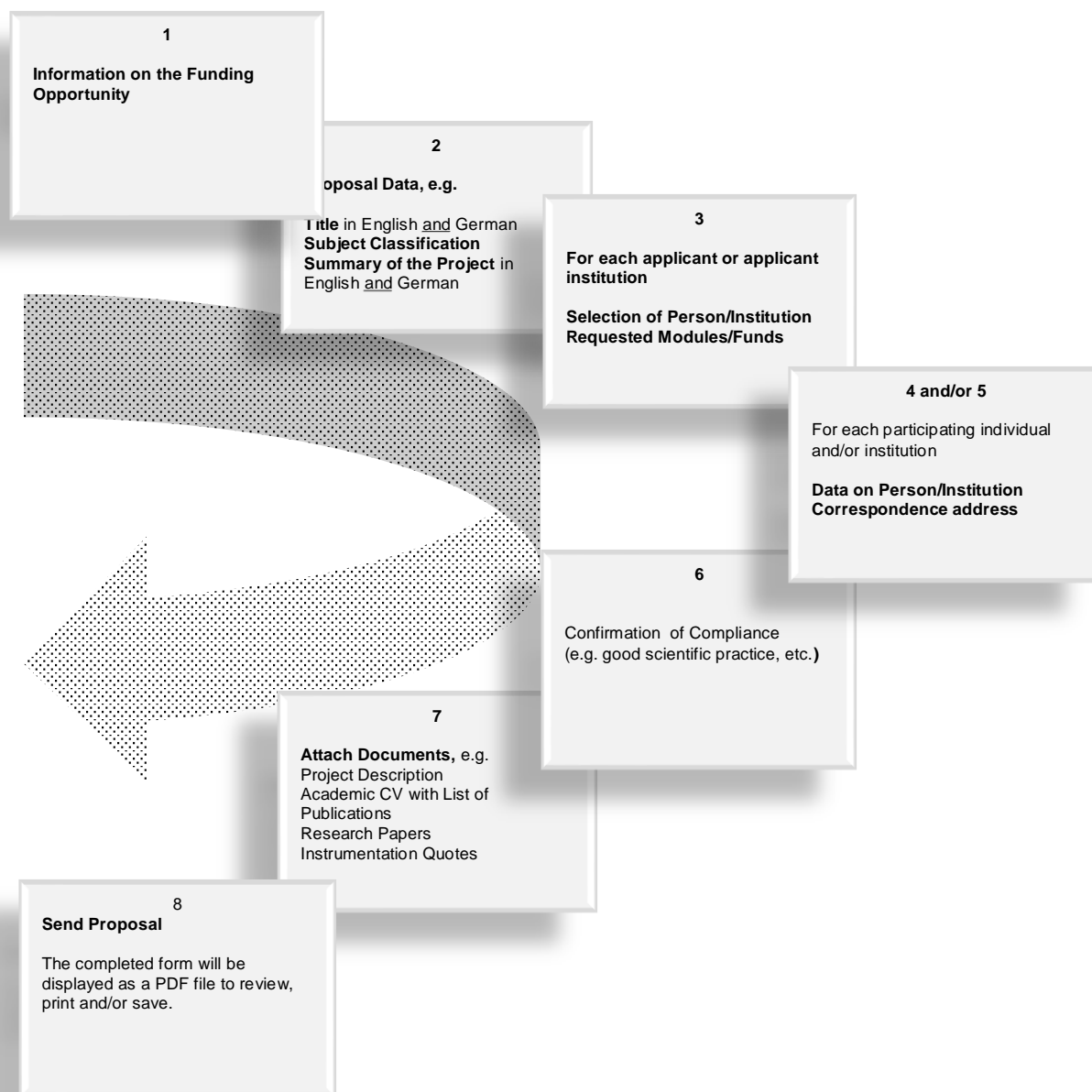
1

Information on the Funding Opportunity

2

Proposal Data, e.g.

Title in English <u>and</u> German
Subject Classification
Summary of the Project in English <u>and</u> German

3

For each applicant or applicant institution

Selection of Person/Institution
Requested Modules/Funds

4 and/or 5

For each participating individual and/or institution

Data on Person/Institution
Correspondence address

6

Confirmation of Compliance
(e.g. good scientific practice, etc.**)**

7

Attach Documents, e.g.
Project Description
Academic CV with List of Publications
Research Papers
Instrumentation Quotes

8

Send Proposal

The completed form will be displayed as a PDF file to review, print and/or save.

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Functionalities

MESSAGES

If data is incomplete or an error has occurred, a general message will appear in the relevant section.

PROGRESS TRACKER

The progress tracker is designed to guide the user through the online form. **Note**: Due to plausibility checks, it is not possible to skip to upcoming sections.

Proposal for a Research Grant

Applicants

⚠ **Please check and complete the highlighted items before continuing.**

Please enter only the individuals who are applying for their own funding. **Note:** Applicants must be registered in elan and have verified their correspondence address in order to be entered as applicants.

Co-applicants, application partners and international cooperation partr~~~ "Participating Institutions".

Proposal Data	◎
Applicants	●
Other Participating Individuals	○
	○
	○
Attach Documents	○

ADD ICON

Use the + icon to add entries. Once the maximum number of entries has been reached, the button will be greyed out.

DELETE ICON

Use this icon to delete entries.

...nding amount for each

~~~ested Funding Amount (EUR):

TE 678 Mareike Simone Testmusterfrau, Bonn   199,800 EUR   ⚠ ✏ 🗑

➕ **Add Applicant**

When you have completed this part of the form, click ➡ ***Continue** .*

| ✖ Cancel | ⬇ Save ... | ⬅ Back | ➡ Continue |

EDIT ICON

Use the pencil icon to edit previous entries.

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CANCEL / SAVE / BACK / CONTINUE

The following buttons are available:

Cancel   allows you to cancel modifications made to underlying pages, such as applicant data or assigned funding, or to cancel the entire form. Note that unsaved entries will be lost.

Save / Continue later   allows you to save our current entries.

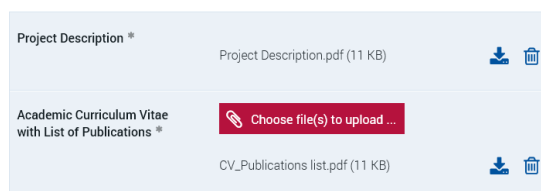**Back**   returns you to the previous page.

Continue   allows you to resume completing the form.

ADDING ATTACHMENTS

At the end of the form you can add attachments, such as a description of the research project, CV, and a list of publications. The first page of the proposal form specifies the documentation you need to attach to apply for the funding programme you have chosen.

PLEASE NOTE

- All documents must be **in PDF format and security settings must allow texts to be read, copied and printed.**

- Please try to keep file sizes to a minimum and do not use the following characters in the file name: \ / : * ? " < > | , & { }.

- **You cannot attach files larger than 10 MB.** If you must submit larger files, you may submit them subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

Online Submission

At the end of the online process, your completed form will be displayed as a PDF file. Please review the information prior to submitting it to the DFG. Once you have submitted your information, you will receive a finalised version of the document. We recommend keeping a copy for your records.

Your Documents – Overview

PDF *Formdata.pdf* (88 KB)

Click *Send* to submit your information online.

Your attachments will be scanned for viruses. If a virus is detected, your attachment will be rejected and you will receive an error message.

NOTE

A funding proposal that has been submitted electronically cannot be processed until the DFG has received a signed copy of the research compliance form. This form will be generated automatically and attached to an e-mail which we will send to you acknowledging electronic receipt of your proposal.

Please do not submit any hard copies of your proposal.

To send additional documents once your proposal has been submitted, please use the correspondence form. Note that this function will not be displayed until the DFG has verified that all formal proposal requirements have been met.

My Meetings

My Meetings displays an overview of your upcoming meetings.

You may also use this page to accept or decline meeting invitations.

PLEASE NOTE

A declined meeting will be removed from the list once the declination has been processed by the relevant DFG team.

A meeting request that has been accepted will remain in the list until the deadline stated has passed. A participation form will no longer be available for download.

REPLY

This link will take you to a participation form in which you can accept or decline a meeting.

Forms in Progress

This category contains drafts of online forms that you have saved but not yet submitted to the DFG.

Click on the *Continue* button to continue completing the form.

NOTE

- A form in progress will be saved **for 1 year.** Forms in progress will automatically be deleted after one year. To extend the deadline for an additional year, click **Extend**. This one-time extension will allow you to extend the deadline without having to open your saved draft. To extend deadlines in the future, you will have to access your file and save it again.

Contact

For **subject-related** inquiries and questions on proposal submission, please contact the team responsible for your subject area
or

E-mail: **postmaster@dfg.de**

If you encounter any **technical problems**, please contact our hotline:

E-mail: **elan-helpdesk@dfg.de**

Deutsche Forschungsgemeinschaft

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E-mail: postmaster@dfg.de
If you encounter **technical problems** please contact our hotline:
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