

Guidelines

Centres for Advanced Studies in the Humanities and Social Sciences



I Programme Information

1 Objective

Centres for Advanced Studies in the Humanities and Social Sciences enable experienced and well-established researchers to advance a research topic in the humanities or social sciences at a given site.

Such centres are based at universities. The collaborative working methods should facilitate addressing a topic that is broadly defined enough that it ties into existing interests and strengths at the site, while remaining capable of providing a framework for the integration of individual research ideas.

Centres for Advanced Studies in the Humanities and Social Sciences are characterised by the intensive independent research performed by the researchers responsible – made possible by being exempted from teaching obligations where possible – and a fellows programme for visiting researchers from Germany and abroad. These fellows can be invited for periods of up to two years and maintain contact with the centre following their stay.

Projects in the social sciences are explicitly permitted, provided it can be shown that the interaction between topics, the collaborative working methods and qualified research personnel are suitable for advancing the proposed topic.

2 Proposals

2.1 Eligibility

A proposal for a Centre for Advanced Studies in the Humanities and Social Sciences is prepared jointly by several researchers (generally two to three) and submitted by the spokesperson. Researchers must work at a university in Germany and have completed their academic training (usually with a doctorate).

Researchers who work at an institution that is not non-profit, or one that does not allow immediate publication of research findings in a generally accessible form, are not eligible to apply.

2.2 Format and deadline

Applicants must first submit a draft proposal to the DFG Head Office in response to a call for proposals. The draft proposal is then forwarded to reviewers. If successful, the DFG will invite the applicants to submit a full proposal. For more detailed information on preparing your proposal, please consult the relevant proposal instructions (cf. link below).

www.dfg.de/formulare/54_04

3 Duration

The total funding duration is generally eight years. The first funding period is four years. Further funding requires the submission and approval of renewal proposals.

4 Participants

A centre generally consists of two to three individuals, one of whom assumes the role of spokesperson. The spokesperson and the other applicants jointly design the centre's research programme.

Due to the relatively open structure/format of the centre, high standards must be met with regard to research excellence in the selected topic area, the national and international visibility of the centre, and the leadership skills of the applicants.

The spokesperson represents the centre toward the DFG and third parties and is responsible for managing the coordination funds. He or she is required to submit reports to the DFG. The spokesperson should be a full-time university teacher at a higher education institution (university or university of applied sciences) in Germany.

Particular requirements apply to the centre's spokesperson with regard to his/her experience in leading projects (including projects funded by third parties) and integration skills.

II Proposal Modules

As part of your proposal for a Centre for Advanced Studies in the Humanities and Social Sciences, you may submit the following modules. For more details, please see the respective guidelines for each module.

1 Basic Module

Use the basic module to request funding for direct costs, staff, and instrumentation necessary to implement the centre. Within the centre, fellows may be invited for longer-term guest stays of up to two years. Funding for the fellows can be requested under the visiting researchers category. Projects should aim to achieve an appropriate level of participation of female researchers corresponding to their general representation in the relevant subject area.

www.dfg.de/formulare/52_01

2 Replacements

If implementation of the proposed centre requires that you be released from teaching or administrative duties, you can use this module to request funding for a replacement to take over these responsibilities. The exemption may not exceed 50 percent of the teaching obligations with respect to the total funding duration of the centre. Temporary exemptions of 100 percent are possible.

www.dfg.de/formulare/52_03

3 Temporary Substitutes for Clinicians

If clinicians within the centre conduct research, you can use this module to request funding for temporary substitutes to take over their patient-care responsibilities.

www.dfg.de/formulare/52_04

4 Project-Specific Workshops

If you would like to conduct workshops within the framework of the centre, you may request funding to help you do so.

www.dfg.de/formulare/52_06

5 Public Relations

To enable you to present your work to the general lay public, you can request funding for public relations.

www.dfg.de/formulare/52_07

The following modules can be requested by the spokesperson on behalf of the entire centre within the coordination proposal:

6 Coordination

This module enables the spokesperson to

- apply for the funds needed to coordinate the various projects and work within the network (coordination funding), and, irrespective of that, to
- apply for gender inclusion funding for individual and subject and/or project-related activities serving to facilitate the spokesperson's new role in conjunction with being in an underrepresented gender at the project management level in the relevant field or discipline.

www.dfg.de/formulare/52_12

7 Network Funds

Use this module to request funds for the entire network.

www.dfg.de/formulare/52_13

8 Start-Up Funding

Through this module, centres can receive funds to help promising early career researchers pursue independent projects.

www.dfg.de/formulare/52_11

9 Standard Allowance for Gender Equality Measures

This module enables centres to implement targeted measures to promote gender equality in science and academia and to make jobs in science and academia more family friendly.

www.dfg.de/formulare/52_14

A total of €15,000 per year may be requested.

10 Professorships

To support the centre, a professorship may be established with advance and/or partial funding by the DFG.

www.dfg.de/formulare/52_10

III Special Provisions

1 Role of participating institutions

For proposals to establish or renew a centre, applicants must include a statement by the university guaranteeing that it will provide the necessary core support. Funds must be allotted in such a way that core support – especially adjoining office space and set-up and running costs – is covered by the institution's own funding sources. The value of the centre to the host university or institution is reflected in the scope and extent of the core support provided.

2 Transfer projects

Transfer projects are projects involving direct cooperation with non-university partners.

www.dfg.de/formulare/54_014

IV Obligations

In submitting a draft or full proposal to the DFG, you

1. agree to adhere to the **principles of good scientific practice**.¹

The principles of good scientific practice include, among others: maintaining professional standards, maintaining strict honesty with regard to one's own contributions and those of third parties, documenting results and rigorously questioning all findings.

¹ The principles of good scientific practice can be found in detail in the DFG [Code of Conduct - Guidelines for Safeguarding Good Research Practice](#) and in the [Funding Guidelines: General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

2. recognise the DFG's **Rules of Procedure for Dealing with Scientific Misconduct** (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOwF)² as legally binding.

In the draft proposal stage, the spokesperson obtains signed Declarations of Obligation of Compliance from all the other researchers responsible for the centre

www.dfg.de/formulare/80_02

and keeps these on file for ten years following submission of the draft proposal. Should allegations of scientific misconduct arise, upon request the spokesperson will forward the relevant declaration to the DFG Head Office.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions in accordance with its Rules of Procedure, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (full or partial termination of the grant contract, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from serving as a reviewer for a period of one to eight years, depending on the severity of the scientific misconduct;

² [DFG Rules of Procedure for Dealing with Scientific Misconduct, DFG form 80.01](#)

- exclusion from membership in DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct.

By accepting funding, the recipient agrees to

3. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
4. submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

V Data Protection

Please note the DFG's data protection notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to their involvement in your project.

www.dfg.de/privacy_policy