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Registration / Login

1. Before sending your first e-file, the DFG sets up a user account and informs you of this in an e-mail.
2. Using the link contained in the e-mail you can access the registration wizard.
3. On the first registration page, please enter your login information given in the e-mail. Your e-mail address is your user name.
4. Then you will be asked to enter a new password.
5. This completes the registration and you are taken to the login page of elan.dfg.de

YOU WILL NEED ...

- an internet connection and a web browser (e. g. Internet Explorer, Firefox) with JavaScript enabled
- a ZIP-compatible compression program for decompressing the documents provided
- the Adobe Acrobat Reader Version 7 or above for reading the available documents; you can download the programme for free from the internet.

PLEASE NOTE

If your login information has been incorrectly entered 5 times in a row, access is blocked for 30 minutes. Only then can you log in again.

The screenshot shows the DFG elan Login page. At the top, there is a navigation bar with links for 'Gepiris', 'DFG', and 'Contact'. Below this is the DFG logo and the text 'Deutsche Forschungsgemeinschaft'. The main heading is 'Anmeldung'. A breadcrumb trail indicates 'You are here: elan Login'. The page content includes a welcome message, a 'Register' button for new users, and a login form for existing users. The login form has fields for 'E-Mail address', 'Password', and a checkbox for 'Save E-Mail address'. There is also a link for 'forgot your password'. Two callout boxes are present: one titled 'TIP' explaining the 'Save e-mail address' checkbox, and another titled 'Forgotten your password?' explaining the password recovery process.

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. **This link will only be good for 24 hours.**

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elan Homepage

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

The homepage also contains information about any portal feature updates as well as future plans.

ONLINE SECURITY:

DFG staff will never ask you for your login information or password, neither in person nor by telephone or e-mail.

Change E-Mail-Address/Password
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 by clicking *My Account*.

Review-Process
Under *Review Process* you will find

- a list of files that have been sent to you electronically
- pending requests for statements, which includes links to forms for submitting reviews online and
- an overview of final funding decision

Below you will find a list of files that have been sent to you electronically. To open a file, please click on the **f** symbol or on the respective link under Key.

E-Files

By selecting *E-Files* in the navigation bar, a list of all documents provided for you is displayed. You can open a single document by clicking the **f**-icon or the link in the key column.

PLEASE NOTE

You will be sent an e-mail to inform you of any new or updated documents. A link included in this e-mail takes you to the page on which you can enter your login data. After successful log in, you are taken directly to the e-file mentioned in the e-mail you have received.

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List of E-Files Sent to You

Review Process

- ▶ E-Files
- ▶ Pending Statements
- ▶ Decisions
- ▶ Drafts
- ▶ Logout

List of E-Files Sent to You

Please note that this information is confidential and may not be shared with a third party.

Below you will find a list of files that have been sent to you electronically respective link under Key.

Key	Date	Deadline	Title
eBer-12-5622	2012/02/28	2012/03/13	Wochenliste 9. Kalend
eBer-12-5607	2012/02/28		Dies ist eine Testsitzur

Deadline

If an objection period is to be observed for an e-file, it is indicated here.

Expiry date

Each e-file is assigned an expiration date by the DFG which extends beyond the given objection period. As soon as this date is reached, the e-file is deleted and no longer displayed in the overview.

Opened Document

my view **complete view**

This E-File contains confidential Information. Dies ist eine Testsitzung.

- [Gesamtpaket zum Herunterladen / Complete package for downloading](#) (6144 kB)

Sachbeihilfe

TE 752/1-1 - asasddsasad und ein -Zeichen oder ein Euro-zeichen (Test-LBems / Tübingen) --> zuständig: Test-CVeins

[Entscheidungsvorlage](#) 2012/02/28 [open](#) | [download](#)
[Eingangsbestätigung](#) 2012/02/28 [open](#) | [download](#)

Complete file

The option *My view* must be available in order to access, via the PDF-icon, all proposal documents as one PDF file and subsequently display, print or view them.

Document

This link points to a single document that you can read online or download separately to your PC. **The date displayed next to the document reference is the version date.**

My view / Complete view

Depending on the type an e-file can be **shown in two views**:

- ➔ *My view* displays the individual proposal documents for which you are responsible.
- ➔ *Complete view* displays all documents including the documents from *My view*.

Complete package for downloading

Via this link you can download all the e-files provided to you as one compressed file (ZIP format) to your computer and save them there. This allows you to access all your e-files even without being connected to the internet.

If any e-files have been updated, the *Complete package for download* will contain the most current versions of all the original and updated e-files. If you save this package to the same folder as the original complete package, all files will be overwritten, including those you may have edited.

Change log

This link is only shown if the document has been updated. In the change log, the changes made are listed.

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Saving and Unzipping eDocuments

To view documents while not connected to the internet, you may download an e-file to your computer using the link *Complete package for downloading*.

Using Windows

- To save the eDocuments to your hard drive, click on the link *Complete package for downloading*:
- From the *File download* pop-up window, select the *Save* button (not *Open*):



- Select the target folder and save the download package. To unzip the folder "Gesamtdokument_eBer....zip", right-click the file to open the context menu.

NOTES ON DATA PROTECTION

Please note that the documents available in this portal may only be used for the purposes described in the relevant correspondence.

- From here, select
 - under **Windows** *Extract all*, then the target folder and confirm this using the *Extract* button:



- - if you are using the **WinZip program** - *WinZip* and *Extract to here*:

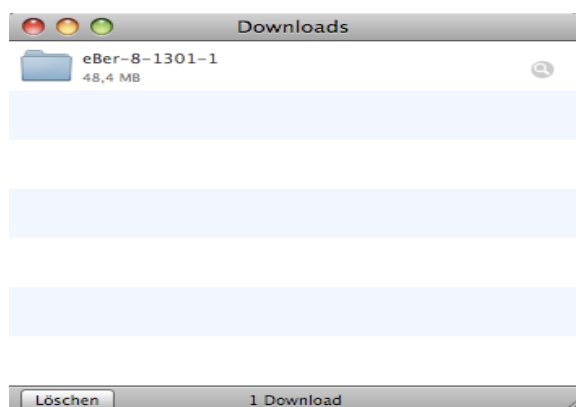
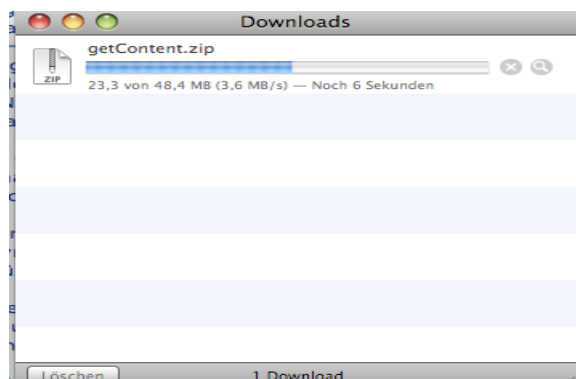


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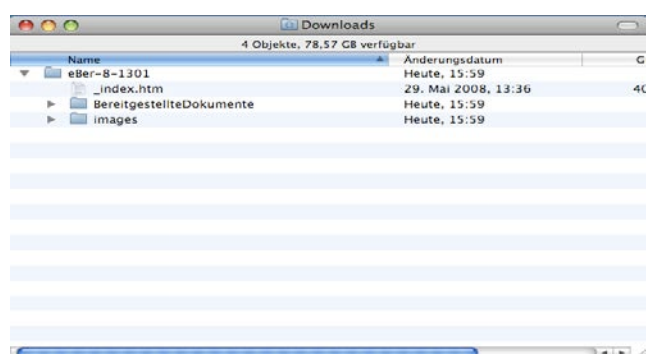
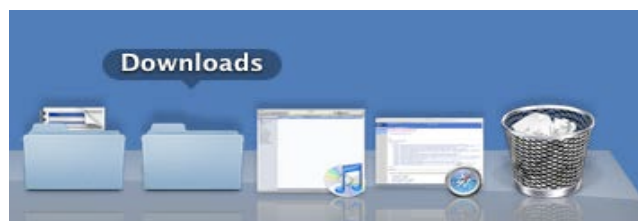
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Using Mac OS

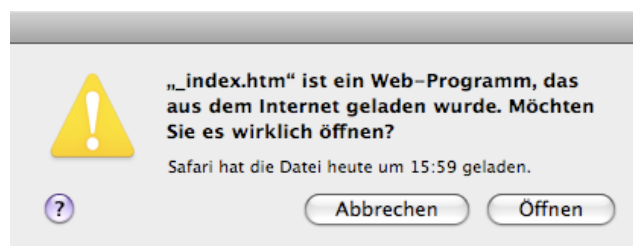
- To save the eDocuments to your hard drive, click on the link *Complete package for downloading*.
- The file *getContent.zip* is saved in the folder *Downloads* and automatically unzipped into a folder whose name is the same as the document key.



- Once the download is complete, the files can be opened in the *Finder* (Downloads) or moved from there to a new location.



- For an overview of all documents, please open the file *_index.htm*. From there you can navigate, as in the online view, to the individual proposals and open the relevant documents. Please note that an additional window will appear asking you if you are certain you wish to open this document. Please respond with *Open* to access the document.

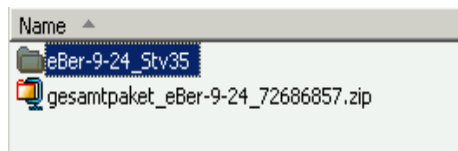


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Downloaded Files

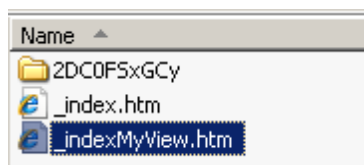
After unpacking the downloaded Zip-file a folder with the abbreviated title of the e-file is created on your computer:



Here, in the subfolder *Bereitgestellte Dokumente*, all appropriate documents are stored.

Navigation

For navigation in the documents, the file *_index.htm* is available for the *Complete view* and, if applicable, the file *:IndexMyView.htm* for *My view*.



Comment

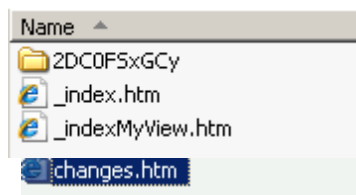
You may add comments to or edit the downloaded PDF files in the version sent to you:



Changes to downloads

Using this option, you may download documents that have either been updated or added to your account to the folder on your computer that contains the old versions of the files. The updated versions will automatically replace the individual documents currently saved to your local server. **Modified documents contains all documents that have been altered up to the current date.**

The navigation files *_index....* will also be updated. Please refer to the **change log for a detailed** overview of changes.



You can save the updated proposal file to your PC via *Download all*

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Pending Statements

Selecting *Pending Statements* on the menu takes you to an overview of all proposals for which we have requested your expert opinion.

You can also submit your statement electronically via this page.

PLEASE NOTE

As soon as your review has been received by the team in charge, the corresponding entry will be removed from the list.

Review Process

- ▶ E-Files
- ▶ **Pending Statements**
- ▶ Decisions
- ▶ Drafts
- ▶ Logout

Pending Requests for Statements

Below you will find a list of documents for which we have requested your expert opinion. To submit your statement electronically, please click the appropriate link in the *Task* column. If the documents have been sent to you electronically, you can navigate to the proposal documents by clicking *E-Files*. To update the overview page press F5 on your keyboard.

Task	Ref. No.	Delivery	Deadline	Applicant/Location	Title
Review	TE 895/1-1			TestWystup	
Review	TE 410/2-1	eBer-12-5607		Testuser / B	

Task

This link takes you to a context-sensitive form that allows you to submit your review.

Document access

This link takes you to the e-files.

Review Forms

Adding Attachments

Depending on the type, the form allows a maximum of 1,600 characters for a short review. Special characters/formulas may not be entered .

If you would like to submit a detailed statement or use special characters/formulas you may optionally add one or more attachments to the electronic form.

PLEASE NOTE

- All documents must be in **PDF format; 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: \ / : * ? " < > | , & { }.

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Online Submission

Once you have entered the required information, you can submit your form 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

After you have successfully submitted your data, a confirmation form (in PDF) will be generated automatically. We recommend that you save this document to your computer.

Continue Form Completion

INTERRUPT

By clicking the *Continue later* button you can save your current entries.

Please note that on pages with required information, you will not be able to use the *Continue later* button until all entries have been made.

Drafts are saved for 100 days. You will be informed by e-mail before a draft is deleted.

Proposal Submission

- ▶ [Proposal Overview](#)
- ▶ [New Project](#)
- ▶ [Drafts](#) ●
- ▶ [Logout](#)
- ▶ [Instructions](#)
- ▶ [FAQ](#)

CONTINUE

If you would like to continue completing the form at a later date, you can open your saved draft under **Drafts**.

Decisions

This overview displays the final funding decisions in which you have participated.

The overview contains all decisions made over the past six months.

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Contact

The electronic proposal processing system enables reviewers and DFG committee members to view documents on the internet in a protected area and, where applicable, to submit reviews.

Contacts

For **subject-related inquiries and questions on the review process** please contact

URL: http://www.dfg.de/dfg_profil/geschaeftsstelle/

Tel.: **+49 228 885-1**

e-Mail: **postmaster@dfg.de**

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