Guidelines

Information Infrastructures for Research Data

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I. Programme Information

1. Objective

As part of its Scientific Library Services and Information Systems Programme, the DFG funds projects at research institutions and other research service and information centres in Germany. The aim is to set up efficient nationwide research information systems.

Quality assured research data is one of the main cornerstones of scientific discovery. Ensuring its sustainable availability, processing and usability is therefore an important aspect of science policy supported by the DFG through its funding.

This programme aims to support researchers in describing and implementing specific and needs-oriented requirements for future structures, or structures undergoing further development, for the improved handling of research data and research data repositories. On this basis it is intended to develop concepts and solutions for nationwide and international, sustainable information structures for one or more disciplines. Part of the objective is to ensure that existing and future structures can link into the international community.

To guarantee that the developing structures are well received, close collaboration between representatives of scientific disciplines and infrastructure facilities with a documented expertise in the use, storage and provision of research data is essential. Furthermore, it is expected that the developing structures be integrated in and interoperate with existing national and international networks. An important requirement is that established standards within the context of data collection and data storage be taken into account as appropriate. The structures to be established should also contribute to the closer integration of research data management in scientific research and in the training of early career researchers.

Depending on the specific circumstances and current situation in each discipline, the scope of the project can range from drawing up concepts to the professionalization of existing data repositories. For example, projects can aim to design near-reality models tailored to organisational forms specific to the various disciplines, incentive mechanisms, or options for the publication of research data, or to test their implementability. However, the focus can also be to enhance efficient data repositories or information infrastructures

for research data, such as a link to existing international structures for the purposes of interoperation.

It is not possible to grant funding for the purely technical renovation of existing systems. Projects with the sole goal of developing or optimising the information infrastructure of individual research projects will not be funded.

2. Proposals

2.1 Eligibility

In general, members of non-profit research information infrastructure facilities such as libraries, archives, museums, computer centres and media centres are eligible to submit proposals. Researchers in Germany or those working at a German research institution abroad who have completed their academic training (generally by obtaining a doctorate) are also eligible to apply.

In general you are not eligible to submit a proposal if you 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.

Since funding provided in the area of scientific library services and information systems is intended to achieve improvements to nationwide and international information infrastructures, and its results benefit research as a whole, institutes and member organisations of the Max Planck Society, the Fraunhofer Society, the Helmholtz Association, the Leibniz Association, and publicly funded research institutions associated with these organisations, and German sections of international information infrastructure institutions are also eligible to apply.

2.2 Proposal requirements and funding conditions

When the aim of DFG project funding is to set up a longer-term national structure, it is expected that the proposal be submitted and supported by or in conjunction with an institution that is able to maintain the project findings and ensure their sustainability.

a) Project requirements

Taking into account the stage of development of the infrastructure to be established, projects must have a sound sustainability concept that describes the action that will be taken after funding has expired.

Projects must also be based on a thorough analysis of the research environment that clearly shows the needs of the scientific community and how the research data infrastructure would serve these needs.

b) Project results

The establishment and enhancement of information infrastructures for research data must take account of any relevant technical standards particularly those concerning data collection and data storage.

All the findings of the project must be announced to the relevant community and made available for use free of charge, also to third parties. Disclosure of any source code produced is mandatory; project results must be made available as an open source in a suitable location. This also applies to comprehensive documentation.

c) Financial contributions

The applicants are expected to make a reasonable financial contribution to the project, e.g. in the form of personnel and direct project costs.

2.3 Format and deadline

a) Proposal structure

Proposals for projects in the area of scientific library services and information systems must be structured in accordance with the relevant proposal preparation instructions:

www.dfg.de/formulare/12_01

Please base your proposal on the outline in this template and, where relevant, address the following items:

Item 2.2 of the project description (Objectives):

Describe the proposed structure's link to national and international networks.

Item 2.3 of the project description (Work programme and proposed research methods)
Please describe how you plan to measure the success of the project.

b) Additional information and data sheets

If the proposal is submitted by members of a research information infrastructure facility, the applicant must enclose a declaration of the facility's director stating that:

- the long-term accessibility of the texts and/or objects to be made available and/or digitalised is ensured;
- the financial contribution required within the scope of the programme has been made;
- the results of the project will be supported once DFG funding has expired.

www.dfg.de/formulare/12_141/

c) Submission deadline

Proposals may be submitted at any time. Proposals awaiting decisions will undergo a comparative multidisciplinary review in March and September of each year.

3. Duration

Initial funding can be approved for up to three years. The total funding period should not exceed six years.

II. Proposal Modules

Under this funding programme, you may submit one or more of 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 project costs, project-specific staff, and instrumentation necessary to carry out the project.

www.dfg.de/formulare/52_01/

2. Project-specific workshops

If you would like to conduct workshops as part of your project, you may request funding to help you do so. Please note that this module cannot be submitted separately but only in conjunction with the proposed project.

www.dfg.de/formulare/52_06/

III. Obligations

In submitting a proposal for funding under this programme, you agree to:

1. adhere to the **rules of good scientific practice**.[1]

The general principles of good scientific practice include, among others: maintaining professional standards, documenting results, rigorously questioning all findings, and attributing honestly any contributions by partners, competitors and predecessors.

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, 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 (complete or partial cancellation of the grant, recalling granted funds, 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 acting as a reviewer or from membership in DFG committees for a period of one to eight years depending on the severity of the scientific misconduct;

[1] The rules of good scientific practice are presented in detail in the white paper entitled "Safeguarding Good Scientific Practice" and in the usage guidelines for research grants (DFG form 2.01).

- denying voting rights and eligibility in elections for DFG statutory 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

2. 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.

3. 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.

IV. Publication of Data on Grant Holders and Research Projects

The data necessary for processing your proposal will be stored and processed electronically by the DFG.

By submitting a proposal you agree that, if the proposal is approved, your work address and contact details (name, institution and location, phone, fax, e-mail and website) as well as information about the content of the project (e.g. topic, summary, keywords, subject area, DFG programme, funding period, international connections) will be published in the GEPRIS information system
gepris@dfg.de/en
and may be published in other, non-commercial publications and databases created in cooperation with the DFG.

You may withdraw your consent to full/partial publication at any time, without affecting the lawfulness of any processing carried out prior to your withdrawal. If you would like to withdraw your consent, please notify the responsible DFG programme contact, preferably in electronic form.

V. Information

For further information, please contact Dr. Stefan Winkler-Nees (Stefan.Winkler-Nees@dfg.de, Tel. +49 228/885-2212). A detailed overview of contact details, responsibilities and funding opportunities in the DFG's Scientific Library Services and Information Systems Programme is available on the DFG website at

www.dfg.de/lis/en