

Guidelines

Scientific Networks with Proposal Preparation Instructions



Guidelines

I Programme Information

1 Objective

Scientific networks offer early career researchers the opportunity to engage in scientific exchange and cooperation on topics of common interest across locations. A network consists of a set group of individuals who, over a defined period of up to three years, will work on a common research topic to attain a specific outcome. Scientific networks may also include researchers based abroad and thus also promote international networking for early career researchers.

2 Structure

Scientific networks consist of 5 to 15 members and are run by researchers who are still in the qualification phase. The involvement of experienced and already established researchers is possible, but at least half of the participants must not hold a tenured professorship at the time of proposal submission. Up to one-third of network members may be based outside of Germany. Doctoral researchers may be included as members.

3 Proposals

3.1 Eligibility

Proposals should be submitted by a researcher who is a member of the network, holds a doctorate, is still in the qualification phase, and is generally employed by a university or research institution in Germany.

3.2 Format and deadline

Grant proposals for scientific networks may be submitted at any time.

Proposals should be prepared according to the instructions below.

4 Duration

The maximum funding period is three years.

II Funding

- Travel expenses
for three to six working meetings of the network members and, if appropriate, up to two topically relevant guests per meeting. In justified individual cases, a meeting may be held outside of Germany
- Coordination expenses
of up to €5,000 for 3 years
- Publication expenses
To subsidise the costs of the publication of the network's research findings, funding of up to €750 per year may be granted and used for any form of publication (with the exception of "grey literature"). If proper publication of findings calls for a book format with high production costs, an increased publication grant of generally up to €5,000 per year may be awarded based on an appropriate justification in the proposal.

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:

¹ The rules of good scientific practice can be found in detail in the white paper [Safeguarding Good Scientific Practice](#) and in the [Funding Guidelines: General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

- 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;
- 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 grant proposal will be stored and processed electronically by the DFG. If a grant is awarded, your work address (e.g. telephone, fax, e-mail, internet website), as well as information on the content of your research project (e.g. topic, summary, keywords, international cooperation), will be published in the DFG's project database GEPRIS and – in excerpts (grant holder's name, institution and location) – in the

“Programmes and Projects” section of the DFG’s electronic annual report. If you do not wish this information to be published electronically, please notify us in writing no later than four weeks after receipt of your award letter.

gepris.dfg.de/en

www.dfg.de/annual_report

PROPOSAL PREPARATION INSTRUCTIONS

A proposal to establish a scientific network consists of the following three parts:

A - Proposal Data and Obligations

B - Project Description

C - Appendices (for each applicant: academic CV including a list of up to ten of his/her most important publications)

To complete an electronic proposal form, and to transmit your proposal data and related documents securely, please use elan, our electronic proposal processing system:

<https://elan.dfg.de>

Proposals under this programme can only be submitted via elan.

A Proposal Date and Obligations

Here you are asked to provide information on the project and participating individuals, and accept the required formal obligations.

An electronic proposal form to enter this information is available on the DFG's elan portal.

<https://elan.dfg.de>

B Project Description

For the description of your project, please use the appropriate template in German or English provided on the elan portal. Your project description may not exceed 20 pages in length.

Template instructions:

1 State of the art and preliminary work

1.1 Network topic and its relevance in current scientific discourse

State the topic of the scientific network and its relevance in current scientific discourse.

Concisely describe the current state of research as it relates directly to the topic of the scientific network. Your description should clarify exactly where you see a need for research and wish to advance your chosen topic.

The description must be understandable without consulting additional literature.

To illustrate and enhance your presentation you may refer to your own and others' publications, which should be cited in the bibliography under section 3. This bibliography is not considered your publication list.

1.2 Publications by members of the network that relate to the network's topic

List the network members' most important publications (maximum 10 in total) that relate directly to the topic of the network and document the participants' preliminary work.

Please note the *Guidelines for Publication Lists* (DFG form 1.91).

www.dfg.de/formulare/1_91

The DFG may reject any proposals not in compliance with the rules on publication lists.

2 Objectives and work programme

2.1 Anticipated total duration of the network

Please state the proposed duration of the network (maximum three years).

2.2 Proposed number of meetings and their topics

State the proposed number of working meetings (maximum six) and briefly describe their agendas.

2.3 Proposed outcome of the network

Explain the research objectives and the intended outcome of the network (e.g. publication, exhibition, DFG proposal, conference).

2.4 Proposed members of the network and expert guests

List the proposed members of the network (5 to 15) and planned meeting guests (max. two per meeting), including name, location, employment status and research area, and briefly explain each person's relevant expertise.

2.5 Other information

Here you may provide further information that is not included under any of the other items but that you consider important for the proposal.

3 Bibliography

In this bibliography, list only the works you cite in your presentation of the state of the art. This bibliography is not the list of publications. Non-published works must be included with the proposal.

4 Requested funds

4.1 Travel

Specify travel and maintenance expenses required for network members and planned guests to attend the meetings, in keeping with the provisions of the travel expenses act applicable at your institution.

4.2 Other

If you require funding to support the coordination of the network, please state the requested amount (max. €5,000 for three years) and the intended use.

4.3 Publication expenses

If you wish to request publication funding, state this here. If you require more than the standard grant amount of €750 per year, you must submit a separate justification in accordance with section II, item three of the guidelines above.

5 Researchers with whom you have collaborated scientifically within the past three years

This information will help the DFG Head Office to rule out potential conflicts of interest during the review process.

6 Additional information

Mention any grant proposals for this project previously submitted to a third party.

C Appendices

The proposal must include each applicant's academic curriculum vitae including a list of up to ten of his/her most important publications.

To enable reviewers to assess an applicant's scientific track record appropriately, applicants may indicate in their CVs any circumstances that might have hampered their scientific work, for example periods in which they were unable to work continuously due to childcare obligations or due to prolonged serious illness or disability.

Each CV must include a list of up to ten of the applicant's most important publications. These publications need not be related to the proposed project.

Please note the *Guidelines for Publication Lists* (DFG form 1.91).

www.dfg.de/formulare/1_91

When **submitting your proposal electronically via the elan portal**, you will be asked to upload the required documents. Please make sure that the security settings for the PDF documents allow your documents to be read, copied and printed, and note the maximum size of 10 MB per document. If your appendices exceed 200 pages in length, we ask that you also submit two hard copies in addition to the electronic version.