

# Guidelines

## Scientific Networks with Proposal Preparation Instructions

- **Valid for proposals submitted as of 1 January 2019** -



## Guidelines

### I Programme Information

#### 1 Objective

Scientific networks offer researchers at all career stages the opportunity to engage in multi-year scientific exchange and cooperation on a topic area of their choice across locations. A network consists of a set group of individuals who, over a defined period, will work on the common topic area to attain a specific outcome.

Scientific networks may be used

1. to promote national and international networking between researchers at an early stage of their careers. Supporting early career researchers is especially important to the DFG.
2. to promote networking between researchers who want to work on new interdisciplinary or strategic research questions in a results-focused approach and require a flexible organisational framework in which to do so.
3. to promote networking between researchers who want to address topic areas of a strategic nature where the exchange of ideas at international level appear to be particularly productive. To be eligible for funding, either the research must be expected to produce important impetus for Germany or the research policy aspect of the cooperation with individuals in the chosen country or countries must play an essential role.

The proposal must explain what scientific and/or research policy outcome the network members aim to achieve through the exchange (e.g. preparation of joint research, publication of jointly produced results, impetus for the further development of scientific methods, or plans for the development or optimisation of subject-specific infrastructure).

## 2 Proposals

### 2.1 Eligibility and membership

#### 2.1.1 Eligibility

Researchers in Germany, or those working at a German research institution abroad, who have completed their academic training (a doctorate as a rule) are eligible to apply for the funding required for the network.

In general, individuals 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.

The network may be coordinated by multiple individuals, but the funding proposal may only be submitted by one person. One individual may also be named as co-applicant.

#### 2.1.2 Membership

A network generally consists of 10-20 individuals. Women should be represented to an appropriate degree corresponding to their general representation in the relevant subject area.

All researchers who are eligible to submit proposals to the DFG can be members of a network. Researchers from non-university institutions as well as doctoral researchers can also be admitted. Since the objective is to promote the development of networks across locations, within Germany as well as internationally, members must not all belong to the same research institution; no more than half of the members may be based in research systems outside Germany.

### 2.2 Format and deadline

Proposals may be submitted at any time.

Proposals should be prepared according to the instructions below.

### 3 Duration

The maximum funding period is three years.

## II Requested Funds

### 1 Travel

Funding for travel may be requested for working meetings of the network members (full group or individual members).

Topically relevant guests may also be invited to individual meetings.

Meetings should normally be held in Germany. In justified individual cases, a meeting may be held outside Germany.

### 2 Other

Funds may be requested to support coordination. Consideration should especially be given to funding for staff (normally student assistants) who assist the coordinator in organising meetings.

### 3 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 adhere to the rules of good scientific practice<sup>1</sup>.

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<sup>1</sup> 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).

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;
- 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

- 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.

- 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](https://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.

## 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 (academic CV with a list of up to ten of the most important publications of the coordinator)

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.

Proposals may be submitted either in German or in English.

### A Proposal Data and Obligations

Here you are asked to enter information on the project and accept the required formal obligations.

Please enter this information via the DFG's electronic proposal form provided in elan.

<https://elan.dfg.de>

### B Project Description

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

**Template instructions:****1 State of the art and preliminary work****1.1 Network topic area and its relevance in current scientific discourse**

Describe the network's topic area taking into account its relevance in current scientific discourse and any research policy aspects.

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 of two per member) that relate directly to the topic area of the network and document the members' preliminary work.

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

[www.dfg.de/formulare/1\\_91](http://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 outcome of the network**

Explain the research objectives and the intended outcome of the network (see I.1).



## 2.3 Network members

List the proposed members of the network (including name, research institution, research area and employment status – for fixed-term contracts, include the duration of the contract) and explain each person's relevant expertise and anticipated contribution to the network.

## 2.4 Proposed number of meetings and their research topics

State the proposed number of working meetings and briefly describe the research topics that will be addressed. Please relate this to the proposed outcome of the network.

## 2.5 Envisaged guest experts at meetings

If you plan to invite guest experts to individual meetings, name the envisaged individuals here, if possible (including name, research institution, research area and employment status), and outline their anticipated contribution to the network.

## 2.6 Other information

Please use this section to provide additional 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

When calculating travel and maintenance costs, please take into account the planned number of meetings and the number of guest experts you intend to invite. To estimate costs, please refer to the public travel expenses regulations. If meetings are to be held outside Germany, please justify the choice of venue.

#### 4.2 Other

If you require funding to support the coordination of the network (normally funding for student assistants), please state the requested amount and what tasks these staff will perform.

#### 4.3 Publication expenses

If you wish to request publication funding, state this here. If you require more than the standard amount of €750 per year, you must submit a separate justification in accordance with item II.3 of the guidelines above.

#### 5 Researchers with whom the coordinator has 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

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

### C Appendices

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

Please also submit the academic CVs of all members of the network, in a single document.

To enable reviewers to assess an individual'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 coordinator'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).

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[www.dfg.de/formulare/1\\_91](http://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.