

# Guidelines

## Reinhart Koselleck Projects



## I. Objective

The objective of the programme is to enable researchers with an outstanding scientific track record to pursue particularly innovative or, in a positive sense, higher-risk projects over a period of five years. Reinhart Koselleck projects are primarily aimed at university researchers. The programme is designed to enable researchers to work on projects that cannot be funded within the scope of other funding programmes or implemented within the framework of their own institution. Researchers from non-university research institutions are also eligible to apply if they meet these conditions.

## II. Funding Instrument

### 1. Description

Reinhart Koselleck projects are characterised by the following features:

- They are especially innovative or, in a positive sense, higher-risk.
- As a result of these factors, they cannot be carried out as part of the applicant's work at his/her institution or under other DFG grant programmes.
- On the basis of these factors, they cannot be described in detail in the proposal, as the progress of the project tends to be even less predictable than with other research activities.

### 2. Extent of funding

The funding duration is five years. Funds in the amount of €500,000 to €1.25 million will be made available for this period.

### 3. Target group

Researchers who hold or are eligible to hold professorships, who show high scientific potential and who are renowned for their outstanding scientific track record can request funding for Reinhart Koselleck projects. Approving a grant based on a proposal that only roughly describes the project requires a particular leap of faith in the review and decision-making process, which has to be justified by the applicant's scientific curriculum vitae.

#### **4. Relationship to other funding instruments**

A prerequisite for submitting proposals for projects involving clinical trials is that the proposed project is not eligible for submission under the DFG Clinical Trials Programme.

During the duration of an approved Reinhart Koselleck project, funding for other research projects may be requested under all other DFG grant programmes according to their respective requirements.

Winners of the Leibniz Prize are ineligible to apply for a Reinhart Koselleck project during the period in which the prize money is available to them and for a period of two years thereafter, as funding has already been granted to them to use as they wish based on their scientific track record. Conversely, it is possible to be awarded the Leibniz Prize while a Reinhart Koselleck project is ongoing.

#### **5. Submitting multiple proposals for Reinhart Koselleck projects**

Researchers may propose multiple Reinhart Koselleck projects in the course of their career. An approved Reinhart Koselleck project must be completed before a new one can be submitted.

### **III. Proposals**

Proposals can be submitted at any time. The proposal should be written in Arial font size 11. Please submit two hard copies of the proposal with attachments and an electronic version (preferably a PDF document) on a CD-ROM. Ensure that the documents on the CD-ROM are not password-protected and do not have access restrictions in terms of reading, copying and printing.

The proposal can be submitted in German or English and should include the following:

## 1. Your personal information

- First name, last name, academic title
- Employment status (including duration of contract if on a fixed-term contract)
- Date of birth, nationality
- Reference number of the last proposal submitted to the DFG
- Institution and institute/department (full name)
- Work address
- Telephone number (dialling code, switchboard, direct line or extension)
- Fax number
- E-mail address
- Home address and telephone number

## 2. Topic

Please give a brief and precise description of the project in German and English in no more than 140 characters. If the project is approved, this subject will be listed in the DFG's annual report.

If the topic relates to other countries and/or subcontinents, please include their names here.

## 3. Subject area and field

Please state the subject area (e.g. physics of condensed matter, prehistory and early history) and the field of specialisation (e.g. the theory of ferromagnetism, settlement archaeology) that best categorise the focus of your research project.

#### 4. Requested start of funding

#### 5. Summary

Please summarise your project's main objectives in plain language, not exceeding 15 lines (max. 1,600 characters). The summary should be written in German and English.

The summary has two main objectives:

- a) It will inform the interdisciplinary committees of the DFG, which make the final decision on your proposal, of the principal aims of your project.
- b) If your project is funded, the summary will be published on the internet through a database-supported electronic information system (cf. section IV of the Guidelines on Proposals for Research Grants). *It should therefore be concise as well as comprehensible to non-specialists.* To facilitate searchability, please avoid abbreviations whenever possible and use keywords relevant to the topic.

#### 6. Project outline

Please describe the project that you would like to undertake on a maximum of five pages, starting from the current state of the art in your field. This description should make clear in which context you categorise your own research and to which issues you wish to make a unique, innovative and ongoing contribution. This description must be understandable **without** references to additional literature. You may refer to your own and others' publications to illustrate and enhance your summary. Please indicate whenever you are referring to other researchers' work and explain your own preliminary work. **Cited** works should be listed in a bibliography at the end of the section. This bibliography is not considered the list of publications. Non-published works cited in the list must be included with the proposal. However, the reviewers are not obliged to read the cited works.

Please note that the DFG may reject any proposals not in compliance with these rules.

Please explain what makes your project unique and why it cannot be implemented within the scope of your institution's work and/or within the framework of other funding programmes (particularly the Research Grants Programme).

## 7. Requested funds

You can request a total of €500,000 to €1.25 million in funding for the five-year duration. Within these limits, you can request funding in €250,000 increments, such that the total grant amount over the five-year funding period can be €500,000, €750,000, €1,000,000 and €1,250,000. Please give a brief explanation of how you have calculated the corresponding estimation of costs. However, you are explicitly **not** required to compile a cost plan. Please note that the requested project sum can be reduced to the next lower level if considered appropriate by the reviewers and the decision-making body.

The project funds can be used for staff and direct project costs in accordance with section IV 1.1.2 to 6 of the Supplementary Guidelines and Instructions (DFG form 1.19).

[www.dfg.de/formulare/1\\_19](http://www.dfg.de/formulare/1_19)

## 8. Academic curriculum vitae/publications

Please enclose an academic curriculum vitae with the proposal. <sup>1</sup>

Enclose two lists of publications with your proposal:

1. A list of your most important publications, regardless of relevance to the proposed project
2. A subject-related list of publications

Please note the Guidelines for Publication Lists.

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

The DFG may reject any proposals not in compliance with these rules.

## 9. Other information

### a) Applicants from non-university research institutions

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<sup>1</sup> To ensure that your scientific track record will be assessed fairly, please indicate in your CV any circumstances that might have impaired your research activities, for example periods during which you were unable to work continuously due to childcare obligations or due to prolonged serious illness or disability.

If the applicant works at a non-university research institution, a brief comment should be added to the proposal stating why the work planned within the scope of the proposed Reinhart Koselleck project is not viable within the framework of the institution.

**b) Experiments involving humans or human materials**

Experiments involving humans, including identifiable samples taken from humans and identifiable data, must be planned and conducted in compliance with the Declaration of Helsinki ("Ethical Principles for Medical Research Involving Human Subjects"), originally passed in June 1964 by the World Medical Association (WMA), as amended. The provisions set out in the current versions of the Embryo Protection Act (Embryonenschutzgesetz) and the Stem Cell Act (Stammzellgesetz, StZG), the Pharmaceutical Drugs Act (§§ 40 - 42 of the Arzneimittelgesetz, AMG) and the Medical Devices Act (§§ 17 - 19 of the Medizinproduktgesetz, MPG) must also be observed.

Within the scope of the project, this type of work may only be started if a statement has been obtained from the local ethics committee and if this committee did not raise any objections. If you cannot exclude the possibility that you will perform such work during the project, please include the following statement:

"Prior to testing on humans, identifiable samples taken from humans and identifiable data within the scope of this project, I agree to obtain a statement from the local ethics committee and to only perform such work if this committee does not raise any objections."

A violation of this may result in the recall of the grant.

***Research involving human embryonic stem cells***

Proposals for research involving human embryonic stem cells can only be funded if the authorisation required under § 6 of the Stem Cell Act has been granted. The DFG therefore recommends that you contact the competent regulatory authority stated in § 7 (1) (1) of the Stem Cell Act (Robert Koch Institute, Berlin) at the same time as you submit the proposal to the DFG, in order to accelerate a decision on the proposal.

If your proposal is approved, the funds earmarked for work with human embryonic stem cells will remain blocked until the DFG receives confirmation of approval by the Robert Koch Institute.

**c) Experiments with animals**

Planned animal experiments must be described in the project outline. The DFG requires that the provisions of the Animal Protection Act (Tierschutzgesetz) be observed. For animal experiments requiring regulatory approval, the DFG recommends that you seek the necessary approval either prior to submitting your proposal, or when you submit your proposal to the DFG. Research work may only start once approval has been obtained.

**d) Experiments with recombinant DNA**

If you plan experiments involving recombinant DNA, you must observe the Genetic Engineering Act (Gesetz zur Regelung von Fragen der Gentechnik) of 20 June 1990 (Federal Law Gazette, 1990 I, page 1080). Research work may not commence until the required approval, in accordance with this law and the relevant ordinances, has been obtained.



## IV. Obligations

In submitting your proposal to the DFG, you agree to:

1. adhere to the **rules of good scientific practice**.<sup>2</sup>

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 of DFG committees for one to eight years, depending on the severity of the scientific misconduct;

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<sup>2</sup> The rules of good scientific practice are presented in detail in the white paper entitled „Safeguarding Good Scientific Practice“ and in the [Funding Guidelines - General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

- denying voting rights and eligibility in elections for DFG statutory bodies and committees for 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.

## **V. Declarations**

### **1. Rules of good scientific practice**

With regard to the rules of good scientific practice, please declare the following:

"In submitting my proposal for a Reinhart Koselleck project to the DFG, I agree to adhere to the rules of good scientific practice."

### **2. Publication list and bibliography**

With regard to the guidelines for publication lists and bibliographies on the state of the art listed under section III.8. and III.6., please state the following:

"In preparing my proposal, I have adhered to the guidelines for publication lists (section III.8.) and the bibliography (section III.6.)"

## VI. 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](http://gepris.dfg.de/en)

[www.dfg.de/en/annual\\_report](http://www.dfg.de/en/annual_report)