

# Guidelines

## on Proposals for Grants to Support the Initiation of International Collaboration with Instructions for Proposal Preparation



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## Guidelines on Proposals for Grants to Support the Initiation of International Collaboration

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### I. Funding Objective

This grant programme aims to support the initiation of international collaboration. It consists of the funding elements “Bilateral Workshops”, “Trips Abroad” and “Guest Visits”.

The purpose of **workshops** is to explore **possibilities for international collaboration**. Topics must be defined and limited. **Trips abroad** and **guest visits** serve to facilitate the **preparation of specific projects**. Only proposals with these objectives may be considered.

This funding instrument is not intended to support international conferences (see International Scientific Events), research projects (see Research Grants) or meetings of research networks (see Research Networks).

### II. Type of Funding

To facilitate the initiation of international collaboration, applicants may propose one of the following elements for funding:

- bilateral workshop
- trip abroad (up to 3 months)
- guest visit (up to 3 months)

Funding elements may be combined if they are timed closely together, enabling the cooperative measures to be planned even more effectively. Funding is provided for up to 12 months from the date of approval. The individual measures must be carried out during this time period.

Funding is granted in the form of standard allowances to help pay for the participants' travel and accommodation costs and for the organisation of workshops. For more information, please view the current guidelines on the use of funds.

In justified exceptional cases, it is possible to invite individual guests from additional countries to the bilateral workshops.

Due to calculations using standard allowances, it may happen that the approved funds do not fully cover the expenses. In this case, you must additionally use your own funds or reduce spending. It is not possible to apply for additional funds beyond the standard allowance.

### **III. Proposal Submission, Eligibility**

Proposals may be submitted at any time but must be received **no later than 3 months before the beginning of the proposed activity**.

A subsequent application with the same participants may only be submitted if results from the first funded activity necessitate further measures and the new activity shows significant progress compared to the initial measure.

#### **Eligibility**

All researchers based at a German research institution in Germany or abroad who have completed their research training, generally by obtaining a doctorate, are eligible to apply.

Proposals may not generally be submitted by persons working at an institution that is not non-profit or one that does not permit the immediate publication of research findings in a generally accessible form.

Researchers who are employed at one of the institutes or member organisations of the Max Planck Society, Fraunhofer Society, Helmholtz Association or Leibniz Association; researchers working at a publicly funded institute associated with one of these organisations; and researchers working at international research facilities located in Germany must note the rules on the duty to cooperate.

[http://www.dfg.de/formulare/55\\_01/55\\_01\\_en.pdf](http://www.dfg.de/formulare/55_01/55_01_en.pdf)

Please contact the DFG Head Office if you have specific questions.

The proposal format and the information provided must follow the instructions below.

## IV. Cost Categories

### 1. Bilateral Workshops

#### a. For bilateral workshops within Germany

- i. Standard allowances according to the participants' home countries (in general coverage of allowances for German participants; coverage for participants from abroad depends on co-financing by the foreign partner organisation)
- ii. The maximum total number of participants is 30.

#### b. For bilateral workshops in the partner country

- i. Standard allowances according to the participants' home countries (in general travel allowances for participants from Germany; coverage of per diem for German participants and allowances for participants from abroad depend on co-financing provided by the foreign partner organisation)
- ii. The maximum number of participants from Germany is 15. Funding for up to 30 participants in total may be requested here.

### 2. Trips Abroad

Standard allowance towards travel costs, with the amount depending on the destination region; plus standard allowance towards per diem (unless paid for by the partner organisation)

### 3. Guest Visits in Germany

Standard allowance towards travel costs, unless paid for by the partner organisation, according to the home country, and a per diem

Please note that the standard allowance rate that will be paid by the DFG cannot be set until the DFG has received the proposal and contacted the relevant partner organisation to clarify whether co-funding will be provided. As soon as the details have been clarified, you will receive a letter from the DFG Head Office stipulating the amount that could be covered by the DFG.

For countries on the DAC list of the German Ministry for Economic Cooperation and Development, the DFG grants all standard allowances. The DAC list is available at: [http://www.bmz.de/de/ministerium/zahlen\\_fakten/index.html](http://www.bmz.de/de/ministerium/zahlen_fakten/index.html)

## V. Obligations

By accepting funding from the DFG, the recipient agrees to:

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

The general principles of good scientific practice include, among others:

- maintaining professional standards,
- documenting results,
- rigorous 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;
- denying voting rights and eligibility in elections for DFG statutory bodies and committees.

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.

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<sup>1</sup> The rules of good scientific practice are presented in detail in the white paper Proposals for Safeguarding Good Scientific Practice (published by Wiley-VCH) and in the usage guidelines for research grants (DFG forms 2.01 and 2.02) (cf. <http://www.dfg.de> □ Research Funding / Legal Framework Conditions).

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.

The coordinator on the German side must submit a proposal for the funding elements and, if a grant is approved, is responsible towards the DFG for the funding transactions. Budget items must be requested and managed in compliance with the relevant institution's budget and accounting rules.

# Instructions

## for Proposal Preparation

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### I. General

1. The proposal, including bibliography, may be no more than **10 pages** in length (DIN A4, Arial 10 pt, 1.5 line spacing). It should be self-explanatory and not require reviewers to read any additional literature that may be cited or enclosed.
2. You may also submit your proposal in **English**. If you wish to do so, the following items must also be provided in **German**: Topic (1.2), Summary (1.6).
3. When completing your proposal, please
  - answer all relevant questions fully, according to general scientific practices, and correctly describe your own preliminary work and that of others;
  - adhere to the numbering system of these instructions and repeat the complete headline in each section.

### II. Proposal Format

#### 1. General information

Proposal for a Grant to Support the Initiation of International Collaboration

##### 1.1 Applicant

Please include the following information:

- First name, last name, academic title
- Employment status (including duration of contract, if on a fixed-term contract)
- Date of birth and nationality

- DFG reference number of the last proposal or of any previous application(s) for project funding
- Institution and department (full name)
- Work address
- Telephone number (dialling code, switchboard, direct line or extension)
- Fax number
- E-mail address
- Please also include the same information for the responsible collaboration partner abroad.

For both the applicant and the responsible collaboration partner, a curriculum vitae including the five most important publications should be attached to the proposal.

In addition, state whether and to what extent your international collaboration partner is requesting funding from the relevant partner organisation abroad.

## 1.2 Topic

Please give a brief and precise description of the project, not exceeding 140 characters.

## 1.3 Research area and field of work

Please state the subject area according to the DFG classification (e.g. experimental condensed matter physics, prehistory) and the field of work (e.g. theory of ferromagnetism, settlement archaeology) to categorise the scientific focus of your project.

## 1.4 Type of funding

Please state which element you are submitting for funding:

- Trip Abroad
- Guest Visit
- Workshop in Germany
- Workshop Abroad

## 1.5 Funding period

Please state when the proposed activity is to occur (intended timing of trip or workshop).

## 1.6 Summary

Please give a plain-language summary of the main objectives of your project, not exceeding 15 lines (max. 1,600 characters).

## 2. State of the art in the relevant subject area

### 2.1 Short description and scientific objective

Please describe the intended scientific benefit of the activity. Why does it require initiation funding and what is the specific objective of the activity? How do you expect the international collaboration to add value?

### 2.2 For bilateral workshops

- List of participants from Germany, incl. work addresses
- List of participants from abroad, incl. work addresses
- If available: Overview of presentations (speakers, topics)

### 2.3 For guest visits and trips abroad

- Contribution by the traveller/guest and by the foreign partner (what scientific contribution is expected?)

## 3. Funds requested

### 3.1 Bilateral workshops

The following information is required:

- Number of participants from Germany
- Number of participants from the partner country
- Number of participants from other countries
- Funds requested (estimate)

### 3.2 Trips abroad

The following information is required:

- Number of travellers
- Length of stay

- Funds requested (estimate)

### **3.3 Guest visits**

The following information is required:

- Number of travellers
- Length of stay
- Funds requested (estimate)

## **4. Declarations**

### **4.1 Proposal submitted elsewhere**

If you have submitted a grant proposal for the same project to any other agency, please explain this.

If this is not the case, please include the following statement:

“I have not requested funding for this activity from any other sources. In the event that I submit such a request, I will inform the Deutsche Forschungsgemeinschaft immediately.”

### **4.2 Rules of good scientific practice**

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

“In submitting a grant proposal to the DFG, I agree to adhere to the rules of good scientific practice.”

## **5. Signature(s)**

The proposal must be signed by the applicant.

## **6. List of attachments**

Letter of invitation from the host

Curricula vitae including list of key publications