

# Guidelines

## Core Facilities



## I Programme Information

### 1 Objective

The establishment and development of modern research infrastructures at German universities provides important resources for scientific research. These infrastructures form the basis, and a vital backbone of, current and future research activities at universities and universities of applied science.

Access to advanced instrumentation technologies plays an important role in many branches of science. The shared use of these resources – for example in core facilities – can ensure effective capacity utilisation and deliver beneficial research services.

Through this programme, the DFG aims to promote structural development in instrumentation-based research infrastructure in order to deliver improved facilities for users and better accessibility (including for external researchers from other institutions). The programme is designed to support the establishment of the shared use of instrumentation technologies in core facilities that are available to users within and outside the applicant university. Funding is available for new, forward-looking technologies and the development of professional, scientifically appropriate management concepts for effective user support – for example through the financing of relevant jobs, workshop opportunities, the preparation of suitable terms of use and annual reports.

*Please note:* Funding for the acquisition of major instrumentation is not available in this programme, as this is covered by other programmes (e.g. the Major Research Instrumentation Programme and the State-Funded Major Instrumentation Programme).

### 2 Proposals

#### 2.1 Eligibility

Proposals may be submitted by publicly funded universities and non-publicly funded universities with institutional accreditation.

## 2.2 Format and deadline

Proposals may be submitted to the DFG at any time. Proposals must be structured in accordance with the Proposal Preparation Instructions (DFG form 54.01); the modifications below apply.

[www.dfg.de/formulare/54\\_01](http://www.dfg.de/formulare/54_01)

Proposals must be submitted electronically via the DFG's elan portal.

<https://elan.dfg.de/en>

The applicant university chooses a person to be responsible for the proposal. This person coordinates the research, prepares the proposal and handles correspondence relating to its content. This person submits the proposal electronically via elan. After the proposal has been uploaded, a compliance form is generated. This form must be signed by the responsible person and the university leadership and the original returned to the DFG.

In the section 'State of the art and preliminary work,' the description of the project should include an explanation of how the core facility fits into the national and international context and the nature and scope of existing facilities and the user group. What instruments or technology resources are currently available? Which scientific communities currently benefit from them?

In an additional document, the university statement, which must be submitted along with the project description, the university leadership must explain how the core facility fits into the university's infrastructure strategy and must give a binding commitment to provide financial support for the project. An assurance must be provided that the university will continue to operate the core facility after the end of DFG funding, if awarded, and that the structures created will be maintained on a long-term basis. Details should be provided for a long-term staff and operating costs strategy for the continued operation of the facility.

The complete proposal should not exceed 20 pages in length. Please also attach the university statement and researcher CVs. Terms of use or a similar document may also be submitted as an additional document (max. 10 pages).

## 2.3 Duration and extent of funding

The maximum funding duration for a core facility is five years. Funding of up to €150,000 per year may generally be requested for this period.

In the event of a positive decision, funding is approved for an initial maximum three-year period and may be offered for a maximum of another two years.

Funding for the final two years may be approved following acknowledgement of an interim report with updated information on the continued operation of the facility after the end of DFG funding.

## 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](http://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](http://www.dfg.de/formulare/52_06)

### 3 Public Relations

To enable you to present your work to the general lay public, you can request funding for public relations. Please note that this module cannot be submitted separately but only in conjunction with the proposed project.

[www.dfg.de/formulare/52\\_07](http://www.dfg.de/formulare/52_07)

### III Review Process

The review criteria essentially correspond to those for general research funding (Guidelines for the Written Review – DFG form 10.20).

[www.dfg.de/formulare/10\\_20](http://www.dfg.de/formulare/10_20)

The following aspects are also taken into consideration:

- Research credentials of the facility compared with other national/international facilities
- Importance of the facility as a resource for external researchers
- Evaluation of the intended structure and proposed measures
- Evaluation of the university statement with respect to long-term operation

### IV Obligations

In submitting a proposal for a research grant to the DFG, you agree 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, 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;

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<sup>1</sup> The rules of good scientific practice are explained 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).

- 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;
- 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 implement 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 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.

### **Deutsche Forschungsgemeinschaft**

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