


Module

Basic Module



A module can only be applied for within the appropriate modularised programme. To determine which modules are available to you, please consult the DFG's programme guidelines relevant to your proposal.

I. Objective

Use the basic module to request funding for direct project costs, project-specific staff, and instrumentation necessary to carry out the project, as well as an allowance for the publication of project findings.

II. Description

To enable you to carry out your project, you may request the following types of project-specific funding:

1. Funding for staff

The DFG generally grants funding for staff in the form of standard amounts.

For specific rates and further details, please see the following overview (available in German only)

http://www.dfg.de/formulare/60_12/60_12.pdf

The following categories are available:

1.1 Research staff

The proposed salaries for research staff employed in DFG-funded projects should be based on the requirements of the individual project and the researchers' qualifications in relation to these requirements.

1.1.1 Non-doctoral staff

For research employees who do not hold a doctoral degree, funding under the category "doctoral researcher and comparable" should generally be requested for positions involving at least 50% of the standard work week. It is also possible to request funding for positions with more than 50%, insofar as this is required to stay nationally and internationally competitive both within and outside the research system. For more information, please consult the following form (available in German only).

http://www.dfg.de/formulare/55_02/55_02_de.pdf

In many DFG-funded projects, research employees are afforded the opportunity to pursue scientific qualification themselves (preparation for a doctoral degree). Should research employees who do not yet hold a doctoral degree be employed full time, they should be given the opportunity to work on their doctorates during regular working hours in accordance with the relevant state law on higher education. However, the majority of the working hours must be spent on the project.

Projects limited to the production of a thesis are not eligible for DFG funding.

1.1.2 Postdoctoral staff

If special scientific qualifications (doctorate), experience and independence are necessary to meet the project's objectives, funding in the category "postdoctoral researcher and comparable" may be requested.

1.1.3 Other research assistants

In the category "other research assistant", funding may be requested for employees needed to meet the project's objectives who hold a degree from a university of applied sciences or a university bachelor's degree without doctoral admission.

1.2 Non-academic staff

Funding for non-academic support staff employed on a regular union pay-scale basis should be requested under the category “non-academic staff”.

1.3 Student assistants

The DFG welcomes the involvement of student assistants at an early stage in their studies. Student assistants should be remunerated according to the regulations applicable at the host university.

If appropriate, secondary-school students may also be incorporated into the project, on an hourly basis and with appropriate compensation, to give them early hands-on experience in research.

Special notes on funding for staff

Family leave

If the project head reduces his/her hours for family reasons (childcare, dependent care), a supplementary proposal may be submitted to request the funding needed to ensure that the research can continue without delay.

In situations where a research employee has to drop out of the project temporarily for family reasons (to care for children or other family members due to old age or illness), a supplementary proposal may be submitted to request the funding needed to complete the project as envisaged within the current funding period.

2. Funding for direct project costs

2.1 Equipment up to €10,000, software and consumables

You may request funding to purchase smaller instruments (with a gross acquisition price of up to €10,000), software and consumables required for your project.

2.2 Travel expenses

The DFG may provide funding for travel expenses that are necessary for the research project.

It is also possible to apply for funding to attend scientific events. Applicants must be actively involved in the event. Funds may be used to cover travel, maintenance and conference fees.

2.3 Visiting researchers

If necessary for your project, you can invite other researchers as guests. For this purpose you may request an allowance to cover travel and maintenance. Honoraria can only be funded in exceptional cases if it can be assumed that the guests are not participating to further their own careers or research.

2.4 Expenses for laboratory animals

If your project calls for experiments with animals, you may request funds to purchase, breed and keep laboratory animals.

2.5 Other costs

Under “other costs” you may request project-specific funds for purposes not included in any of the other categories, such as third-party contracts, compensation for test subjects, documentation services, rental or loan of vehicles or other facilities.

In addition, “other costs” may include operating and follow-up expenses that meet the following conditions: The DFG may approve operating and follow-up expenses for major scientific instrumentation (with an acquisition cost of over €50,000) required specifically for the project. These expenses should be requested as a lump sum if possible. A user policy should also be submitted. Depreciation and reinvestment expenses for new instrumentation, whether partial or in full, cannot be approved. Expenses incurred for additional staff can only be included as a share of the lump sum to the extent that the instrumentation must be operated beyond regular hours specifically for the purposes of the research project. Basic operations and maintenance of major instrumentation must be funded as core support by the host institution. Increased operating costs resulting from use in the project can be covered by the lump sum. However, the cost of regular upkeep to maintain operations may not be included in the sum.

Funds for purchasing specialised scientific publications may be granted in exceptional cases where the publications in question must either be permanently available to the project but are not purchased by the institution, or when they are not available through

inter-library loan. In such cases, please submit a list including the author, title, publisher, year of publication, and price for each publication requested.

2.6 Project-related publication expenses

The DFG may contribute up to €750 per year towards publishing the findings of a project. Publications may be in any form, with the exception of grey literature. If the appropriate publication of the project findings calls for a book format with high production costs, you may be eligible to receive up to €5,000 per year, provided you can justify the expenses.

For book publications exceeding the amount mentioned above, particularly for long-term DFG projects or other projects whose main objectives are to collect and catalogue information or disseminate research results (e.g. literary editions, text volumes, illustrated volumes or excavation reports), it is possible to apply for a separate publication grant upon completion of your project. For more details, see the guidelines on publication grants.

http://www.dfg.de/formulare/51_10/51_10_en.pdf

3. Funding for instrumentation

If your project requires instrumentation costing more than €10,000 per item (purchase price including VAT plus incidental costs), you can propose it here.

Additional costs incurred in connection with the installation and operation of DFG-funded instrumentation (such as structural modifications or increased overhead for the institution due to additional costs for operations, maintenance or personnel) cannot be covered by the DFG. Applicants must ensure that such costs will be covered by the host institution before submitting a proposal.

Funding cannot be provided for:

1. Your own salary as principal investigator
2. Secretarial services
3. Construction, fittings and furnishings, or rent
4. General infrastructure (e.g. office furniture, tools, work clothes), office materials, postage and telecommunication costs
5. Property insurance premiums

6. Fees for using the university's computing facilities
7. Instruments that constitute core support in the relevant subject area, including workplace computers
8. Upgrades and repair of instruments that are not property of the DFG
9. VAT, if deductible

For details, please consult the usage guidelines.

III. Proposal Instructions

State and justify the requested funding.

Please note the following details:

1. Funding for staff

1.1 For all research staff to be paid according to the applicable salary scales (TV-L, BAT or MTArb [east or west]), please state:

- how long he/she will be employed in the project,
- one of the following categories:
 - a) postdoctoral researcher and comparable
 - b) doctoral researcher and comparable
 - c) other research assistant
 - d) non-academic staff
- the planned working hours as a percentage of the standard work week.

1.2 For student assistants (with or without a degree), please state:

- how long he/she will be employed in the project,
- the required funds in euros, based on the customary rates at your institution.

An important criterion for the approval of funding for assistants without a degree is their qualified involvement in the project. This must be justified in the proposal.

Please provide a brief description of the tasks for each proposed DFG-funded researcher. The tasks must correspond to those referred to in the work programme.

Please also indicate the date when payment from DFG funds should commence.

To the extent that staff members' names are available, please list them in your proposal. For each researcher, please include a completed personnel questionnaire.

http://www.dfg.de/formulare/10_03/10_03_rtf.rtf

2. Funding for direct project costs

2.1 Equipment up to €10,000, software and consumables

First, state the total amount requested for this category. For instruments, list individual models and prices in a table and explain why you need them for your project.

Necessary software programmes should also be listed and explained in detail.

For consumables, state the amount for each subcategory (e.g. chemicals, glassware, etc.) and explain why they are needed.

2.2 Travel expenses

First, state the total requested allowance for travel expenses. Then explain the necessity for the different kinds of travel costs (e.g. cooperation with other researchers, archival work, field work, conferences) and quote the amount needed during the grant period.

If you will be collaborating with research partners outside Germany, please include the number and duration of projected trips. For stays exceeding one month, please specify the foreign partner's name, academic title and office address (including e-mail address).

Calculation of travel expenses (transportation, maintenance) should be based on federal regulations for travel costs or the regulations of the state where the applicant works.

If vehicles belonging to your institution are used, a contribution to their running costs can be awarded. The amount must be specified in the proposal.

If you are using a private vehicle, regulations for travel costs stipulate that you can only receive funding up to the level of the cost of public transport, unless specific reasons

necessitate the use of your private vehicle. If you are applying for a kilometre allowance, please state the reasons for using your own vehicle in the proposal.

2.3 Visiting researchers

State the requested amount. Justify the amount with regard to the number of guests and the duration of their stay. Note that honoraria/compensation can only be funded in exceptional cases.

If you plan to invite researchers to a workshop, you must submit any corresponding funding requests through the workshop module.

2.4 Expenses for laboratory animals

If you need funding to purchase, breed and keep laboratory animals, state and justify the requested amount. The amounts are listed in the following form (available in German only)

http://www.dfg.de/formulare/55_03/55_03_de.pdf

2.5 Other costs

First, state the total sum of other costs for which you are requesting funding. Explain the need for each individual item.

Under “other costs” you may request project-specific funds for purposes not included in any of the other categories, such as third-party contracts (include details on vendors), compensation for test subjects, documentation services, as well as operating and follow-up expenses for major instrumentation; for details, see section II.2.5.

2.6 Project-related publication expenses

Please state whether you wish to apply for publication funds (generally up to €750 per year) for your project. If you require funding above this amount, or if you plan to request a publication grant upon completion of your project, please note the requirements given in the guidelines on publication grants and specify the projected expenses of the proposed publication, if possible.

http://www.dfg.de/formulare/51_10/51_10_en.pdf

In conclusion, state the total sum of requested funding for direct project costs.

3. Funding for instrumentation

List individually all instrumentation costing more than €10,000 per item (gross acquisition costs, i.e. purchase price including VAT plus incidental costs).

Please explain why this instrumentation is essential to the project and justify its necessity in relation to the core support furnished by the institution. Based on criteria relevant to the work programme (e.g. measuring field, resolution, etc.), the performance class (technical specifications) and included accessories of the proposed instrumentation must be described.

Please obtain information about the instrumentation available on the market that meets the required specifications. The models you are considering should be compared in terms of their suitability for the project, stating the manufacturer, models, accessories, performance and price. Explain your market research and submit relevant comparable offers (for Collaborative Research Centres, this is not required until the on-site review). In addition to the technical data and the price, other aspects such as the availability of equipment in the university department, your experience with similar instruments, the exchange of measuring programmes, issues relating to technical maintenance, etc., may also play a role in selecting the appropriate model.

If you request major instrumentation costing more than €50,000, please provide information on the intended utilisation of the instrumentation, the total project-related duration of use by you and your working group, and possible use by other researchers. The DFG expects you to include a statement that any issues concerning follow-up costs and installation have been settled with the host institution prior to proposal submission.