Proposal Preparation Instructions

Project Proposals

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These guidelines apply to project proposals under the Research Grants, Emmy Noether, Research Units, Clinical Research Units and Priority Programmes.

A proposal consists of the following three parts:

A - Proposal Data and Obligations

B - Project Description

C - Appendices (For each applicant, please include an academic curriculum vitae with a list of up to ten of his/her most important publications.)

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 to the programmes above-mentioned can only be submitted via elan.

For proposals to fellowship programmes, please refer to the relevant programme's proposal preparation instructions.

Please note that it is not possible to submit proposals to other programmes via elan at this time. For such cases, please note the information on page 11 f. in addition to the instructions following immediately below.

Proposals may be submitted either in German or in English.

If applicable, please note the special instructions for Priority Programmes, the Emmy Noether Programme, and for Clinical Trials at the end of this document.

A Proposal Data and Obligations

Here you are asked to enter information on the project and participating individuals 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

For new proposals please explain briefly and precisely the state of the art in your field in its direct relationship to your project. This description should make clear in which context you situate your own research and in what areas you intend to make a unique, innovative, promising contribution. This description must be concise and understandable without referring to additional literature.

For renewal proposals, please report on your previous work. This report should also be understandable without referring to additional literature.

To illustrate and enhance your presentation you may refer to your own and others' publications. Indicate whenever you are referring to other researchers' work. Please list all cited publications in your bibliography under section 3. This reference list is not considered your list of publications. Note that reviewers are not required to read any of the works you cite. This also applies to review sessions that are held on site. In this case, manuscripts and publications that provide more information on the progress reports and are published up to the review panel's meeting may be made available at the meeting to enable reviewers to read through the information. Reviews will be based only on the text of the actual proposal.

1.1 List of project-related publications

Please list your most significant publications that relate directly to the proposed project and document your preliminary work. This list serves as an important basis for assessing your proposal.

Please note the “Guidelines for Publication Lists”.
www.dfg.de/formulare/1_91

The DFG may reject any proposals not in compliance with the rules on publication lists.

If you are submitting a proposal to the DFG for the first time (cf. 5.2) and have therefore not published in the proposed project area, please list only the up to ten most important publications that are part of your curriculum vitae (see C. Appendices).

2 Objectives and work programme

2.1 Anticipated total duration of the project

Please state

- the project's intended duration[1] and how long DFG funds will be necessary,
- for ongoing projects: since when the project has been active.

2.2 Objectives

Please give a concise description of your project’s research programme and scientific objectives.

Please indicate if you anticipate results that may be relevant to fields other than science (such as science policy, technology, the economy or society).

2.3 Work programme including proposed research methods

For each applicant

[1] Please refer to DFG form 1.01 for information on long-term projects, www.dfg.de/formulare/1_01.

Please give a detailed account of the steps planned during the proposed funding period. (For experimental projects, a schedule detailing all planned experiments should be provided.)

The quality of the work programme is critical to the success of a funding proposal. The work programme should clearly state how much funding will be requested, why the funds are needed, and how they will be used, providing details on individual items where applicable.

Please provide a detailed description of the methods that you plan to use in the project: What methods are already available? What methods need to be developed? What assistance is needed from outside your own group/institute?

Please list all **cited** publications pertaining to the description of your work programme in your bibliography under section 3.

2.4 Data handling

Improving the management and handling of research data is a priority both for national and international research organisations and for science in general. In order to enhance the long-term archiving and curation of research data, the DFG funds projects that seek to achieve an efficient reuse of research data.

If research data or information will be systematically produced using DFG project funds, describe if and how these will be made available for future reuse by other researchers. Please regard existing standards and data repositories or archives in your discipline where appropriate.

Additional information and best practice examples can be found at
www.dfg.de/proposal_process/research_data

Project costs associated with making research data available for future reuse can be requested with your project. In this case, please describe how the institutions participating in the project will contribute to data and information management.

If the reuse of the research data being generated is closely linked to research objects (such as tissues, cell lines, installations, materials, art objects, or similar), please also comment on the proposed storage of such objects.

2.5 Other information

Please use this section for any additional information you feel is relevant which has not been provided elsewhere.

2.6 Explanations on the proposed investigations

Experiments involving humans or human materials

Please describe the ethical and legal aspects of your project:

- treatment or experiment,
- criteria for selecting test persons,
- description of potential risks and precautions taken,
- method of informed consent.

Note that in addition to accepting the formal obligations in part A, an ethics committee vote must be included as well. The use of human material obtained for diagnostic purposes also requires a statement by the chair of the local ethics committee.

Experiments with animals

Note that in addition to accepting the formal obligations in part A, the planned animal experiments must be described.

2.7 Information on scientific and financial involvement of international cooperation partners

If you will be conducting your project in close collaboration with researchers based outside Germany, please indicate:

- whether the project will be conducted as part of an agreement between the DFG and a partner organisation, cf.
  www.dfg.de/en/dfg_profile/international_cooperation/int_partners
  Please note the individual country information provided.
- whether the cooperation partner has applied for funding from the partner organisation, and if so, for what amount.

3 Bibliography concerning the state of the art, the research objectives, and the work programme

In this bibliography, list only the works you cite in your presentation of the state of the art, the research objectives, and the work programme. This bibliography is not the list of publications. Non-published works must be included with the proposal.

4 Requested modules/funds

Explain each item for each applicant (stating last name, first name).

Note additional instructions on submitting proposal modules in the relevant module guidelines.

For electronic proposal submissions, please note that euro amounts will automatically be rounded to the nearest hundred, which could result in slight discrepancies in the staffing amounts.

5 Project requirements

5.1 Employment status information

For each applicant, state the last name, first name, and employment status (including duration of contract and funding body, if on a fixed-term contract).

5.2 First-time proposal data

Only if applicable: Last name, first name of first-time applicant.

If this is your first proposal, reviewers will consider this fact when assessing your proposal. Previous proposals for research fellowships, publication funding, travel allowances, or funding for scientific networks are not considered first proposals. If you are submitting a “first-time proposal” and it is part of a joint proposal, please note that your independent project must be distinct from the other projects.

If you have already submitted a proposal as an applicant for a research grant and have received a letter informing you of the funding decision, or if you have led an independent junior research group or project in a Collaborative Research Centre or Research Unit,

you are no longer eligible to submit a “first proposal”. If you have submitted a “first-time proposal” and it was rejected, you may resubmit the application, in revised form, as a first-time proposal for the same project.

5.3 Composition of the project group

List only those individuals who will work on the project but will not be paid out of the project funds. State each person’s name, academic title, employment status, and type of funding.

Please list separately the individuals paid by your institution and those paid using other third-party funding (including fellowships).

5.4 Cooperation with other researchers

5.4.1 Researchers with whom you have agreed to cooperate on this project

For clinical trials, please also provide the name of the biometrician or statistician responsible for the trial.

5.4.2 Researchers with whom you have collaborated scientifically within the past three years

This information will assist the DFG’s Head Office in avoiding potential conflicts of interest during the review process.

5.5 Scientific equipment

List larger instruments that will be available to you for the project. These may include large computer facilities if computing capacity will be needed.

If you are applying for instruments that are available at your institution, but are not at the project’s disposal, please explain why this is the case.

5.6 Project-relevant cooperation with commercial enterprises

If you will be conducting your project in cooperation with a commercial enterprise, please note the EU guidelines on state aid[2] or contact your research institution in this regard.

[2] Framework for State Aid for Research and Development and Innovation (2014/C 198/01)

If you are planning to cooperate with an application partner on a transfer project, i.e. a project that tests the results generated by a DFG-funded research project or develops basic-research findings into prototypes or exemplary applications, note the supplementary instructions contained in DFG form 54.014.

www.dfg.de/formulare/54_014

5.7 Project-relevant participation in commercial enterprises

Please indicate if you are the owner of a commercial enterprise or a stakeholder in one (e.g. a director). If so, please state how your research project is linked to the company's production branch or activities.

6 Additional information

Mention any funding proposals for this project and/or major instrumentation previously submitted to a third party.

C Appendices

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

To enable reviewers to assess an applicant'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 a researcher was unable to work continuously due to childcare obligations or due to a prolonged serious illness or disability.

Each CV must include a list of up to ten of the applicant's most important publications. These publications need not be related to the proposed project.

Please note the "Guidelines for Publication Lists".

www.dfg.de/formulare/1_91

Additional appendices should be included if applicable (e.g. a statement from the host institution, ethics statements, research papers, etc.).

For proposals submitted electronically via elan, 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. If your appendices exceed 200 pages in length, we ask that you also submit two hard copies in addition to the electronic version.

Save PDF documents according to the naming protocol listed at the end of this document to facilitate the processing of your proposal.

Special Instructions

I Priority Programme

For individual project proposals within an established Priority Programme, note that the funding duration (part A of the proposal) and the funding periods are specified in the call for proposals.

For the project description (part B of the proposal) note the following:

Each proposal must be accompanied by a description of how the project is integral to the Priority Programme, both in terms of subject matter and organisation. This includes a description of the cooperation with others participating within the Priority Programme. The envisaged realisation of the project in cooperation with other applicants may be demonstrated in particular by the joint training of early career researchers, or the use of methods by multiple projects as part of a network.

All applicants involved in submitting a proposal within an established Priority Programme are obliged to promptly provide the overall coordinator with all of the information necessary for drawing up the interim reports and the final report for the Priority Programme.

II Clinical Trials

The DFG funds prospective, interventional and confirmatory clinical trials of new procedures within the Clinical Trials Programme. This encompasses therapeutic trials, including pharmacological trials (“therapeutic confirmatory”), as well as prognostic and diagnostic trials in phases II - IV, the aim of which is to provide evidence of the efficacy of a new procedure. Trials must be carried out at multiple centres.

Non-interventional studies such as observational studies, trials which are exploratory in nature (e.g. pilot trials, proof-of-concept studies and feasibility studies) and experimental studies on healthy individuals may be submitted for research grants. In such cases, please describe and justify the chosen trial design and provide the name of the person responsible for biometric guidance, planning and evaluation, describing his/her specific relevant expertise. Where an intervention is part of the trial, proposals for these must also be accompanied by a draft study protocol in compliance with GCP guidelines (including a study synopsis) and if applicable a declaration of compliance with Good Clinical Practice (GCP) and on the legal sponsor function

(which may be submitted separately at a later date). Please contact the DFG's Head Office prior to submitting your proposal should you have any questions.

For more information about submitting proposals for clinical trials, please refer to the Clinical Trials Programme guidelines, available on our website.

www.dfg.de/formulare/17_01

III Emmy Noether Programme

If you will be applying for a position as head of an independent junior research group or other funds, please note that this programme has a total duration of five years consisting of three funding periods (36 + 12 + 12 months). Please request funding for the five-year period in accordance with this structure.

Please submit your doctoral certificate and the employer's statement/sample contract and your doctoral thesis if it is included in any of your publication lists.

Additional Instructions for Submitting Proposals Outside of elan

If your proposal cannot be submitted via elan, please use the available templates (see below) or use the same outlines (same numbering and complete header for each section). In the latter case, your proposal text must be written in Arial 11 pt. font on DIN A4 paper.

Submit your proposal electronically on a CD-ROM, preferably as PDF files (otherwise as RTF files) without password protection or other restrictions; the document security settings should allow your documents to be read, copied and printed.

For A: Proposal Data and Obligations

Use the Proposal Data and Obligations template.

www.dfg.de/formulare/54_011

Please only submit this form on paper, with the original signatures of all applicants, along with the aforementioned CD-ROM that includes all the documentation relevant to the proposal.

For B: Project Description

Use the Project Description template.

www.dfg.de/formulare/54_012

In addition to the template instructions provided in part B, please note the following:

Requested modules/funds

State which modules you would like to submit for funding. Structure your funding requests according to the module guidelines and state the desired funding amount for each item (e.g. Basic Module: 1. Funding for staff, 2. Funding for direct project costs, 2.1 Equipment up to €10,000, software and consumables, 2.2 Travel, 2.3 Visiting researchers, 2.4 Experimental animals, 2.5 Other, 2.6 Project-related publication expenses, 3. Funding for instrumentation). For each module, give subtotals and totals. Then explain your funding requests in detail.

For C: Appendices

Include all proposal appendices as separate PDF documents (less than 10 MB per document).

If your appendices exceed 200 pages in length, we ask that you send two hard copies in addition to the electronic version.

Please name PDF documents according to the naming protocol at the end of this document to facilitate the processing of your proposal.

Naming Protocol for Proposal Documents

Document	Document Name
instrumentation quote (Angebote zu Geräten)	Angebot_<instrument type>_<manufacturer>
employment offer (Arbeitsplatzzusage)	Arbeitsplatzzusage
reference (Befürwortung)	Befuerwortung_<last name of person providing reference>
project description (Beschreibung des Vorhabens) (part B of proposal)	Beschreibung_des_Vorhabens
ethics statement (Ethikvotum)	Ethikvotum
staff questionnaire (Fragebogen Mitarbeiter)	Fragebogen_<last name of respondent>
curriculum vitae and list of most important publications (Wissenschaftlicher Lebenslauf mit Verzeichnis wichtigster Publikationen)	CV_PubList_<person's last name>
certificates (Zeugnisse) in one document	Zeugnisse_<person's last name>
accepted manuscripts (Zulässige Manuskripte; erforderliche Annahmebestätigung)	<year>_<last name_author>_<keyword> Bestätigung_<year>_<last name_author>_<keyword>
For proposals submitted outside of elan: proposal data and obligations (Daten zum Antrag und Verpflichtungen) (part A of proposal)	Daten_zum_Antrag_und_Verpflichtungen

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