

# Proposal Preparation Instructions

## Heisenberg Programme



These guidelines apply to proposals under the Heisenberg Programme.

A proposal consists of the following three parts:

- A. Proposal Data and Obligations
- B. Project Description
- C. Appendices (Please note that an academic curriculum vitae with a list of the five most important publications must be included.)

Proposals may be submitted either in German or in English.

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.

## A. Proposal Data and Obligations

Here you are asked to enter information on the project and yourself and accept the required formal obligations.

Use the Proposal Data and Obligations — Heisenberg Programme template.

[http://www.dfg.de/formulare/54\\_021/54\\_021\\_en\\_rtf.rtf](http://www.dfg.de/formulare/54_021/54_021_en_rtf.rtf)

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

## B. Project Description

For the description of your project, please use the Project Description — Heisenberg Programme template.

[http://www.dfg.de/formulare/54\\_022/54\\_022\\_en\\_rtf.rtf](http://www.dfg.de/formulare/54_022/54_022_en_rtf.rtf)

Your project description may not exceed 20 pages in length.

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Template instructions:

**1. Reason for proposal (for new proposals) or Progress report (for renewal proposals)**

*(Especially career plans and professional goals; desired fellowship/professorship period.)*

Briefly state why you are applying, including particular reference to how you envisage your future career development and your career objectives, as well as details for the period for which you are applying for the fellowship/professorship.

For renewal proposals, please report on your previous work. This report must 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 and explain your own preparatory work. Please list all cited publications in the bibliography under section 5. Note that reviewers are not required to read any of the works you cite. Reviews will be based only on the text of the actual proposal.

**2. List of planned research topics**

*(Short descriptive titles.)*

A brief list in keywords of the scientific topics that you intend to pursue.

**3. List of topic-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 structure the list as follows:

3.1 Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance, listed in standard

format; and book publications. For works that have been accepted for publication but not yet published, the manuscript must be submitted along with the publisher's acknowledgement of acceptance.

### 3.2 Other publications

### 3.3 Patents

3.3.1 pending

3.3.2 issued

Please note that only up to 10 works may be listed under 3.1 and 3.2 combined for the total funding period of five years. For renewal proposals only up to two publications per completed funding year may be listed. Cf. "Guidelines for Publication Lists"

[http://www.dfg.de/formulare/1\\_91e/1\\_91e.pdf](http://www.dfg.de/formulare/1_91e/1_91e.pdf)

Please note that the DFG may reject any proposals not in compliance with the rules on publication lists.

## 4. Explanation of objectives and methods with reference to the state of the art

Discuss the state of the art in the respective field with a description in non-technical language and a characterisation of the methods and the objectives pursued by this work. This information is not required if you are also applying for a research grant.

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 the bibliography under section 5.

## 5. Bibliography

In this bibliography, list only the works you cite in your proposal text. This reference list is not considered your list of publications. Note that reviewers are not required to read any of the works you cite. Reviews will be based only on the text of the actual proposal. Non-published works must be included with the proposal.

**6. Reasons for selecting host institution(s)**

Please give reasons for the selection of the institution where you want to conduct the research. Please include an official letter from the head of the institution indicating his/her willingness to accommodate you. This statement should guarantee that sufficient office space and an adequately equipped working environment will be available for the research envisaged. It should also incorporate the issues of general provision of support by the institution, appropriate integration and the responsibilities you will be expected to assume. For clinical subjects the question of how the relevant clinical qualifications are to be obtained or augmented should also be addressed. If such a statement cannot yet be provided, please state why this is the case. The statement may be submitted subsequently, up until the time a decision on your application is reached.

**7. Publication expenses**

*If you would like to request funding for publication costs, please state the total amount here. As a rule, up to €750 may be requested per year.*

*An increased amount of up to € 5,000 may be requested if an appropriate publication of the findings is only possible in book form with high production costs. If this is the case, please provide a short justification of higher publication costs.*

**8. Academic mentors with special importance for scientific development** *not required for renewal proposals*

*Last name, first name, location.*

Name academic mentors who were of special importance for your scientific development.

**9. Desired start date of fellowship/professorship** *not required for renewal proposals***10. Additional funding**

10.1 Do you currently receive funding through a DFG project, or are you currently working on a DFG-funded project?

*If so, please give the DFG reference number(s).*

10.2 Are you currently receiving third-party funding for the research project you are proposing here?

*If so, please state the sources (incl. time period and amount).*

10.3 Have you requested a grant/fellowship regarding the research project to which this proposal pertains, or are you planning to submit such a proposal?

*If so, please state the funding organisation and the expected decision date.*

## C. Appendices

The proposal must include your curriculum vitae including a list of your five 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 your five most important publications. These publications need not be related to your proposal.

Please structure each list of publications as follows:

a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance, listed in standard format; and book publications. For works that have been accepted for publication but not yet published, the manuscript must be submitted along with the publisher's acknowledgement of acceptance.

b) Other publications

Under c) you may list any patents, both issued and pending. Please note that there is no maximum number for patents.

c) Patents, subdivided into pending and issued.

Cf. Guidelines for Publication Lists

[http://www.dfg.de/formulare/1\\_91e/1\\_91e.pdf](http://www.dfg.de/formulare/1_91e/1_91e.pdf)

If you have included your doctoral and/or habilitation thesis in one of your publication lists (see above), please submit two copies (of each) with your proposal.

Include copies of certificates of academic qualifications and state examinations.

**When applying for a Heisenberg Professorship**, the university's plan regarding the structural integration of the professorship must be submitted as well. Prospective applicants should approach a university to initiate a Heisenberg Professorship.

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

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 (Arbeitsplatz-zusage)	Arbeitsplatzzusage
reference (Befürwortung)	Befuerwortung_<last name of person providing reference>
project description (Beschreibung des Vorhabens) (part B of proposal)	Beschreibung_des_Vorhabens
dissertation (Dissertationsschrift)	Dissertation_<last name of author>
ethics statement (Ethikvotum)	Ethikvotum
habilitation (Habilitationsschrift)	Habilitation_<last name of author>
plan of structural development (Struktorentwicklungskonzept)	Struktorentwicklungskonzept
curriculum vitae and list of most important publications (Lebenslauf mit Verzeichnis wichtigster Publikationen)	CV_PubList_<person's last name>
certificates (Zeugnisse) in one document	Zeugnisse_<Nachname der betreffenden Person>
accepted manuscripts (Zulässige Manuskripte; erforderliche Annahmebestätigung)	<year>_<last name_author>_<keyword> Bestätigung_<year>_<last name_author>_<keyword>
For proposals submitted outside of the <i>elan</i> portal:  proposal data and obligations (Daten zum Antrag und Verpflichtungen) (part A of proposal)	Daten_zum_Antrag_und_Verpflichtungen