

Proposal Preparation Instructions

Heisenberg Programme

- Valid for all proposals submitted up to 31 December 2017 –



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 (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>

for the following:

- Heisenberg fellowship (new and renewal proposals)
- Heisenberg professorship (new and renewal proposals)

Proposals may be submitted either in German or in English.

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 in English provided in elan. Your project description may not exceed 20 pages in length.

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. 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 up to ten of 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.

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 proposal is reached.

7. Additional publication expenses

If you would like to request funding for additional publication costs, please state the total amount here. An 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 the higher publication costs.

If you will be applying for a research grant in addition to the Heisenberg fellowship/professorship, please note that additional publication costs can only be requested and approved in conjunction with the research grant.

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 request?

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

C. Appendices

The proposal must include your curriculum vitae and a list of up to ten of your 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.

Your CV must include a list of up to ten of your most important publications (including your doctoral thesis and, where applicable, your habilitation thesis). These publications need not be related to your proposal.

Please note the "Guidelines for Publication Lists"

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Include copies of certificates of academic qualifications and state examinations (please submit in one document if possible).

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 where applicable (e.g. a statement from the host institution, ethics statements, research papers, etc.).

Prior to submitting your proposal, 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.

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
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>