Election of the Members of the Review Boards of the Deutsche Forschungsgemeinschaft (DFG) 2019: Your Personal Access Information for the Online Voting System

Dear Voter,

This letter includes your personal access information (on the reverse side) for the online election of the members of the DFG review boards. You are receiving this election notification from the voting centre of your research institution or, if you have been granted the right to vote on an individual basis by the DFG, directly from the DFG. The list of voting centres including contact data is available at www.dfg.de/en/rb-election2019 under “Information for Voters”.

The online voting period will begin on 21 October 2019 at 2:00 pm and end on 18 November 2019 at 2:00 pm.

Each voter may receive only one election notification and vote only once. Should you erroneously receive more than one election notification (e.g. because you work as a researcher at two voting centres), please return any additional election notification unopened to the voting centre from which you have received it and attach a note reporting the error.

Important notice: This election notification includes access information for the online voting system which only you are allowed to use. The access information is valid during the voting period until you officially submit your ballot. Therefore, please keep this letter where only you can access it until you have completed your voting process. If you lose this election notification after receipt — even through no fault of your own — you cannot receive a replacement notification. If you choose not to vote, please make sure that no other persons can use your access information (e.g. by destroying the election notification or by keeping it in a safe place until the end of the voting period). The DFG reserves the right to take legal action if this voting documentation is misused.

Sincerely,

[Signature]

Peter Strohschneider

Short guide to voting:
1. First read the short instructions on the voting process (on the reverse side).
2. Detailed instructions can be found in the online voting system by clicking “Instructions” (in German only).
3. If you have any questions, contact the hotline by phone at +49 30 880 60 1055 or by e-mail at fk-wahl2019@dfg.de. Hotline hours are 18 October 2019 through 15 November 2019, Mondays through Saturdays from 8 am to 5 pm, and from 16 November 2019, 8 am, continuously through the end of the voting period on 18 November 2019, 2 pm.
4. For more information on the review boards and for current election information visit the DFG election portal at www.dfg.de/en/rb-election2019.
5 Steps to Cast Your Ballot:

Depending on which browser you use to access the voting system, the layout you see on your monitor may differ slightly from the example screenshots in these instructions. This does not affect the functionality of the voting system.

**Step 1: Select a language and log into the voting system**
Go to [www.dfg.de/en/rb-election2019](http://www.dfg.de/en/rb-election2019) using a common internet browser and click “Access Voting System”. Select whether you would like to complete your ballot in English or German. When prompted enter the following personal access information (voting number and access code):

![Image of login page]

Voting number:  
Access code:

Note that the access code is case sensitive. As long as you have not officially completed the voting process, you can use your access information to log back into the voting system at any time during the election period.

**Step 2: Prepare ballot**
From a list of about 1,700 candidates, preselect an unlimited number of candidates using the bookmark buttons (shopping cart principle). These may be individuals from all subject areas and review boards. You can use any of four methods to search for candidates:

1. by subject area (German terms only),  
2. by last name,  
3. by location (German terms only),  
4. by free text (German terms only).

**Step 3: Complete ballot**
You may cast up to 6 votes. You can split your votes only between the individuals you have bookmarked in Step 2. Please note that candidates may belong to different subject areas and review boards. You may give up to 3 votes to one candidate. Your ballot is invalid if you do not cast any votes, if you cast more than 6 votes, or if you select the “Abstain from voting” button.

**Step 4: Review and cast ballot**
Before you officially vote, your electronic ballot including the distribution of your votes is displayed one more time. This gives you one last chance to change your selections. By clicking “Cast final ballot”, you officially submit your ballot to the voting system.

**Step 5: Confirmation by the voting system**
After you have successfully cast your ballot, the system confirms that your votes have been received. Please close the window or your browser after this final step.

Please vote in the review board election and participate in the self-governance of science and research in Germany.