

DFG



**Quick Guide to
E-Submissions to the
National Research Data Infrastructure
Programme (NFDI)**

Preparing for Electronic Proposal Submission

BEFORE SUBMITTING A PROPOSAL...

...all spokespersons and co-spokespersons involved in an NFDI consortium must register in our elan portal (elan.dfg.de) and check that their contact address is up to date.

User accounts are activated by the DFG Head Office **within a few working days** of the registration form being submitted. You will be notified by e-mail once the account is activated.

The proposal to establish an NFDI consortium is submitted by the **spokesperson**.

IMPORTANT INFORMATION FOR SUBMITTING PROPOSALS ...

Detailed information on the National Research Data Infrastructure Programme (NFDI) as well as important proposal instructions can be found in

[DFG form nfdi100](#)

[DFG form nfdi110](#)

[DFG form nfdi120](#)

An overview of all current information and documents relating to the National Research Data Infrastructure Programme (NFDI) are available on our website at www.dfg.de/nfdi/en.

REQUIRED DOCUMENTS

To submit a proposal to the National Research Data Infrastructure Programme, you will need the following document:

- [Project Description](#)
(English)

This document must be uploaded and submitted as a PDF (without access restrictions on reading, copying or printing, maximum file size 10 MB).

Submitting Your Electronic Proposal via elan

A general introduction and guide to the elan portal can be found in the

[elan Flyer: Electronic Proposals](#) and

[elan FAQ: Electronic Proposals.](#)

After registering on the elan portal at <https://elan.dfg.de>, you can start the **online form** by selecting **Proposal Submission – New Project / Draft Proposal – National Research Data Infrastructure (NFDI)**.

IMPORTANT INFORMATION...

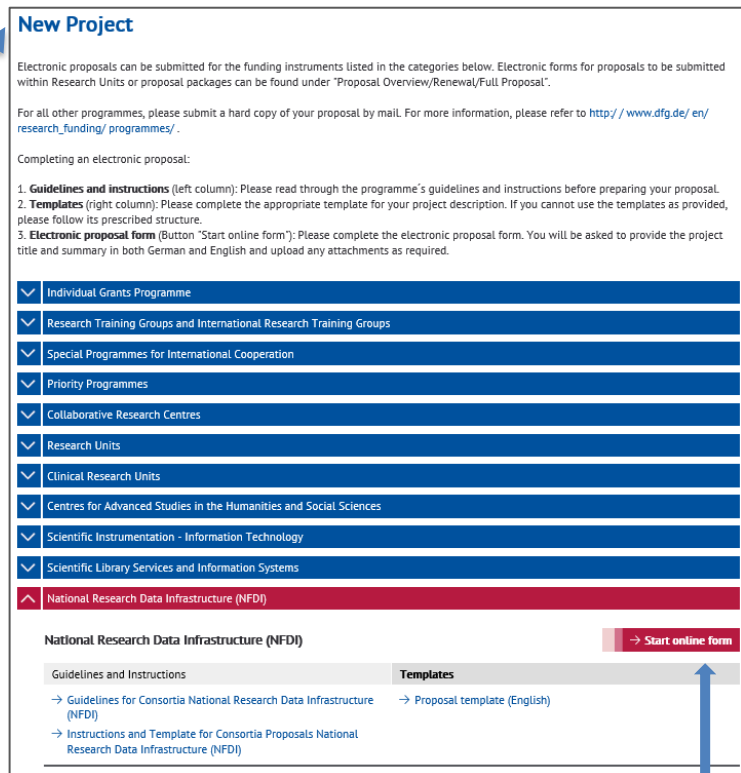
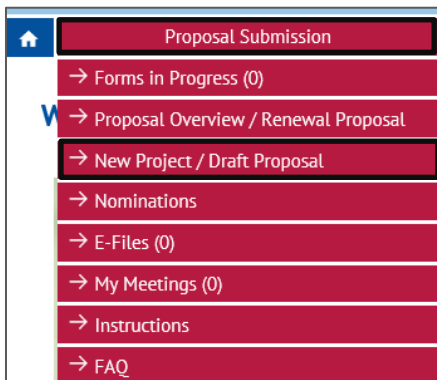
The elan portal will open for proposals to establish an NFDI consortium within the second call round

on 28 August 2020.

Proposals must be submitted via the elan portal


by 30 September 2020,

no later than midnight.



Submitting Your Proposal to the National Research Data Infrastructure Programme (NFDI)

After starting the online form, you will automatically be guided through the individual pages of the form.

	
Programme Information	<input checked="" type="radio"/>
Proposal Data	<input type="radio"/>
Applicant Institution	<input type="radio"/>
Spokesperson	<input type="radio"/>
Co-Spokespersons and Participating Individuals	<input type="radio"/>
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

When submitting a proposal electronically, please note the following with regard to the **individual form pages**:

a) Proposal Data:

You must select **one primary** research area; you also have the option of selecting **additional** research areas.

Classification

Please suggest the primary research area of your proposal. If you are participating in an interdisciplinary consortium, you may also enter additional research areas.

Research Area *	*	
Agriculture, Forestry and Veterinary...	primary	🗑️
Biology	additional	🗑️
Medicine	additional	🗑️

+ New row(s)

b) Applicant Institution and Co-Applicant Institution(s)

On the page **Applicant Institution and Co-Applicant Institution(s)**, the information is entered in the following order:

Enter the applicant institution by clicking on **Add Applicant Institution**.

Applicant Institution and Co-Applicant Institution(s)

Enter the applicant institution that will administer the funds in the event of an award and any co-applicant institution(s). Co-applicant institutions can be entered in the following pages and can be edited subsequently using the edit-icon.

Other participating institutions can be entered or edited in a separate section.

No entries have been made. Click + **Add Applicant Institution** to add the first entry:

+ Add Applicant Institution ←

Begin entering the requested funds by clicking on **Edit Requested Funds**.

Requested Funds

Requested Funds: ✎ Edit Requested Funds ←

Summary	2021/10-12	2022/01-12	2023/01-12	2024/01-12	2025/01-12	2026/01-09	Sum

✕ Cancel
💾 Save ...
← Back
→ Continue

Click on **New row(s)** to begin entering the funds.

Requested Funds

Enter the amounts in euros, they will automatically be allocated to the relevant fiscal years. If you would like to request varying amounts for different years, untick the box icon (☐) in the relevant row and enter the individual amounts for all fiscal years.
If you will not be requesting funding on this page, please click **Cancel**.

Staff

Total amount €	Start date	Duration in months	allocated	2021/10-12 Euro	2022/01-12 Euro	2023/01-12 Euro	2024/01-12 Euro
+ New row(s)							

Project Costs

Total amount €	Start date	Duration in months	allocated	2021/10-12 Euro	2022/01-12 Euro	2023/01-12 Euro	2024/01-12 Euro
+ New row(s)							

Instrumentation

Total amount €	Start date	Duration in months	allocated	2021/10-12 Euro	2022/01-12 Euro	2023/01-12 Euro	2024/01-12 Euro
+ New row(s)							

There are two ways of entering the requested funds:

1. Automatic allocation of requested funds:

Use the **allocated** option (selected by default).

- i. Enter the total amount for the full duration of the project (without separators).
- ii. The amount is automatically split over the requested period (funding phases).

Staff

Total amount €	Start date	Duration in months	allocated	2021/10-12 Euro	2022/01-12 Euro	2023/01-12 Euro	2024/01-12 Euro
12000000	2021-10-01	60	<input checked="" type="checkbox"/> allocated	600000	2400000	2400000	

+ New row(s)

2. Enter different amounts in individual funding phases:

- i. Deselect the **allocated** option.
- ii. Enter the individual amount for each funding phase (without separators).


Project Costs

Total amount €	Start date	Duration in months	allocated	2021/10-12 Euro	2022/01-12 Euro	2023/01-12 Euro	2024/01-12 Euro
			<input type="checkbox"/> allocated	12000	34000	56000	

+ New row(s)

- iii. Click on ">" to show more funding phases.


Note:


If you would like to use the automatic allocation option (**allocated**) **after** you have deselected it, please delete the relevant entry by clicking on the  button and start entering the requested funds again by clicking on **New row(s)**.



Enter other applicant institutions (**Co-applicant Institution(s)**) by clicking on **Add Co-applicant Institution**. (At least one co-applicant institution must be entered.)





Co-applicant Institution(s)

List the co-applicant institutions that will participate in the consortium.


*No entries have been made. Click  **Add Co-applicant institution** to add the first entry:*

 Add Co-applicant institution


*If you would like to edit an entry, click the Edit Icon . When you have finished completing the section, click  **Continue**.*

 Cancel
 Save ...
 Back
 Continue

Once they have been entered, all applicant institutions and the total requested amount are shown in an overview.



You can edit the applicant institution, co-applicant institutions and requested funds by clicking on the Edit icon .

Applicant Institution and Co-Applicant Institution(s)

Enter the applicant institution that will administer the funds in the event of an award and any co-applicant institution(s). Co-applicant institutions can be entered in the following pages and can be edited subsequently using the  edit-icon.

Other participating institutions can be entered or edited in a separate section.

Current entries:

Applicant institution that will administer the funds:	Funding amount:
Name der mittelverwaltenden Einrichtung	Gesamtsumme  
Co-applicant institution:	
Name/n der weiteren antragstellenden Einrichtung/en	

c) Spokesperson

Click on **Add Spokesperson** to enter the **spokesperson for the consortium**.

The data of the person currently logged in to elan is shown by default. Please check that the correct research location is shown/selected for the spokesperson.

(Co-spokespersons and other participating individuals and institutions are added in the next sections of the form.)

Spokesperson

Please enter the requested information on the consortium spokesperson.

Note: The spokesperson must be registered in elan and have verified the relevant correspondence address.

One consortium spokesperson, who is employed at the applicant institution, must be provided. Co-spokespersons should be entered in the next section.

No entries have been made. Click [Add Spokesperson](#) to add the first entry:

+ Add Spokesperson

d) Co-Spokespersons and Participating Individuals

Click on **Add Co-Spokesperson or Participating Individuals** to add the **co-spokespersons** and any other persons participating in the proposal. Please be sure to select the correct role from the drop-down menu.

Note:

A co-spokesperson must be entered for each co-applicant institution.

To simplify the process of entering the co-spokespersons, please have to hand the e-mail address under which each person's elan account is stored (the elan account name). Please check that the correct research location is shown/selected for each individual.

Co-Spokespersons and Participating Individuals

Each co-applicant institution must designate a co-spokesperson, who is responsible for a task area and employed at the respective institution.

Please assign a role to each co-applicant institution:

- Co - spokesperson

Please enter all participating individuals from Germany or abroad who will, in addition to the spokesperson and co-spokespersons, contribute to the consortium and its work programme on a sustained basis:

- *Participating individual in Germany* who will interact and contribute to the consortium and its work programme on a sustained basis.
- *Cooperation partner: international* collaboration partners.

If funding is approved, the names of all individuals will be included in GEPRIIS, the DFG's online project database www.dfg.de/gepris.

No entries have been made. Click [Add Co-Spokespersons or Participating Individuals](#) to add the first entry:

+ Add Co-Spokespersons or Participating Individuals

*If you would like to edit an entry, click the Edit Icon .
When you have finished completing the section, click [Continue](#).*

Co-Spokespersons or Participating Individuals

* required fields

Role: *

-- please select --
Co-Spokesperson
Cooperation Partner
Participating Person

✕ Cancel
↓ Save ...
← Back
→ Continue

e) Concluding Information

Please read the information on the page **Concluding Information** carefully, confirm the statement on compliance with good scientific practice and data protection, and enter the location of the **spokesperson's** institution.

Concluding Information

* required fields

The applicant institution confirms that all persons participating in the consortium from this institution agree to adhere to the DFG's guidelines for good scientific practice. The DFG's Rules of Procedure for Dealing with Scientific Misconduct (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten – **VerfOwF**) apply to individuals with a high level of scientific responsibility in funding proposals submitted to the DFG by higher education institutions and non-university institutions.

- The applicant institution and the spokesperson of the proposed consortium acknowledge and – by having signed the Declaration of Obligation of Compliance – recognise as legally binding the DFG's Rules of Procedure for Dealing with Scientific Misconduct.

The applicant/co-applicant institution(s) agree(s) to:

- the DFG's electronic processing and storage of data provided in conjunction with this proposal. It/They further agree(s) to this information being used for evaluation and statistical purposes and forwarded to reviewers and the decision-making bodies as part of the review and decision-making process.
- the possible transfer of information to a third country in individual cases during the course of the review and decision-making process.
- the publication of the work address(es) and contact details (name, institution and location, phone, fax, e-mail and website) of the individuals listed in the proposal as well as information about the content of the project (e.g. topic, summary, keywords, subject area, DFG programme, funding period, international connections), if approved, in the GEPRIS information system (see » gepris.dfg.de/en) and potential publication in other, non-commercial materials and databases created in cooperation with the DFG.

The applicant/co-applicant institution(s) understand(s) that the publication of this information – in full or in part – may be opposed electronically by contacting the appropriate programme officer no later than four weeks from receipt of the award letter.

The applicant/co-applicant institution(s) ensure(s) that all individuals listed in the proposal (including participants) agree to this and to the forwarding of the final funding decisions to the head of the institution(s) and the spokesperson/co-spokespersons.

I/We accept the foregoing conditions.*

City: *

Date: *

Tagesdatum



f) Attach Documents

On the page **Attach Documents**, you can upload the proposal document (**Project Description**) in PDF format.

Attach Documents

** required fields*

Attached documents must be in PDF format (**without restrictions on reading, copying or printing**). **You cannot attach files larger than 10 MB.** If you must submit larger files, you may submit them subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

The following documents **must** be submitted:

Project Description * Choose file to upload ...

Important: Please keep the original documents, as you may be required to submit them at a later date.

Cancel Save ... Back Continue

g) Send

On the following page of the portal, you can open a PDF document with an overview of the information you have entered in the online form (the form data) as well as the uploaded proposal document.

To submit your proposal to the DFG, click **Send**.

Send

Your Documents – Overview

PDF Formdata.pdf (XX KB) Download

Attachments:

Project Description.pdf (XX KB) Download

You can click individual items to open and review the documents before submitting them. The documents are listed in no set order.

Click → **Send** to submit the information electronically. This action is final and cannot be reversed.

Cancel Suspend ... Back Send

After Submitting Your Proposal

After submitting the proposal, you will immediately receive a confirmation of receipt by e-mail. This e-mail also contains a compliance form summarising the key details of the draft proposal.

The compliance form must be printed out, signed by the head of the applicant institution (that administers the funds) and the spokesperson, and returned to the DFG by 15 October 2020.