# 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 Sub-mission – New Project / Draft Proposal – National Research Data Infrastructure (NFDI)**.

**IMPORTANT INFORMATION…**

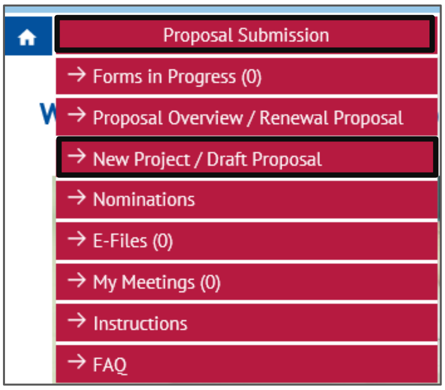
The elan portal will open for proposals to establish an NFDI consortium within the second call round

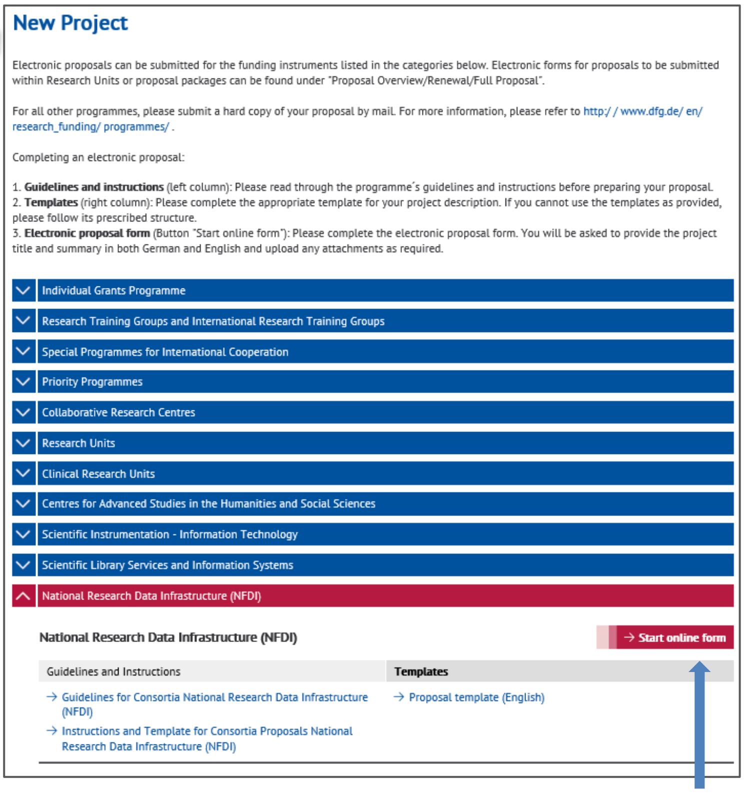
**on 28 August 2020.**

Proposals must be submitted via the elan portal

**by 30 September 2020,**

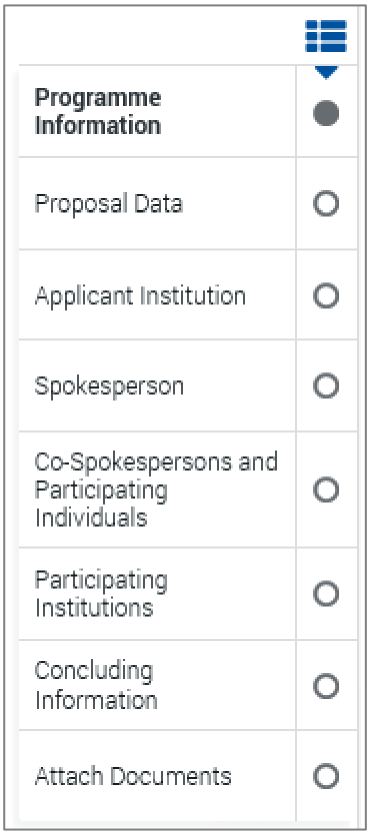
no later than midnight.



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

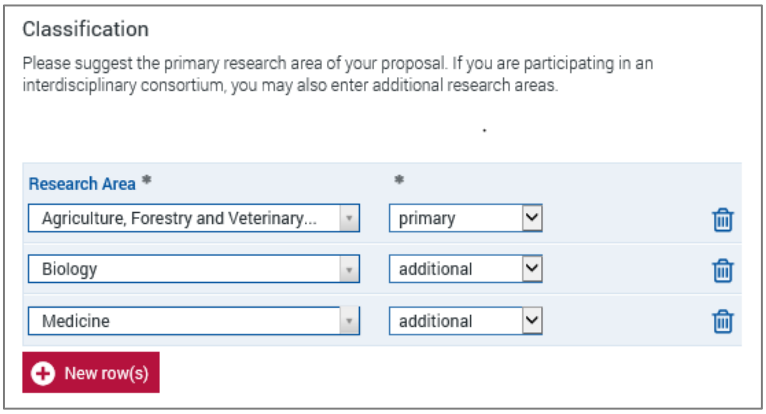
After starting the online form, you will automatically be guided through the individual pages of the form.



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

### a) Proposal Data:

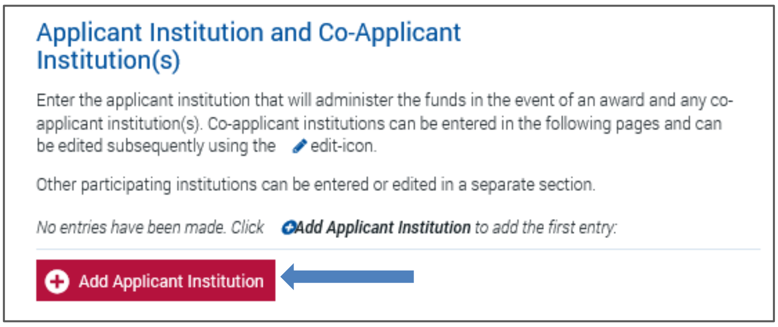
You must select **one primary** research area; you also have the option of selecting **additional** research areas.



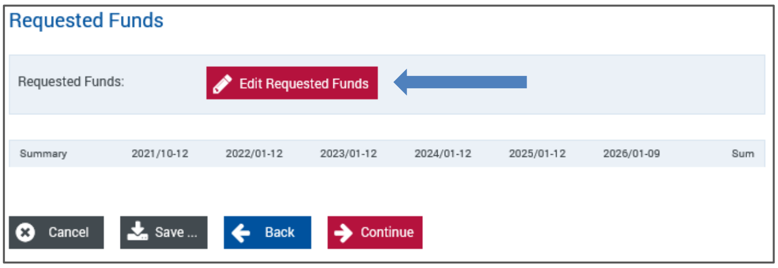

### b) Applicant Institution and Co-Applicant Institution(s)

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

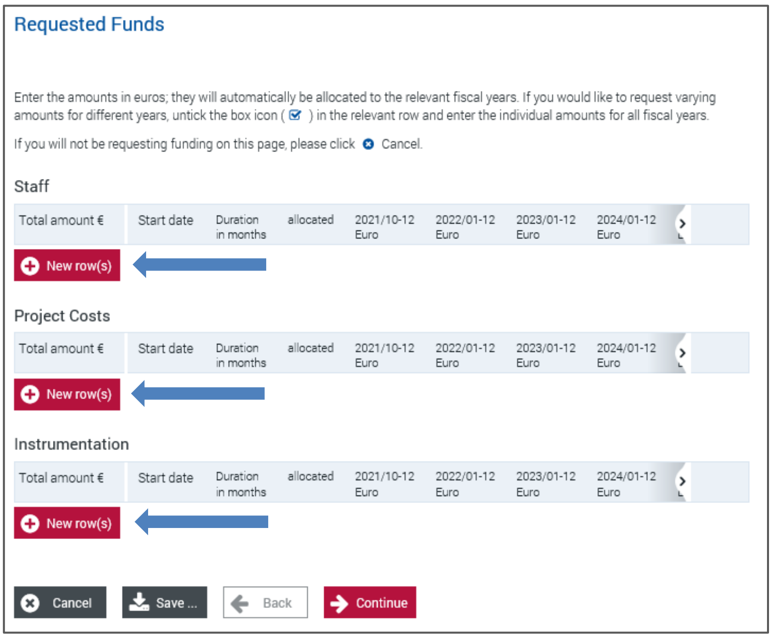
Enter the applicant institution by clicking on ***Add Applicant Institution.***




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



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

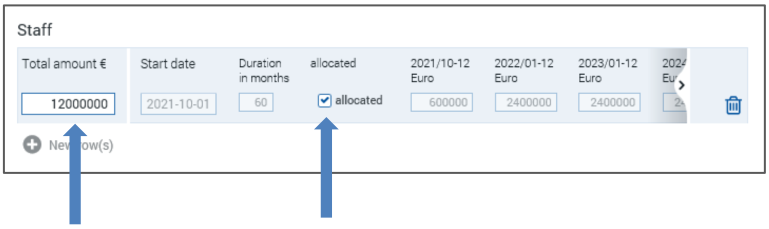



There are two ways of entering the requested funds:

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).

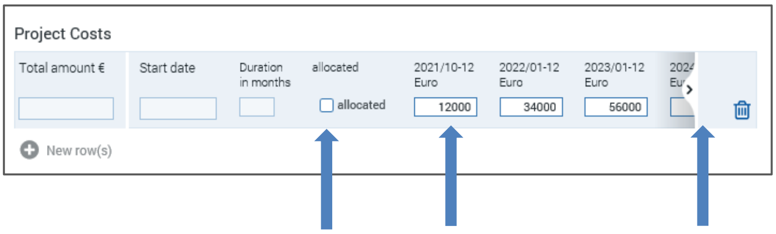
   ii. The amount is automatically split over the requested period (funding phases).




2. **Enter different amounts in individual funding phases:**

   i. Deselect the ***allocated*** option.

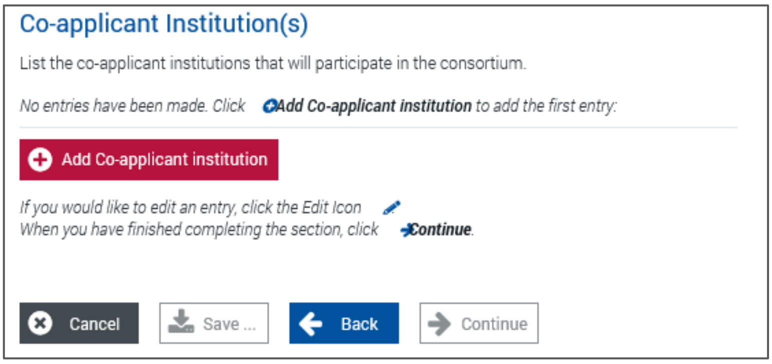
   ii. Enter the individual amount for each funding phase (without separators).



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

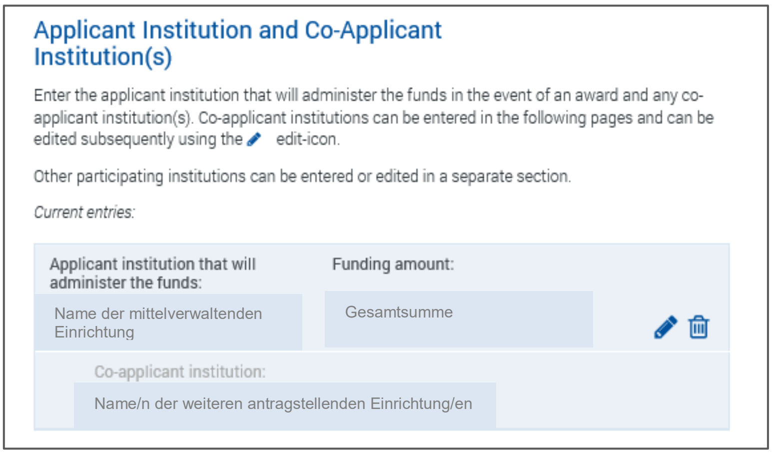
**Note:**
If you would like to use the automatic allocation option (**allocated**) ***after*** you have deselected it, please delete the relevant entry by clicking on the button and start entering the requested funds again by clicking on **New row(s)**.

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




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 .

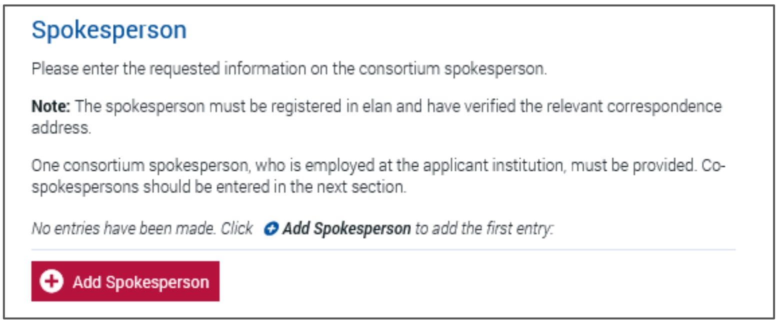


**c) Spokesperson**

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.)

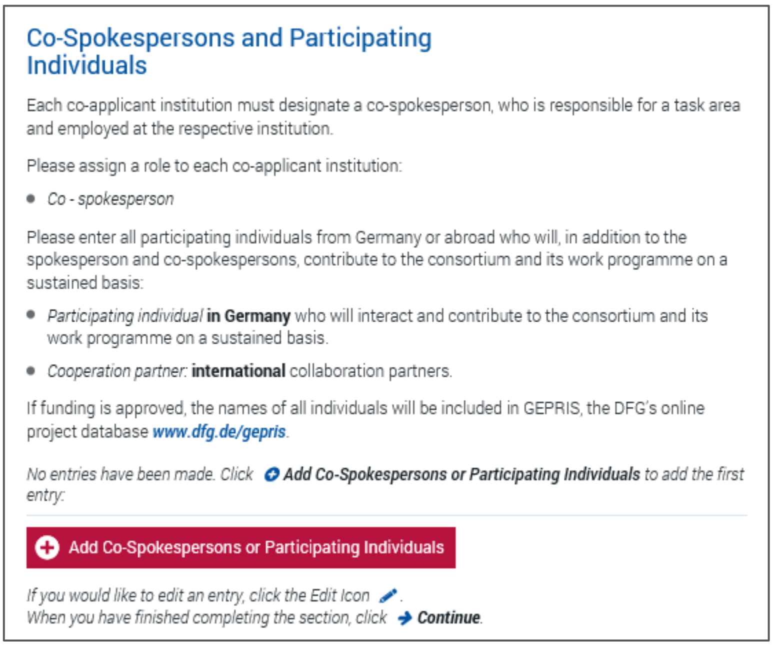



**d) Co-Spokespersons and Participating Individuals**

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.




**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.**

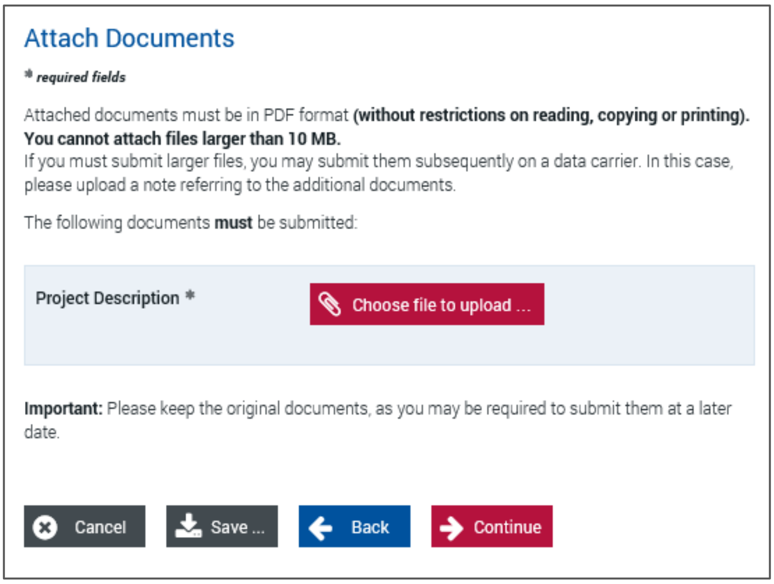
**The applicant/co-applicant institution(s) ensure(s) that all individuals listed in the proposal (including participants) agree to this and to the forwarding of the final funding decisions to the head of the institution(s) and the spokesperson/co-spokespersons.**

☐ I/We accept the foregoing conditions.*

| | |
|---|---|
| City: * | |
| Date: * | Tagesdatum |

**f) Attach Documents**

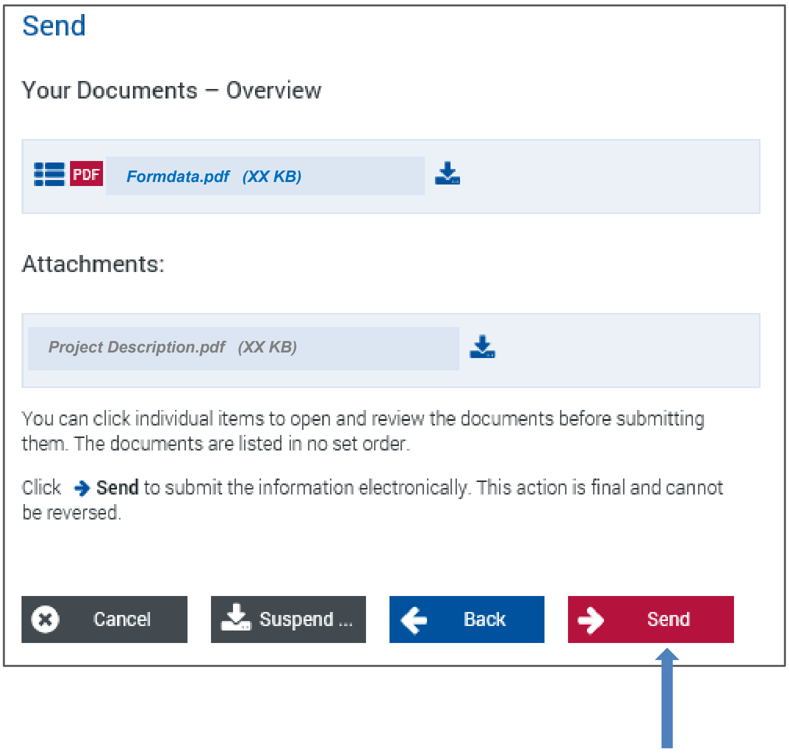
On the page ***Attach Documents***, you can upload the proposal document (***Project Description***) in PDF format.




**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***.



# 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.**