

# Guidelines

## Workshops for Early Career Investigators



## I. Funding Objectives

Workshops for early career Investigators serve to prepare researchers at an early stage of their career to conduct research projects independently and to enable them to head a first project of their own and raise third-party funds.

These workshops are a strategic funding instrument available to all subject areas. They are initiated by DFG review boards and project groups and can also be suggested by external parties, e.g. by submitting a request to a review board. Workshops can only be initiated in areas where there is a shortage of early career researchers. Having a significantly lower proportion of women researchers in a particular subject area can also be seen as a shortage; in this case, a workshop only for female early career investigators can be set up.

## II. Type of Funding

Workshops for early career investigators generally consist of two measures that build upon each other. First, a workshop prepares participants to submit a proposal. Then, they are given the opportunity to submit their first project-funding proposal to the DFG.

The workshop generally lasts one week and is held within Germany. It educates early career researchers on a particular subject of scientific relevance through lectures, seminars, workshops and excursions. Participants expand their scientific and methodological knowledge, are mentored by experienced researchers to develop their own research project, and exchange ideas with other early career researchers.

Optionally, additional colloquia may be held in conjunction with ongoing projects that have emerged from workshops or after such projects have concluded.

Workshops can be funded for a period of up to two years to cover the following expenses:

- travel and maintenance for the organisers and up to 20 workshop participants in accordance with the German Federal Travel Expenses Act (*Bundesreisekostengesetz*);
- costs of conducting the workshop;
- travel and maintenance (per diem) for external researchers (lectures, sub-workshops, seminars) in accordance with the German Federal Travel Expenses Act;
- costs of implementing accompanying colloquia;

- allowance of up to €10,000 for coordination costs.

Additional expenses for personnel, equipment, consumables or publications cannot be funded. In addition, no funding is available for recreational, cultural or similar programmes.

The budget should be designed to include cost-sharing by the workshop participants.

Not eligible for funding are workshops for early career investigators, or similar workshops, that are part of regular or special programmes of universities and research institutions that are intended only for participants from specific regions or institutions, or that are part of the regular programme of subject-area associations. In addition, workshops for early career investigators and colloquia cannot be funded if held outside of Germany.

### III. Proposals and Workshop Organisation

#### 1. Workshop proposals

As a first step, established researchers - either upon invitation by a DFG review board or project group, or on their own initiative - may submit to the DFG a grant proposal for a workshop for early career investigators. For applicant eligibility and proposal requirements, see the *Supplementary Guidelines and Instructions*

[www.dfg.de/formulare/1\\_19\\_de](http://www.dfg.de/formulare/1_19_de)

In addition to the information and declarations specified in sections II.1, 6, 7 and 8 of the instructions, the proposal must address the following points in a reviewable format:

- the topic of the workshop, including its position within the current scientific discourse;
- the programme and organisational design of the workshop;
- the potential target group (definition and explanation);
- a plan for the selection of participants;
- workshop guests, if already known;
- a calculation of necessary travel and maintenance costs according to the provisions of the German Federal Travel Expenses Act.

If an allowance is requested to support coordination, this must be specified. The same applies to any accompanying colloquia, which should be included in the original workshop proposal.

## **2. Announcement and participant selection**

After the workshop has been approved by the DFG, the workshop coordinator announces it publicly and nationwide and invites early career researchers to apply for participation. The announcement is made in close coordination with the DFG. With a view towards the purpose of the workshop and subsequent project proposal submissions to the DFG, applicants must be close to completing their doctorate, or should have completed their doctorate within the last six years.

Prospective participants apply by submitting to the coordinator a brief project outline for a research project, describing the project idea, the basic design, and necessary preparations.

Applications are reviewed and selected by the coordinator. On the basis of this selection, the coordinator invites the workshop participants. Only these individuals may participate in the workshop.

## **3. Workshop organisation**

An essential feature of the workshop is the scientific interaction and cooperation among researchers by way of lectures, seminars and excursions. Within this framework, participants present their project outlines and then discuss them with the other participants and experienced researchers. National and international experts should be involved as speakers to give participants the opportunity to establish contacts, along with experiencing presentations on specific scientific and methodological topics, and obtaining advice on how to design their grant proposals.

## **4. Project proposals by workshop participants**

Based on the experience and suggestions gained in the workshop, participants can revise and elaborate their project outline and submit it to the DFG as a research grant proposal under the Individual Grants Programme.

The purpose of such a project proposal is to give early career researchers the opportunity to start investigating a topic. By applying for a grant of limited duration and volume to conduct pilot studies or preliminary research, participants should be enabled to submit, at a later time, grant proposals under the DFG's Individual Grants Programme for research projects that build on their previous work.

The DFG's funding decisions on proposals that result from a workshop are made according to the usual procedures and conditions for individual grants.

## IV. Obligations

In submitting a proposal to the DFG, you

1. agree to adhere to the **principles of good scientific practice**.<sup>1</sup>

The principles of good scientific practice include, among others: maintaining professional standards, maintaining strict honesty with regard to one's own contributions and those of third parties, documenting results and rigorously questioning all findings.

2. recognise the DFG's **Rules of Procedure for Dealing with Scientific Misconduct** (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOWF)<sup>2</sup> as legally binding.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions in accordance with its Rules of Procedure, depending on the nature and severity of the scientific misconduct:

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<sup>1</sup> The principles of good scientific practice can be found in detail in the [DFG Code of Conduct - Guidelines for Safeguarding Good Research Practice](#) and in the [Funding Guidelines: General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

<sup>2</sup> [DFG Rules of Procedure for Dealing with Scientific Misconduct, DFG form 80.01](#)

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (full or partial termination of the grant contract, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from serving as a reviewer for a period of one to eight years, depending on the severity of the scientific misconduct;
- exclusion from membership in DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct.

By accepting funding, the recipient agrees to

2. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
3. submit progress reports on the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

## **V. Publication of Data on Grant Holders and Research Projects**

The data necessary for processing your proposal will be stored and processed electronically by the DFG.

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By submitting a proposal you agree that, if the proposal is approved, your work address and contact details (name, institution and location, phone, fax, e-mail and website) as well as information about the content of the project (e.g. topic, summary, keywords, subject area, DFG programme, funding period, international connections) will be published in the GEPRIS information system

[gepris.dfg.de/en](https://gepris.dfg.de/en)

and may be published in other, non-commercial publications and databases created in cooperation with the DFG.

You may withdraw your consent to full/partial publication at any time, without affecting the lawfulness of any processing carried out prior to your withdrawal. If you would like to withdraw your consent, please notify the responsible DFG programme contact, preferably in electronic form.