

# Proposal Preparation Instructions

## Heisenberg Programme

**- Valid for proposals submitted as of 1 January 2018 -**

A proposal to extend the Heisenberg fellowship or Heisenberg professorship must be submitted from 1 January 2018 according to these instructions for a Heisenberg grant.

The existing proposal guidelines apply to new proposals that are submitted by 31 December 2017 and for renewal proposals that were granted under the existing Heisenberg Programme (DFG form 54.02\_2017).

[www.dfg.de/formulare/54\\_02\\_2017](http://www.dfg.de/formulare/54_02_2017)

**These instructions apply to proposals within the scope of the Heisenberg grant**

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.

[elan.dfg.de](http://elan.dfg.de)

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 accept the required formal obligations. Please enter this information via the DFG's electronic proposal form provided in elan.

[elan.dfg.de](http://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 Proposal information**

Please inform us whether you are submitting a new proposal or a proposal to renew existing funding.

**2 Description of your own academic profile with regard to the objective of the Heisenberg Programme and description of the plans (research, teaching, etc.) to**

**achieve the objective or report on previous work (for new proposals to continue existing funding)**

In this description, which together with the description of the research objectives and methods (see no. 5 below) forms the focus of the proposal, your statements should emphasise how your academic career to date has prepared you for a professorship or to take on a comparable academic management function and how you plan to continue along this path. At the time of submitting the proposal you need not yet explain which of the four Heisenberg funding types you will later select.

If you are currently funded under the provisions of the Heisenberg Programme applicable up to 31 December 2017 and you are submitting a proposal to continue your existing funding, please report on your work to date. This report should be understandable without referring to additional literature.

To illustrate and enhance your presentation you may refer to your own and others' publications. Clearly indicate when you are referring to the work of other researchers (even if you collaborated in the work yourself as a co-author). The absence of any indication may constitute a breach of good research practice, and in individual cases may constitute scientific misconduct according to the Rules of Procedure for Dealing with Scientific Misconduct (VerfOwF). Please list the cited publications in your bibliography under item 6.

**3 List of planned research topics**

Please use short descriptive titles to list the research topics that you wish to pursue and explain the topics in detail under no. 5 of the project's description.

**4 Project-related publication list**

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 refer to the "Guidelines for Publication Lists" (DFG form 1.91).

[www.dfg.de/formulare/1\\_91](http://www.dfg.de/formulare/1_91)

The DFG may reject any proposals not in compliance with the rules on publication lists.

## 5 Description of research objectives and methods

Together with the description of your own academic profile with regard to the objective of the Heisenberg Programme and the description of the plans to achieve the objective (no. 2 of the project's description), this description forms the focus of your proposal.

Describe in non-technical terms and with reference to the state of the art in the relevant field the methods to be used and the objectives pursued by this work. This information should explain your research plans over the entire funding duration.

If you plan to apply for one or more research grants from the DFG during your funding period, you should describe their research objectives in the overall context of the Heisenberg grant proposal.

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.

## 6 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. Accepted, non-published works must be included with the proposal.

## 7 Reasons for selecting host institution(s)

Provide detailed justification of the choice of institution where the research work will be undertaken (taking account of the office/lab space and if appropriate equipment, general support by the institution, appropriate integration and the obligations you will undertake e.g. with regard to teaching and, where applicable, any other special activities to maintain or extend clinical qualifications). A statement by the management of the host institution referring to the specific conditions of your Heisenberg grant is not required until after the Heisenberg award has been granted.

- 8 Publication costs** If the appropriate publication of the research findings is only possible via book publication with high production costs, if justified accordingly, an additional sum of up to €5,000 per year can be obtained.

In this case please provide a short justification of the higher publication costs.

**9 Cooperation with other researchers**

Please list here both researchers with whom there is a specific agreement for cooperation for this project and researchers with whom you have worked over the past three years.

**10 Additional funding**

List here any proposals submitted or funding granted for this or other projects from the DFG and other organisations.

## **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".

[www.dfg.de/formulare/1\\_91](http://www.dfg.de/formulare/1_91)

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

In addition, the project description must be added to the proposal. You may optionally include other appendices such as accepted but unpublished research papers.

Before submitting your proposal in the elan portal, you will be prompted to upload the necessary 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.

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

|   |  |
|---|--|
| project description (Beschreibung des Vorhabens)  | Beschreibung_des_Vorhabens   |
| dissertation (Dissertationsschrift)   | Dissertation_<last name of author>   |
| habilitation (Habilitationsschrift)   | Habilitation_<last name of author>   |
| 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><br>Bestätigung_<year>_<last name_author>_<keyword> |