Proposal Preparation Instructions
Heisenberg Programme

Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

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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 (always: include an academic curriculum vitae with a list of the most important scientific results)

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

Proposals may be submitted either in German or in English.

Proposal Data and Obligations

Here you are asked to enter information on the project and accept the required formal obligations. This information includes a summary of the proposal in German and in English. The summary should outline your academic profile and the planned research work.

Please enter this information via the DFG's electronic proposal form provided in elan:

elan.dfg.de

Project Description

For the description of your project, please use the appropriate template in German or English provided in elan. Your project description may not exceed 20 pages in length.

In sections 1 to 4 you may refer to an unlimited number of your own works and those of others that are publicly available. Please list the publications you cite here in the Project- and subject-related list of publications (section 5).

Indicate clearly throughout the proposal whenever you are referring to your own work or that of other researchers. The absence of any such 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). Your own preliminary work, if publicly available, is to be listed with the date of publication. If this preliminary work was based on DFG funding, please refer to the respective stage of a funding period in the text of the proposal.

If, in preparing your proposal, you used artificial intelligence (AI) in the form of generative models for text and image creation, please disclose this fact in a scientifically appropriate manner in your proposal. For more information, see the "Research Integrity" portal.

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 also be understandable without referring to additional literature.

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. 4 of the project's description.

4   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.

Concepts and starting points for quality-promoting measures that specifically contribute to the validity or plausibility of your research results are welcome here. For more in-depth and subject-specific recommendations, see the "Research Integrity" portal.

In research as well, there is an urgent need for a further shift towards sustainable practices. Use this space to reflect on how sustainability considerations are taken into account in the research processes proposed. For further information, see the cross-disciplinary catalogue of guiding questions:

www.dfg.de/reflection_sustainability

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.

5   Project- and subject-related list of publications

This list should **only** contain the works you **cited** in your proposal text.

You can refer to your own works and those of others; there is **no limit to the total number of publications listed**. Works which are not in the public domain are not considered publications and cannot be cited. An exception is made for papers that have already

been accepted for publication, in which case the manuscript and the editor's confirmation of acceptance must be enclosed.

A maximum of ten of your own publications that are most relevant to the project can be highlighted in bold or some other way.

Note that reviewers are not required to read any of the works you cite. This also applies to review sessions that are held by reviewers on site. Here it is possible to provide manuscripts and publications created prior to the review session in order to be able to explain progress reports at the meeting so that reviewers can view them if necessary. However, reviews are only ever based on the text of the actual proposal.

Please note the "Guidelines for Preparing Publication Lists" (DFG form 1.91):

www.dfg.de/formulare/1_91

6   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.

7   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.

8   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.

9   Other submissions

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 the applicant's academic curriculum vitae with a list of their most important scientific results. The template provided (DFG form 53.200) must be used for this purpose:

<div align="center">

www.dfg.de/formulare/53_200_elan

</div>

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 they were unable to work continuously due to childcare obligations or due to prolonged serious illness or disability.

Each academic curriculum vitae must include the list of the most important publications or published results of the applicant in question. The information can relate to the person's entire academic career; the publications need not be directly related to the proposed project. The list is to be divided into two parts and each part is to be numbered:

- The first **mandatory** "Category (A) – Articles in peer-reviewed journals, contributions to peer-reviewed conferences or to anthology volumes, and book publications" may contain a maximum of ten publications.

- The number of publications listed in the second **optional** "Category B – Any other form of published results" is likewise limited to a maximum of ten. This may include contributions to non-peer-reviewed conferences, articles on preprint servers, data sets, protocols of clinical trials, software packages, patents applied for and granted, blog contributions, infrastructures or transfer. You may also indicate other forms of academic output here, such as contributions to the (technical) infrastructure of an academic community (including in an international context) and contributions to science communication.

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Please note the "Guidelines for Preparing Publication Lists" (DFG form 1.91):

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 file.

Save PDF documents according to the naming protocol listed at the end of this document to facilitate the processing of your proposal.

Naming Protocol for Proposal Documents

Document	Document name
project description (Beschreibung des Vorhabens) (Part B of proposal)	Beschreibung_des_Vorhabens
dissertation (Dissertationsschrift)	Dissertation_<last name of author>
habilitation (Habilitationsschrift)	Habilitation_<last name of author>
Curriculum vitae with a list of scientific results (Wissenschaftlicher Lebenslauf mit Verzeichnis wissenschaftlicher Ergebnisse)	CV_PubList_<person's last name>
certificates (Zeugnisse) in one document	Zeugnisse_<person's last name>
accepted manuscripts; acknowledgement of acceptance (Zulässige Manuskripte; erforderliche Annahmebestätigung)	<year>_<last name_author>_<keyword> Bestätigung_<year>_< last name_author >_<keyword>

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