

Clusters of Excellence Funding Line

Guidelines and Template for Draft Proposals

A General Instructions

The following documents must be submitted to the DFG Head Office **through the DFG elan portal and in printed form** by the cut-off date of **3 April 2017**:

- Draft proposal including appendix (in elan: "Project Description"), 20 printed copies
- Accompanying letter from the head(s) of the applicant university/universities
- Endorsement by the science or research authority/authorities at the state level responsible for the applicant university/universities

Draft proposals must be written in English. Please use this form as a template. In justified cases, draft proposals may additionally be submitted in German by prior arrangement with the DFG Head Office.

Draft proposals must not exceed 25 pages in length (DIN A4, font type Arial 11pt, single line spacing); the total page count does not include the cover page, table of contents or appendix.

B Template for a Draft Proposal

The draft proposal should contain information on the following items:

1 General data

- Title in German and English
(max. 300 characters each, no special characters)
- Names of the primary review board and, if applicable, other review boards
(which reflect the subject orientation of the planned Cluster of Excellence)
Please refer to the DFG's subject classification system at:
www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/
- Name(s) of applicant university/universities (list the managing university, i.e. the university that will administer the funds in the event of an award, first)
- Name(s) of spokesperson(s) (up to three individuals – list the spokesperson authorised to represent the Cluster to the DFG first)
- Anticipated total sum to be requested
(not including programme allowance for indirect project costs and university allowance)
- Name(s) of other participating institution(s)
(e.g. higher education institutions, non-university research institutions, museums, etc.)
- Basic methods/model systems
(up to ten key words (not in elan))

In addition, please list a maximum of 25 principal investigators who will be participating in the proposed Cluster of Excellence in alphabetical order according to the tables below.

Please also list all participating institutions with which intensive cooperation is planned and which are expected to participate in the planned Cluster of Excellence with their own funds, as well as individuals who will make significant contributions as cooperation partners.

Please structure the tables as follows:

Principal investigators (women)	Function	Location/institution

Principal investigators (men)	Function	Location/institution

Managing university	Location
Other applicant university/universities	Location
Other participating institutions (higher education institutions, non-university research institutions)	Location

Institutions as cooperation partners (if applicable)	Location
Individuals as cooperation partners (if applicable)	Location

2 Summary of the draft proposal

Please provide a plain-language summary of the research and structural objectives of the proposed Cluster of Excellence in both German and English (max. 3,000 characters each, no special characters).

3 Research concept

Describe the content and aims of the planned research programme on approximately ten pages. Outline previous contributions to the relevant fields of research. What impacts are anticipated with respect to the future development of the field or the stimulation of new research areas? State which researchers are involved in each field of research and what form the cooperation will take. Indicate how each area will be equipped and what new posts are envisaged (by staff category/qualification stage).

4 Supporting structures in the Cluster of Excellence

4.1 Support of early career researchers

Outline the situation relating to early career researchers at the applicant university/universities and within the participating departments. What aims have the participating departments set themselves in this area? Please list strategies and specific measures to be implemented in supporting early career researchers according to the different stages of qualification, including the institutional integration of these strategies (e.g. through graduate schools).

4.2 Support of equal opportunity

Outline the situation relating to equal opportunity at the applicant university/universities and within the participating departments. What equal opportunity targets have the participating departments set themselves? Please specify what measures are planned within the Cluster of Excellence to achieve these targets, also in reference to the DFG's Research-Oriented Standards on Gender Equality.

4.3 Management, quality assurance, science communication

Outline the internal organisation and management structure of the Cluster of Excellence. Please also explain what strategies are envisaged for quality assurance, the handling of research data and for science communication.

5 Environment of the Cluster of Excellence

5.1 Development planning at the university/universities

Please comment on the suitability of the location(s) and what role the Cluster of Excellence will play in the proposed structural development. Outline the priorities at the applicant university/universities, also with regard to the institutions' overall strategic concept and including projects funded through the Excellence Initiative and other draft proposals.

If a joint proposal is planned, previous cooperation between the applicant universities and the academic and structural productivity resulting from this cooperation must be clearly evident for each of the applicant universities.

5.2 Basic framework

Please describe the Cluster's proposed staffing, financial and infrastructural framework.

5.3 Collaboration, teaching, knowledge transfer

Please name existing and planned collaborations with other institutions in Germany and abroad. Please outline, if applicable, plans to incorporate research-oriented teaching and knowledge transfer.

5.4 Links with projects currently funded through the Excellence Initiative

Please name, if applicable, existing projects funded through the Excellence Initiative on which the new draft proposal will build, in part or in full, and explain how their content is linked to the draft proposal.

6 Proposed budget

Please state the anticipated amounts of funding per year (not including the programme allowance for indirect project costs and university allowance) in thousands of euros (broken down into the three cost types as shown below). Varying amounts of funding may be requested for each budget year according to actual needs.

	2019	2020	2021	2022	2023	2024	2025	Amount
Funding for staff								
Allowance for direct project costs								
Instrumentation								
Total								

Please include the following attachments to the draft proposal:

1 The 25 most important publications

Please provide a list of up to 25 publications which, in your opinion, are the most important produced by the principal investigators in the Cluster of Excellence.

2 The 25 most important additional qualification indicators

Please provide a list of up to 25 additional qualification indicators (not including publications) which, in your opinion, best document the achievements of the principal investigators (such as research awards, patents, etc.).

3 Third-party funding

In a table, list up to 15 on-site funding measures dating from 2012 or later, financed by the DFG or other third-party sources, in the thematic area of the planned Cluster of Excellence which, in your view, are the most important.

4 Information about the applicant university/universities

Please list general information about the applicant university/universities, on a comparative basis where appropriate (maximum of three pages per university). This should include: the departments and subject areas at the university/universities and the total number of students and professorships.

5 Curricula vitae and lists of publications

Please provide an academic CV (up to one page) of and the ten most important publications by the Cluster's principal investigators (up to 25 persons), in alphabetical order.

To ensure that the scientific and academic achievements of the participants are appropriately assessed, we recommend that you note any circumstances which may have affected your academic or scientific work. This includes any periods of child or dependent care, long-term illness or disabilities.

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

www.dfg.de/formulare/1_91/

The appendix to the draft proposal must not contain any information over and above that described here. The appendix does not count as part of the 25 pages of the draft proposal.

C Submission of Draft Proposals via the DFG's elan Portal

The documents listed under section A must be submitted as PDF files via the DFG's elan portal. In addition, the information specified under item 1 ("General data"; except "Methods and model systems") should be entered in the online form in the elan portal. The online form can be accessed via the following link:

<https://elan.dfg.de/en>

The draft proposal is submitted by the spokesperson authorised to represent the Cluster to the DFG on behalf of the applicant university/universities. This requires a personal elan account. If the spokesperson does not yet have an elan account, please factor this into your planning and allow at least three working days prior to submission. If more than one spokesperson is envisaged, please note that their elan account names must also be entered into the system.

The draft proposal including the appendix (in elan: "Project Description") must be submitted as a PDF file (no larger than 10 MB) without password protection and without access restrictions for reading, copying or printing.

After sending the files specified under section A, the spokesperson authorised to represent the Cluster to the DFG will receive an automatic confirmation of receipt by e-mail with a compliance form as a PDF file. The compliance form must be signed by the authorised spokesperson and returned to the DFG by post.

D Further Information

www.dfg.de/excellence_strategy

Contacts at the DFG Head Office:

Dr. Christine Petry, +49 228 885-2776, christine.petry@dfg.de

Dr. Klaus Wehrberger, +49 228 885-2355, klaus.wehrberger@dfg.de

Dr. Oliver Wiegner, +49 228 885-2576, oliver.wiegner@dfg.de

Mailing address: Deutsche Forschungsgemeinschaft, 53170 Bonn, Germany

Office address: Deutsche Forschungsgemeinschaft, Kennedyallee 40, 53175 Bonn, Germany