

Template

for Submission of Letters of Intent

The successful implementation of a German national research data infrastructure is dependent on collaboration among all stakeholders, particularly among consortia. In order to support cooperation and networking among prospective consortia, the DFG requests letters of intent to submit a proposal from all potential applicants. The letters of intent will subsequently be published online at

www.dfg.de/nfdi

In addition to facilitating cross-consortia networking, the letters of intent will be used to plan the review.

Please note the following

- If you are planning to apply in October 2019, you **must** submit a **binding letter of intent** that will serve **as advance notification** of proposal submission in the first round of proposals. If you do not submit this information, your proposal will **not** be considered in the first call.
- If you are planning to apply in the second or third round of NFDI consortia calls, which are scheduled for autumn 2020 and 2021, you are requested to submit a **non-binding letter of intent** at this time. The letter of intent can then be updated at the same time you submit your proposal.
- For 2019, consortia focusing primarily on cross-cutting topics will not be considered. The binding and non-binding letters of intent will instead be used to work towards a clearer

understanding of user and community needs and potential contributions of consortia in the area of cross-cutting topics (see number 4 below).

- If you are applying for funding in 2019 and have submitted your binding letter of intent as advance notification, the proposed consortium's spokesperson will be provided with a link to upload the proposal via the DFG's data exchange portal. Note that submission via the DFG's elan portal is not possible in 2019.
- To enable networking, the contact details of the applicant institution and the spokespersons will be published online. In accordance with the data minimisation principle, note that all other information on applicant institutions, co-spokespersons and participants will not be made publicly available. It will only be used for administrative purposes within the DFG's Head Office (see number 2 below).
- Binding and non-binding letters of intent must be written in English.
- Your document must be structured according to the template provided below (this rtf file, Arial 11).
- Please send your binding letter of intent (2019) or your non-binding letter of intent (2020 and 2021) to the following e-mail address: nfdi@dfg.de.
- **DEADLINE: 4 July 2019**

Please address the following aspects in your letter of intent

1 Binding letter of intent as advance notification or non-binding letter of intent

[Please indicate clearly whether your document is a binding letter of intent as advance notification or a non-binding letter of intent.]

<input type="checkbox"/>	Binding letter of intent (required as advance notification for proposals in 2019)
<input type="checkbox"/>	Non-binding letter of intent (anticipated submission in 2020)
<input type="checkbox"/>	Non-binding letter of intent (anticipated submission in 2021)

2 Formal details

- Planned name of the consortium
- [Your text]
- Acronym of the planned consortium
- [Your text]

- Applicant institution
- [Name and address]
- [Name of the head of the institution]
- Spokesperson
- [Name, e-mail address, institutional affiliation]

- Co-applicant institution
- [Name and address]
- [Name of the head of the co-applicant institution]
- Co-spokesperson
- [Name, e-mail address, institutional affiliation]

[Please repeat for all co-applicant institutions/co-spokespersons within the planned consortium.]

- Participant
- [Name, institutional affiliation]

[Please repeat for all participants within the planned consortium.]

3 Objectives, work programme and research environment

- Research area of the proposed consortium (according to the DFG classification system)
www.dfg.de/download/pdf/dfg_im_profil/gremien/fachkollegien/amtsperiode_2016_2019/fachsystematik_2016-2019_en_grafik.pdf
- [Your text]
- Concise summary of the planned consortium's main objectives and task areas
- [Your text, max. 2 pages]
- Brief description of the proposed use of existing infrastructures, tools and services that are essential in order to fulfil the planned consortium's objectives
- [Your text, max. 1 page]
- Interfaces to other proposed NFDI consortia: brief description of existing agreements for collaboration and/or plans for future collaboration
- [Your text, max. 1 page]

4 Cross-cutting topics

- Please identify cross-cutting topics that are relevant for your consortium and that need to be designed and developed by several or all NFDI consortia.
- [Your text]
- Please indicate which of these cross-cutting topics your consortium could contribute to and how.
- [Your text]

5 Annex

- For each (co-)spokesperson listed above, please add a list of all persons and/or institutions with whom the (co-)spokesperson collaborated closely during the last three years.