

# Template

## for Submission of Letters of Intent on Basic Service Initiatives

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 basic service initiatives, 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](http://www.dfg.de/nfdi)

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

### Please note the following

- If you are planning to apply in 2022 for a basic service initiative, you **must** submit a **binding letter of intent** that will serve both as advance notification of proposal submission in 2022 and as **binding information**. Applying for a basic service initiative is possible either as a consortium or as a joint collaboration of existing NFDI consortia:
  - For Option 1: To apply for a **consortium**, please name the (co-)applicants and participants of your consortium.
  - For Option 2: To apply for a **joint collaboration of existing NFDI consortia** (see also DFG form nfdi11), please name the coordinating institution, the coordinator, the joining consortia, the joining co-applicant institutions, the joining co-spokespersons, the joining participants as well as prospective co-applicant institutions, co-spokespersons and participants.

- Proposals that have not been preceded by a letter of intent according to this template will not be considered.
- Full proposals must be submitted via the elan portal. Note, however, that the letter of intent must be sent by e-mail and cannot be submitted via the elan portal.
- To enable networking, the contact details of all (co-)applicant institutions and all (co-)spokespersons will be published online.
- All 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 to the following e-mail address: [nfdi@dfg.de](mailto:nfdi@dfg.de).
- **DEADLINE: 21 March 2021**

**The DFG takes the protection of your personal data very seriously.**

Please refer to our data protection notice for research funding, which you can access at [www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy). If appropriate, please share this information with individuals whose data is processed by the DFG due to the fact that they are listed in your letter of intent. Remember that the letters of intent you submit, will be published on the DFG website.

[www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy)

## Please address the following aspects in your letter of intent

### 1 Formal details

Remember that you are not allowed to include additional co-applicants or participants in the full proposal that have not been listed in the binding letter of intent.

- **OPTION 1** to apply for a consortium on basic services  
*[Please delete the form for option 2 below]*
- 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.]*
- Participating institutions  
[Name and address]  
*[Please repeat for all participating institutions within the planned consortium.]*
- Participating individuals  
[Name and Institution with address]  
*[Please repeat for all participating individuals within the planned consortium.]*

*You may have to delete the section above or below*

- **OPTION 2** to apply for a joint collaboration of NFDI consortia on basic services  
*[Please delete the form for option 1 above]*
- Planned name of the joint collaboration  
[Your text]
- Acronym of the planned joint collaboration  
[Your text]
- Coordinating institution  
[Name and address of the applicant institution of one of the collaborating consortia,  
which will coordinate the joint collaboration]  
[Name of the head of the institution]  
[Acronym of the existing consortium]
- Coordinator  
[Name, e-mail address and institutional affiliation of the spokesperson of the existing  
consortium whose applicant institution will be the coordinating institution]  
[Acronym of the existing consortium]
- Joining Consortia  
[Name and address of the applicant institution of the joining consortium]  
[Name of the head of the applicant institution]  
[Name of the spokesperson of the joining consortium]  
[Acronym of the joining consortium]  
*[Please repeat for all joining consortia.]*
- Joining Co-applicant institutions  
[Name and address of the co-applicant institution of the joining consortium]  
[Name of the co-spokesperson of the joining co-applicant institution]  
[Acronym of the joining consortium]  
*[Please repeat for all joining co-applicant institutions of existing consortia.]*
- Joining participating institutions  
[Name and address]  
[Acronym of the joining consortium]  
*[Please repeat for all joining participating institutions of existing consortia.]*

- Joining participating individuals  
[Name and Institution with address]  
[Acronym of the joining consortium]  
*[Please repeat for all joining participating individuals of existing consortia.]*
- Prospective institutions to become co-applicant institutions in existing consortia for the purpose of basic services  
[Name and address of the institution to become co-applicant institution in an existing consortium]  
[Name, e-mail address and institutional affiliation of the prospective co-spokesperson]  
[Acronym of the integrating consortium]  
*[Please repeat for all prospective co-applicant institutions.]*
- Prospective institutions to become participants in existing consortia for the purpose of basic services  
[Name and address]  
[Acronym of the integrating consortium]  
*[Please repeat for all prospective institutional participants.]*
- Prospective individuals to become participants in existing consortia for the purpose of basic services  
[Name and Institution with address]  
[Acronym of the integrating consortium]  
*[Please repeat for all prospective individual participants.]*

*The section 2 needs to be filled in for either option 1 or option 2*

## **2 Objectives, work programme and needs analysis**

- Summary of the need(s) of subject-specific or methods-oriented consortia to be met by the basic service(s) of your initiative  
[Your text, max. 1 page]
- Concise summary of the planned initiative's main objectives and task areas  
[Your text, max. 2 pages]
- Brief description of the proposed basic service(s) with regard to the re-use of existing infrastructures, tools and services that are essential in order to fulfil the planned initiative's objectives  
[Your text, max. 1 page]

- Interfaces to other funded or proposed NFDI consortia, to the NFDI association and its bodies as well as to its sections: brief description of existing agreements for collaboration as well as for future collaboration  
[Your text, max. 1 page]

***Please add within in 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.