Instructions and Template

for Consortia Proposals

National Research Data Infrastructure (NFDI)

A   General Instructions

NFDI proposals must be submitted to the DFG Head Office in PDF format via elan, the DFG's submission portal (elan.dfg.de), by **2 November 2021**.

Proposals can be submitted either as a single PDF document or as two PDF documents (one for sections 1-6 and the bibliography/list of references, and the other for appendices 2 and 3). Note that PDF documents must not be larger than 10 MB or include password protection or access restrictions for reading, copying or printing. Please create a clickable table of contents for any PDF document you submit. Upon submission, a compliance form (Quittungsdokument) is automatically generated by the elan system. This document must be printed, signed by the spokesperson and the applicant institution and sent to the DFG Head Office by 30 November 2021.

The co-spokespersons and the co-applicant institutions are required to download the NFDI General Compliance Form (DFG form NFDI 130) from the DFG website and print and sign them (one form per co-applicant institution).

Proposals have to be written in A4 format, 11pt Arial font with line spacing of 1.5. The length of the proposal (Sections 1-6) may vary depending on the size of the consortium but must not exceed 120 pages (excluding cover page, list of abbreviations, table of contents and appendix).

A different font or line spacing may be used in tables, figures, footnotes and the bibliography/list of references, provided the text is easy to read. Make sure to use the proposal template contained in part B of this form.

The proposal template provides a mandatory structure and a number of tables to be completed. Text in grey provides information on how to use the template and should be deleted before submission.

The requested funding amounts should not include programme allowances for indirect project costs.

Proposals and appendices must be written in English.

B   Proposal Template

1   General Information

- Name of the consortium in English and German

  up to 300 characters each, including spaces, no special characters

- Summary of the proposal in English and German

  up to 3,000 characters each, including spaces

- Applicant institution

Applicant institution	Location

- Spokesperson

Spokesperson	Institution, location

- Co-applicant institutions

Co-applicant institutions	Location

- Co-spokespersons

Co-spokespersons	Institution, location	Task area(s)

- Participants

  Please list the participants of the consortium in one of the two tables below, differentiating between participation as an institution or as an individual. Please summarise each participant's specific contribution to the consortium in this section (below the respective table) and explain the involvement in more detail in the work programme.

Participating institutions	Location
Institution 1	City 1
Institution 2	City 2
…	

  Add lines as required. Delete this table if you have no participating institutions.

DFG

Contribution of [institution 1]:

Summarise the contribution.

Contribution of [institution 2]:

Summarise the contribution.

…

Participating individuals	Institution, location
Person 1	Affiliation of person 1
Person 2	Affiliation of person 2
…	

Add lines as required. Delete this table if you have no participating individuals.

Contribution of [person 1]:

Summarise the contribution.

Contribution of [person 2]:

Summarise the contribution.

…

- Names and numbers of the DFG review boards (DFG-Fachkollegien) that reflect the subject orientation of the proposed consortium

  Please refer to the DFG's subject classification system under

  www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas

2   Scope and Objectives

2.1   Research domains or research methods addressed by the consortium, specific aim(s)

NFDI consortia define their scope by the research domains or research methods they address. Please describe what research domains or research methods your consortium will address and what the specific aim of your consortium for this defined area is, for the next five years and with a view to the overall goal of the NFDI.

DFG

2.2   Objectives and measuring success

List what you consider to be the most important objectives of your consortium (up to ten) and describe how they will contribute to attaining the specific aim(s) described above and to the overall aims of the NFDI (cf. section III.2 of the guidelines for consortia (DFG form NFDI 100)).

Explain how you will measure success in achieving your objectives. You can elaborate on measures of success in this section and/or in the work programme as appropriate.

3   Consortium

The following subheadings correspond closely to the funding criteria on "Readiness and Relevance of the Consortium" and "Consortium Structure and Viability". Consult the Guidance Notes on Funding Criteria (DFG form NFDI 120) for more information on the specific subheadings and the NFDI Guidelines (DFG form NFDI 100) for general information on the consortia.

If one or more members of your consortium are participating in other NFDI consortia, please list these multiple participations here, e.g.:

Member 1   is also participating in   consortium X and Y
Member 2   is also participating in   consortium Z

…

3.1   Composition of the consortium and its embedding in the community of interest
[Text]

3.2   The consortium within the NFDI
[Text]

3.3   International networking
[Text]

3.4   Organisational structure and viability
[Text]

3.5   Operating model
[Text]

The operating model must be capable of being integrated into future NFDI governance structures and must comply with non-profit/public-benefit requirements and provisions.

4   Research Data Management Strategy

This section describes the research data management strategy addressed by your work programme. The following subheadings correspond closely to the funding criteria on the Research Data Management Strategy. Consult the Guidance Notes on Funding Criteria (DFG form NFDI 120) for more information on the specific subheadings and the NFDI Guidelines (DFG form NFDI 100) for general information. If you refer to existing information infrastructures, data repositories or reusable software, explain how they will be integrated. List the sources that you use to describe the status quo in the appendix under Bibliography and List of References.

4.1   State of the art and needs analysis

[Text]

4.2   Metadata standards

Relevant aspects might include:

- minimum sets of metadata necessary for the proposed area(s)
- coordination/integration of existing discipline- or subject-specific metadata standards
- relation to international standardisation approaches
- etc.

4.3   Implementation of the FAIR principles and data quality assurance

This might include technical, organisational and/or legal measures as well as data quality assurance procedures.

4.4   Services provided by the consortium

In describing the services to be provided by the consortium, distinguish clearly between services that consortium members will provide as part of their institutional mission (Grundaufgaben) based on existing funding, and new services that will be established within the NFDI framework (and for which funding can be requested within the NFDI).

5   Work Programme

This section describes the structure of your work programme as it relates to the specific aims and objectives of the proposed consortium, particularly to your research data management strategy. Major achievements to be attained during the course of the work programme, such as community-wide standards, can be defined as milestones. Tangible results, such as defined services, can be categorised as deliverables.

The work programme of a consortium is divided into task areas, which may consist of different measures. Please provide tabular overviews of the envisaged task areas, the proposed measures per task area, and the individual(s) responsible for a given task area (co-spokespersons).

Mark task areas that are relevant to other NFDI consortia or will be applied for within other consortia accordingly and explain the relation (e.g. by using footnotes or text below the table).

Table 5.0: Overview of task areas

Task Area	Measures	Responsible Co-spokesperson(s)
…		
…		
…		

In the following sections (5.1, 5.2, etc.), please provide a detailed description of the task areas using the template provided below and repeat this format in accordance with the number of task areas in your work programme. Name the task area in the heading and add additional items as required. The coordination and administrative tasks for the consortium as a whole must be included in a separate task area – usually the concluding one. Note that applicants may request funds to coordinate activities or work with other consortia.

5.1   [Task Area 1]

Provide a detailed description of the measures to be addressed in the task area and explain how they relate to your specific objectives. It may be helpful to work with or develop use cases to illustrate your approach. Which aspects of your research data management strategy will be addressed by this task area? Explain the contribution of the consortium members and/or participants who will be involved in the individual measures. How will this task area cooperate with other task areas (include cross-area dependencies where applicable)? Address possible risks of implementation.

Provide overviews in tabular form listing the amount of funding requested for this task area. The funding request should be broken down by institution (Table 5.1.1 for task area 1, Table 5.2.1 for task area 2, etc.), and funding category (Table 5.1.2/Table 5.2.2, etc.). Please note: The figures listed in the proposal only refer to the direct project costs.

Justify the requested funds in relation to the planned measures in this task area.

Table 5.1.1: Funding Request for [Task Area 1] by Institution

List the name of each institution, adding additional lines if necessary.

	2023	2024	2025	2026	2027	Total in €
Institution			Totals in €			
Applicant institution						
Co-applicant institution 1						
Co-applicant institution 2						
Co-applicant institution 3						
…						
Total project funds						

Table 5.1.2: Funding Request for [Task Area 1] by Funding Category

Please refer to the DFG staff funding rates (see DFG form 60.12) when calculating the staff costs. Any requested funding for instrumentation must be explained separately below the table.

Funding category	2023	2024	2025	2026	2027	Total
Staff by category			Number of persons (full-time equivalents)			
Individuals with a doctoral degree (*)						
Individuals with a bachelor's or master's degree (**)						
Other staff						
			Totals in €			
Direct project costs						
Instrumentation						
Total project funds						

(*) this corresponds to the DFG staff category "Postdoctoral researchers and comparable"

(**) this corresponds to the DFG staff category "Doctoral researchers and comparable"

DFG

6   Overall Funding Request

This section provides a combined summary of funding requests for the individual task areas. Please complete the following tables to show the overall funding amounts requested for the proposed consortium. The funding requests should be broken down by task area (Table 6.1), institution (Table 6.2), and funding category (Table 6.3). Add additional explanations as required.

Table 6.1: Overall Funding Request by Task Area

List the individual task areas, adding additional lines as necessary.

	2023	2024	2025	2026	2027	Total in €
	Totals in €					
Task Area						
Task area 1						
Task area 2						
Task area 3						
…						
Total project funds						

Table 6.2: Overall Funding Request by Institution

List the name of each institution, adding additional lines if necessary.

	2023	2024	2025	2026	2027	Total in €
Institution	Totals in €					
Applicant institution						
Co-applicant institution 1						
Co-applicant institution 2						
Co-applicant institution 3						
…						
Total project funds						

Table 6.3: Overall Funding Request by Funding Category

Please refer to the DFG staff funding rates (see DFG form 60.12) when calculating the staff costs.

Funding category	2023	2024	2025	2026	2027	Total
Staff by category	Number of persons (full-time equivalents)					
Individuals with a doctoral degree (*)						
Individuals with a bachelor's or master's degree (**)						
Other staff						
	Totals in €					
Direct project costs						
Instrumentation						
Total project funds						

(*) this corresponds to the DFG staff category "Postdoctoral researchers and comparable"

(**) this corresponds to the DFG staff category "Doctoral researchers and comparable"

Description and Summary of Contributions by (Co-) Applicants

Research data management is an intrinsic part of the research process, and research communities rely on the professional management of such. (Co-) Applicant institutions are therefore expected to make appropriate financial and in-kind contributions to this area. Please describe the contributions to be made by the applicant and co-applicant institutions. While you may explain your own contributions throughout the proposal, please make sure to summarise them here. In addition, your listing may include contributions towards services provided by institutions as part of their institutional mission (Grundaufgaben – see 4.4.) that can be used by the consortium , but make sure to distinguish them from your own contributions towards realising the work programme.

Appendix

The appendix may only include the following information and documents:

1   Bibliography and list of references

Please list all sources and data repositories, information infrastructures and software that you have used to describe the status quo in your proposal. Indicate which sources were written or developed by members of the consortium (for example, by highlighting the source in bold).

2   Curricula vitae and lists of publications

Please provide the spokesperson's and all co-spokespersons' academic or professional CV (including the most important information) and a list of the individual's ten most important research contributions (publications, software, data sets, or similar), sorted in alphabetical order by last name of the spokesperson/co-spokesperson.

3   Letters of commitment by the participants

Attach a letter of commitment from each of the participants (person and/or institution) listed under the category "Participants" in Section B.1.

C   Further Information

www.dfg.de/nfdi/en

For information and advice concerning individual consortia, please contact us at +49 228 885-3500 or send us your inquiry via e-mail to nfdi@dfg.de.

Mailing address: Deutsche Forschungsgemeinschaft, 53170 Bonn, Germany

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

DFG