

# ***Funding organisation eligibility rules and paperwork to complete***

*For advertisement to all research Partners*

**Country: Germany**



## ***Funding Organisations:***

***Deutsche Forschungsgemeinschaft (DFG)***



***Bundesministerium für Bildung und  
Forschung (BMBF) /***



***VDI/VDE Innovation + Technik GmbH –  
Projektträger (VDI/VDE-IT)***



### **Who is addressed by this information?**

This document contains information on specific requirements for Partners applying for *DFG* or *BMBF / VDI/VDE-IT* funding. Please note that **it is mandatory to follow the requirements described below**. In order to make sure that all requirements are met and to receive the latest information, please get in touch with your respective funding organisation contact point.

#### **1) Procedure**

##### **Pre-Proposals:**

Pre-proposals submitted by applicants applying for funds from a German research organisation (DFG or BMBF / VDI/VDE-IT) are examined for eligibility. If the pre-proposal is eligible for funding by one of these research funding organisations, general eligibility is established.

## Full Proposals:

As a service to the German community, all submitted full proposals including funds applied for from a German research funding organisation are processed according to a uniform procedure. In addition to the mandatory submission of all proposals to the BiodivERsA Call Secretariat, **all proposals applying for DFG or BMBF / VDI/VDE-IT funds must be submitted to the DFG via the [DFG elan portal](#)**. Please note that this also applies to applicants who are only eligible pursuant to the BMBF / VDI/VDE-IT guidelines. The proposal documents must be submitted via the DFG elan portal by the same deadline as the full proposals to the BiodivERsA Call Secretariat plus three working days. Subsequently, responsibilities for applications are assigned among the German funding agencies.

## 2) Technical advice

### Submission of full proposals via the DFG's Electronic Proposal Processing System (elan)

The following process must be followed by each member of the consortium applying for funding from a German research funding organisation (DFG or BMBF / VDI/VDE-IT). In the following, these members of the consortium are referred to as "German applicants", which only means that they are applying for "German funds", not that these applicants' nationality is necessarily German.

Please note that **before submission of the full proposal, each German applicant must be registered in the elan system**. (Registration of all German applicants should be finished no later than three weeks in advance of the deadline for submitting full proposals.)

The proposal form (*elektronisches Antragsformular*) must be submitted via elan, the DFG's electronic proposal processing system.

Please select as follows:

- Proposal Submission / New Project (*Antragstellung / Neues Projekt*)
- Individual Grants Programme (*Einzelförderung*)
- Proposal for a Research Grant (*Antrag auf eine Sachbeihilfe*)
- -> Start online form (-> *Online-Formular starten*)
- Select the appropriate Call

For information on elan and access to the system, see: [www.dfg.de/elan/en](http://www.dfg.de/elan/en)

### 3) Detailed information applicable to both German funding organisations

#### CONTACT

<b>Country / Region</b>	<b>Germany</b>	
<b>Funding Organisation</b>	Deutsche Forschungsgemeinschaft (DFG) <a href="https://www.dfg.de/">https://www.dfg.de/</a>	Bundesministerium für Bildung und Forschung (BMBF) <a href="http://www.bmbf.de">www.bmbf.de</a> VDI/VDE Innovation + Technik GmbH – Projektträger (VDI/VDE-IT) <a href="http://www.vdivde-it.de">www.vdivde-it.de</a>
<b>Funding Organisation Contact Point(s)</b>	Deutsche Forschungsgemeinschaft (DFG) Gaby Rerig +49 228 885-2406 <a href="mailto:gaby.rerig@dfg.de">gaby.rerig@dfg.de</a> Tanja Zdebel +49 228 885-3105 <a href="mailto:tanja.zdebel@dfg.de">tanja.zdebel@dfg.de</a>	VDI/VDE Innovation + Technik GmbH Projektträger Lebenswissenschaften Rainer Schliep +49 30 310078-5896 <a href="mailto:rainer.schliep@vdivde-it.de">rainer.schliep@vdivde-it.de</a> Dr. Anne Dwertmann +49 30 310078-427 <a href="mailto:anne.dwertmann@vdivde-it.de">anne.dwertmann@vdivde-it.de</a>

#### FUNDING CONTRIBUTION AND BUDGET CAPS

<b>Funding contribution to the Call (in €)</b>	€ 1,500,000	€ 2,000,000
<b>Minimum or maximum funding per awarded project / partner</b>	<p>BiodivERsA seeks to fund projects where there is equal co-operation among international partners. Proposals should reflect equal contributions within consortia (for information on other funding agencies' budgets, please see the respective National Annexes).</p> <p><b>If all German applicants in a consortium plan to apply for a budget exceeding a total of € 250,000 (including a programme allowance for indirect project costs, referred to as "overhead costs" within this context, where applicable), please get in touch with the Funding Organization Contact Points (FCPs) for advice.</b></p> <p><b>If the Consortium Coordinator is a German applicant, please contact the FCPs for further information.</b></p>	

#### GENERAL ELIGIBILITY RULES

<b>Eligible environment(s)</b>	No restrictions	No restrictions
<b>Eligibility of a partner as a beneficiary institution</b>	<p>Qualified researchers (as a rule, those holding a doctorate) from all disciplines working at German research institutions are eligible for funding.</p> <p>Researchers working at institutions which serve purely commercial purposes or those who are not permitted to publish</p>	<p>Universities, research institutions and comparable institutions are eligible to apply. Individual persons are not eligible for funding.</p> <p>Grants will be awarded in accordance with <a href="#">BMBF funding regulations</a>, sections 23 and 44 of the "Bundshaushaltsordnung" (BHO), associated administrative regulations as well as the BMBF</p>

	<p>findings in a generally accessible form are not eligible to apply. In the case of researchers who are employed at one of the institutes or member organisations of the Max Planck Society, Fraunhofer Society, Helmholtz Association or Leibniz Association, researchers working at a publicly funded institute associated with one of these research institutions, and researchers working at international research facilities located in Germany, please note <b>that the duty to cooperate does not apply to this call.</b> (<i>“Es gilt keine Kooperationspflicht.”</i>)</p>	<p>"Guidelines for Grant Applications on an Expenditure Basis (AZA)" and/or "Guidelines for Grant Applications on a Cost Basis (AZK)". At the time of payment of a grant awarded, the existence of a permanent establishment or branch office or other entity serving the non-economic activity of the grantee in Germany is required. Applicants should read and follow the instructions contained in the <i>“Richtlinien für Zuwendungsanträge auf Ausgabenbasis”</i> or <i>“Richtlinien für Zuwendungsanträge auf Kostenbasis”</i>, depending on the legal status of the applicant’s institution. All forms and guidelines are available on the <a href="#">federal funding portal</a> (<i>“Formularschrank für Fördervordrucke des Bundes”</i>). All applicants from non-university research organisations (Helmholtz, Max Planck and Leibniz Centres) must follow specific application rules. <b>These applicants should contact the FCP at VDI/VDE-IT for advice.</b></p>
<p><b>Eligibility of costs, types and their caps</b></p>	<p>Please note that the calculation of personnel costs differs between the BiodivERsA EPSS and the DFG’s elan system and, where applicable, in the subsequent application for funding from the BMBF. <b>If you are unsure, please do not hesitate to contact the FCP at VDI/VDE-IT or DFG for advice.</b></p>	
	<p>Please check the Basic Module at <a href="#">DFG - Module Basic Module</a> and if applicable the Module Temporary Positions for Principal Investigators at <a href="#">DFG - Module Temporary Position</a>.</p> <p>You will find information on DFG average personnel rates in DFG form 60.12 “DFG Personnel Rates” (<a href="#">DFG - Formulare und Merkblätter / Gesamtliste</a>) (<i>Ggf. kann ein Antrag auf personellen (tarifbedingten) Mehrbedarf kurz vor Ende der Projektlaufzeit mit dem DFG-Vordruck 41.44 beantragt werden</i>)</p> <p>Overheads are calculated automatically by the DFG’s elan system. However, please fill in 22% of direct costs as overheads in the BiodivERsA form.</p>	<p>Only temporary positions; see <a href="#">federal funding portal</a> (<i>“Formularschrank für Fördervordrucke des Bundes”</i>).</p> <p>Please note that applicants from non-university institutions determine their own respective project allowances (i.e. <i>“Gemeinkosten”</i>, <i>“Infrastrukturpauschale”</i> etc.). These may differ significantly from the rates for overheads (<i>“Projektpauschale”</i>) for universities. Please include these project allowances and overheads respectively within the requested funding sum.</p> <p>Subcontracting:  <u>To EU countries:</u> Possible.  <u>To non-EU countries:</u> Possible. Teams from third countries or international organisations may be funded for minor tasks within projects if they are subcontracted by a German applicant. Cooperation with developing countries is acceptable.</p>

	Subcontracting: Possible according to the general rules for research grants (for details see <a href="#">DFG form 52.01</a> )	The BMBF does not fund subcontracted teams from industrial countries or emerging economies such as China, Brazil, etc. <u>Subcontracting special tasks</u> (i.e. IT services, etc): Possible. <b>Please contact the FCP at VDI/VDE-IT for advice.</b>
<b>Should VAT be included in the budget figures provided?</b>	Yes	See above, cf. <a href="#">federal funding portal</a> (" <i>Formularschrank für Fördervordrucke des Bundes</i> ").
<b>Additional specific eligibility rules</b>	No	Research institutions that receive joint basic funding from the German federal and state governments can only be granted project funding for their additional expenditure under certain conditions in addition to their basic funding. In particular, these base-funded non-university research institutions are expected to link the content of the project funding topics to the institutionally funded research activities and dovetail the two.

<b>INFORMATION AVAILABLE AT:</b>	<a href="#">DFG - BiodivERsA</a>	<a href="#">BMBF – BiodivERsA</a>
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**OTHER IMPORTANT INFORMATION:**

<b>Submission of the pre-proposal and full proposal at the national / regional level and / or requirement in terms of national / regional official paperwork to complete and sign at national / regional level</b>	<p>Please select both German funding organisations in BiodivERsA's EPSS, regardless of who might fund your project.</p> <p><b>Pre-proposals:</b> Submit pre-proposals to the BiodivERsA Call Secretariat only. No documents or information are required for the pre-proposal stage at the national level.</p> <p><b>Full proposals:</b> Submit the full proposal to the BiodivERsA Call Secretariat and the same proposal documents to the DFG via the <a href="#">DFG elan portal</a>. All proposals applying for funds from German funding organisations must be submitted both to the BiodivERsA Call Secretariat <u>and</u> to the DFG.</p> <p>The deadline for submission to the BiodivERsA Call Secretariat must be strictly observed. The mandatory deadline for submission to the DFG is the same deadline plus three working days. For more information, see <a href="#">DFG - BiodivERsA</a> ("DFG's Elan system: Help for the online form" available for the full proposal stage)</p>
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	<p><b>Please read carefully the sections PROCEDURE and TECHNICAL ADVICE above:</b></p> <ul style="list-style-type: none"> <li>• <b>registration in elan</b></li> <li>• <b>submission of the full proposal in elan</b></li> </ul> <p>After submitting the proposal in elan, you will automatically receive a compliance form by e-mail. This form must be printed out and returned to the DFG with the original signatures of all German applicants.</p>	<p><b>Until the final funding decision, no additional forms have to be completed.</b> Application forms (e.g. Easy-AZA/AZAP or Easy-AZK) have to be completed and signed <b>only for projects designated for funding and only on request by VDI/VDE-IT</b>. Applicants should read and follow the instructions contained in the <i>“Richtlinien für Zuwendungsanträge auf Ausgabenbasis”</i> or <i>“Richtlinien für Zuwendungsanträge auf Kostenbasis”</i>, depending on the legal status of the applicant’s institution. All forms to be completed are available on the <a href="#">federal funding portal</a> (<i>“Formularschrank für Fördervordrucke des Bundes”</i>).</p> <p>Forms should be sent both on paper and electronically, but <b>only on request by VDI/VDE-IT</b> to: VDI/VDE Innovation + Technik GmbH, Bereich ADM - Projektträger Lebenswissenschaften, Steinplatz 1, 10623 Berlin</p>
<p><b>Submission of financial and scientific reports at the national / regional level</b></p>	<p><b>Financial reports:</b> Timely submission of a final financial report, if necessary of intermediate financial reports, to the DFG is mandatory. You will be informed in writing of the deadlines, which will usually be tighter than the ones normally set for Individual Research Grants.</p> <p><b>Scientific reports:</b> Scientific reports only have to be submitted to BiodivERSa +. This will fulfil all reporting obligations to the DFG.</p>	<p>Evidence of the use of the grant must be provided to the granting authority within six months of fulfilment of the purpose of the grant, but no later than the end of the sixth month following the grant period (<i>“Verwendungsnachweis”</i>). If the purpose of the grant has not been fulfilled by the end of the financial year, interim proof of use of the amounts received in that year must be submitted within four months of the end of the financial year (<i>“Zwischenbericht”</i>). Further information and templates are available on the <a href="#">federal funding portal</a> (<i>“Formularschrank für Fördervordrucke des Bundes”</i>).</p>
<p><b>Other important information</b></p>	<p><b>Data Protection Notice:</b> Please note the DFG’s data protection notice on research funding, which can be viewed and downloaded at <a href="http://www.dfg.de/privacy_policy">www.dfg.de/privacy_policy</a>. If necessary, please also forward this information to those persons whose data the DFG processes because they are involved in your project.</p>	<p><b>Statement on Data Protection:</b> This <a href="#">statement on data protection</a> provides you with detailed information on what data is collected, for what purpose and on what basis, how you can contact the ‘data controller’ (the responsible entity) and the Data Protection Officer, and what rights you have concerning the processing of personal data.</p>