

Guidelines

for Draft Proposal Submission under the Research Impulses Programme



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

Deutsche Forschungsgemeinschaft

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A. General Information

The following data and documents must be submitted electronically to the DFG Head Office via the DFG's elan portal:

- **Master data (see below for explanation)**
- **Draft proposal incl. appendix** (in elan: "Project Description")
- **Covering letter from the head of the applicant university of applied sciences (HAW/FH) (hereinafter: higher education institution – HEI).**

The master data "Title" and "Summary" must be provided in both English and German in the elan portal. If possible, please use English for the draft proposal and the documents submitted in the appendix (see section 78 for details). The draft proposal – in A4, Arial 11pt, line spacing 1.2 – must not exceed 25 pages (not including the cover page, list of abbreviations, table of contents, concluding declaration and appendix). You are welcome to create a navigable table of contents in the PDF document. A different font size and line spacing can be used in the tables, figures, footnotes and bibliography provided good legibility is ensured. The sample draft proposal sets out a binding structure, at some points including tables: unless otherwise stated, this must be adhered to. Applicants are allowed to provide a more detailed subcategorisation and insert additional tables, table rows and figures. Please clarify what the financial requirements are for the implementation of the planning as set out in the RI and indicate these without including a programme allowance. No links may be included to websites containing additional information specific to the proposal. Links to general websites may be included, for example those of the HEI/HEIs cited in the draft proposal. Only works that have been published or finally accepted for publication may be cited. For the latter, please submit the manuscript and the letter of acceptance from the publisher electronically if the publication is not yet publicly accessible at the time of submission. Otherwise, it is sufficient to provide a link or an identifier (DOI) together with the literature reference.

If, in preparing your draft proposal, you used artificial intelligence (AI) in the form of generative models for text and image creation, please disclose this fact in a scientifically appropriate manner in the text of the draft proposal. For more information, see the ["Research Integrity" portal](#).

All text sections below in grey font serve as guidance for the preparation of the draft proposal.

Master data

Please enter the following master data on the elan portal:

elan.dfg.de

The information provided here must match the relevant details as set out in the draft proposal itself.

Title in German and English

maximum 300 characters each, including spaces, no special characters

Summary of the draft proposal in German and English

maximum 3,000 characters each including spaces

Primary review board and, if applicable, other review boards reflecting the subject-specific orientation of the planned RI

Please use the DFG's subject classification system here:

www.dfg.de/subject-classification

Applicant HEI

Spokesperson

Participating institution(s) in Germany

for example, HEIs, non-university research institutions and other non-profit institutions which are to make a scientific contribution and receive funds from the RI budget

Anticipated financial requirements broken down by year

not including the programme allowance for indirect project costs and spokesperson's budget (maximum €1 million per year)

B. Guidelines for Preparing the Draft Proposal

Please use this template to prepare your draft proposal:

www.dfg.de/formulare/53_301_elan

The following guidelines are intended to help you in this process.

1 General information

1.1 Title

maximum 300 characters each including spaces, no special characters

1.2 Summary of the project

maximum 3,000 characters each including spaces

1.3 Applicant HEI

Only *one* HEI may act as the applicant. No more than one draft proposal per HEI may be submitted in each round of calls.

1.4 Spokesperson

The spokesperson must hold a permanent, full-time professorship at the applicant HEI, appointed in accordance with the applicable employment law, and represent the concerns of the Research Impulse within the bodies of the respective HEI. This person should lead the RI for the entire duration of the proposed funding period.

1.5 Participating institution(s) in Germany

If applicable, provide a list of the names of HEIs, non-university research institutions and other non-profit institutions, such as museums, that are to make significant contributions and are expected to receive funding from the RI budget.

1.6 Principal investigators

In alphabetical order, please list all persons who are significantly involved in the planned RI. Please indicate their current post at the institution (e.g. W3, W2, W1 professorship, head of independent junior research group, service platform manager, research assistant). The principal investigators are responsible for the scientific design and implementation of the research project as well as for the structural integration and development of the RI as a whole. A doctorate or a comparable achievement is required for this role as proof of completed academic training. Since the principal investigators are expected to make a significant and

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lasting contribution to the implementation of the project, they must also have an employment contract or employment prospects for at least the entire duration of the funding period applied for.

Example:

- Prof. Dr. Smith (W3), HEI XY, permanent post, retirement 2047, expertise
- Dr. Smith, University of AB, temporary post (until DD MONTH YYYY), expertise

Please explicitly state the share of women among the principal investigators underneath the list, using the following example wording: “N of the principal investigators are women, a share of p percent.”

1.7 Cooperation partners

Where applicable, please list here a) any institutions/companies and b) individuals, whether in Germany or abroad, that are to make significant contributions but are not to receive funding from the RI budget.

2. Objectives of the Research Impulse

Adhering to a maximum of five objectives, please state what you consider to be the most important overarching objectives that you wish to achieve with the RI, as a basis for measuring the success of the funding. These can include structural development objectives as well as research objectives. The subsequent sections 3-5 are to indicate the measures you intend to adopt to achieve these objectives.

3. Research project

For this core part of your draft proposal, plan to use approximately half of the total text.

3.1 Research objectives and positioning within the field of research

Explain the research objectives of the RI. Outline the context of the project referring to the state of the art, explain where it is distinct from similar research consortia and describe the innovation potential of the project.

3.2 Structuring of the research project

Describe your research programme and your approach. In order to allow for differing subject-specific requirements and permit conceptual diversity, no guidelines for structuring the research project are provided. However, a number of aspects should be addressed: Identify clear research questions and describe in particular the relevant approaches, methodological strategies and measures that you will employ to pursue your research objectives. Focus on the research programme for the first funding period. If you include an outlook on possible follow-up activities, please make it clear which of the plans described extend beyond the five-year period.

Outline the opportunities and risks involved in your approach and, where applicable, indicate any alternative approaches. Present an overview of the planned structure for the research project, for example according to overarching topics or research fields and the way in which these topics or fields are linked by the adopted structure. Explain how the coherence of the project will be ensured and how added value will result from the cooperation within the RI.

3.3 Personnel and institutional composition

Describe the scientific profile of the group of principal investigators. Explain which other experts and institutions are involved or will be involved in the future and how they will contribute to achieving the scientific objectives of the RI.

3.4 Research data management

Briefly describe the concept of the RI for handling research data. Use this [questionnaire](#) as a basis. You should also take into account the relevant established infrastructures on site (e.g. library, computer centre or biobank at the applicant HEI), subject-relevant data infrastructures outside your institution (to be found in www.re3data.org, for example) and relevant NFDI consortia.

For more information on the DFG's expectations with regard to the handling of research data, please consult the following website:

www.dfg.de/proposal_process/research_data

3.5 Project- and subject-related list of publications

Please note the “Guidelines for Preparing Publication Lists” (DFG form 1.91) and list the publications cited in the draft proposal here, including a DOI/URL (if available). The bibliographical information should include the titles of the papers and the names of the authors. Publications with multiple authors can be cited as follows: “First author, second author, et al., last author”. The font used for the publication list should not be less than Arial 9 point. A maximum of **ten** of your own publications that are most relevant to the project can be highlighted in bold or some other way.

4. Priority areas and environment

4.1 General conditions and development strategies at the HEI

Explain the significance of the RI to the applicant HEI. How does the topic to be pursued by the consortium fit into the profile of the applicant HEI? What research focus should be achieved or enhanced? To what extent is the RI to be seen as complementing other profile-building measures and strategies that may already have been implemented or planned, and if so, what added value does the RI promise to offer? Explain the support for the RI in terms of personnel, finance and infrastructure to be provided now and in the future by the applicant HEI and, if applicable, by the other participating institutions.

4.2 Equity and diversity

Please explain how the applicant HEI and the RI address gender equality for researchers, diversity in research and the compatibility of research and family (including care).

Please outline the existing practices at the applicant HEI and within the participating departments or faculties, briefly explaining which strategies and measures have already been implemented and which priorities have been set. Where available, relate figures and targets to the participation rates which are typical of the discipline/career stage in Germany (cascade model). Take into account the substance of the DFG’s Research-Oriented Equity and Diversity Standards:

www.dfg.de/equity_diversity_standards

Do strategies of this nature already exist at this institutional level in which the activities of the RI are embedded?

Describe which consortium-specific and subject-specific measures are to be implemented within the RI to promote gender equality for researchers, diversity in research and the compatibility of research with family (including care).

4.3 Promotion of early career researchers

Explain which concepts and measures will be applied to support early career researchers at the various levels of qualification (i.e. students, doctoral researchers, postdocs and heads of junior research groups) within the context of the RI. Consider measures that allow researchers to acquire both subject-specific and cross-disciplinary qualifications (such as presentation techniques or the skills required for writing academic articles) that are helpful for a career both in academia and in the non-academic sector. Where applicable, outline how such measures are to be integrated into structures already in place or yet to be established that seek to promote the aforementioned groups. If relevant, please also address the extent to which researchers at postdoctoral or junior research group leadership level are to be given an opportunity to take on responsible tasks within the RI and thereby establish their own profile in view of potential subsequent career stages.

4.4 Measures for knowledge transfer, science communication, integration into teaching

If applicable, please describe existing plans and structures for transferring the findings that will emerge from the RI into areas of society beyond basic research; this section can address both application and science communication.

Describe how the RI will impact on teaching at the applicant HEI, where relevant. Are new courses or lecture series to be put on? In view of the work to be done in the RI, are there plans to reform or newly establish specific degree programmes?

5 Long-term funding of structures and improvement of research conditions

What measures will be taken to ensure that the new structures resulting from the RI have a long-term impact and are permanently maintained at the institution? How does the RI fit into the HEI's future plans? To what extent is the HEI committed to promoting the research priority and supporting it structurally on a long-term basis?

6 Anticipated financial requirements of the RI

Please provide a tabular overview of the funds to be requested for the RI as a whole, including the planned funds for structural measures (equity, career development, science communication, teaching), but not including the programme allowance for indirect project costs. A maximum of €1,000,000 can be requested per funding year (FY). The specified anticipated financial requirements can be adjusted at the time of proposal submission and if necessary a spokesperson's budget can be added if the spokesperson of the consortium belongs to the gender that is underrepresented at management level in their field (the list on this website serves as a guide: [DFG – Underrepresented Gender at the Project Management Level in Individual Research Areas](#)). This budget is to be used to meet individual and/or subject- or project-specific relief requirements resulting from taking on the position of spokesperson.

	FY 1	FY 2	FY 3	FY 4	FY 5	Total
Total Project Funds						

7 Declarations

Please confirm the accuracy of the information provided in the draft proposal, including the research profiles and your acknowledgement of the DFG Rules of Procedure for Dealing with Scientific Misconduct (VerfOWF). In addition, we require your consent to the processing and transfer of special categories of personal data (including the data of all persons involved) for the purposes set out in the data protection notices.

8 Appendix

Please submit the following information only in PDF format as an appendix to the draft proposal. The appendix must not contain any information beyond this. The appendix does not count towards the 25-page maximum length that applies to the draft proposal.

8.1 Research profiles

Please provide an academic CV for each of the principal investigators using this CV template:

www.dfg.de/formulare/53_200_elan

Be sure to adhere to the page limit of max. four pages per CV. Combine the CVs into a single PDF document and sort them in alphabetical order by last name. Answers to frequently asked questions about the CV template are listed in a [separate FAQ compilation](#).

8.2 Cover letter from the HEI management

8.3 Optional: The main academic achievements

Please list up to 15 of the most important academic accomplishments achieved by the researchers responsible for the RI (e.g. publications, patents, software packages, research awards, third-party funding acquired, contributions to the (technical) infrastructure of an academic community, contributions to science communication). You may provide a brief explanation of the significance of the respective accomplishment for the RI. This compilation can be uploaded to elan under “Other Attachments”.

8.4 Where relevant: scientific papers accepted for publication

Submission of manuscripts of this kind is only necessary if works are cited in the bibliography or in CVs that are not yet accessible elsewhere at the time of submitting the draft proposal. In such cases, please enclose the letter of acceptance on the part of the respective publication body for each manuscript.

C. Draft proposal submission via the DFG's elan portal

The following documents are to be submitted as a single PDF file via the DFG's elan portal and named as follows:

Document	File name
Draft proposal (project description) (Antragsskizze (Beschreibung des Vorhabens))	FIP_ShortTitle_A_Draft Proposal
Research profiles (Forschungsprofile)	FIP_ShortTitle_B_Profiles
Cover letter from the HEI (Begleitschreiben der Hochschule)	FIP_ShortTitle_C_University Letter
Optional: 15 academic achievements (15 wissenschaftliche Leistungen)	FIP_ShortTitle_D_Achievements
Optional: Accepted manuscripts (Angenommene Manuskripte)	FIP_ShortTitle_E_Manuscripts

In addition, the specially marked master data must be entered in the online form on the elan portal. The online form is available at the following link:

elan.dfg.de

The draft proposal is submitted by the spokesperson on behalf of the applicant HEI. Please note that a personal elan account is required for this purpose.

The draft (in elan: "Project Description") and the annexes (up to a data size of 10 MB) are to be submitted without password protection and without access restrictions regarding reading, copying and printing.

After sending the files listed above, the spokesperson receives automatic confirmation of submission by e-mail with a receipt document in PDF format. The receipt document must be stamped and signed by the spokesperson and the management of the applicant HEI and sent to the DFG by post.

D. Further Information

Further information on the funding programme is to be found on the following website:

[DFG, German Research Foundation - Research Impulses](http://www.dfg.de)

If you have any further questions, please contact the DFG Head Office (FIP@dfg.de).