

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

Kennedyallee 40 · 53175 Bonn · Postal address: 53170 Bonn, Germany
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · postmaster@dfg.de · www.dfg.de



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 (“Project Description”)**
- **Research profiles (CVs) as one document**
- **Covering letter from the HEI management („Statement of Support“)**
- **Optional: 15 academic accomplishments (as “Other Attachments“)**
- **Optional: Papers finally accepted for publication but not yet published (including confirmations of acceptance)**

The draft proposal and appendix can be in English or in German. It must not exceed 25 pages (A4, Arial 11pt, line spacing 1.2; excluding cover page, list of abbreviations, table of contents 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 (minimum font size: Arial 9pt). 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 breakdown and insert additional tables and figures. 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 as well as generally accessible websites containing publications 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 electronically along with confirmation on the part of the publication medium. If such a manuscript is already accessible on the internet, it is sufficient to provide a link or an identification number.

All text sections in grey font serve as guidance for the preparation of the draft proposal. They should be removed from the document before submission.

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

Name(s) of the primary review board and, if applicable, other review boards reflecting the subject-specific orientation of the initiative

Please use the DFG's subject classification system here:

www.dfg.de/en/dfg-profile/statutory-bodies/review-boards/structure

Applicant HEI

Spokesperson

Other participating institution(s) in Germany

For example, HEIs, non-university institutions, etc. that make a scientific contribution and are expected to receive funds from the RI budget

Anticipated financial requirements of the RI

Sum of project funds requested for the entire funding period, excluding programme allowance for indirect project costs and spokesperson's budget (max. €5 million)

B. Guidelines for preparing the draft proposal

Please use the template DFG form 53.301 to prepare your draft proposal. The following guidelines are intended to aid you in this process.

1 General information

1.1 Title

maximum 300 characters each including spaces, no special characters

1.2 Applicant HEI

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

1.3 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 on the bodies of the respective HEI. They should lead the RI for the entire duration of the proposed funding period.

1.4 Principal investigators

List in a table in alphabetical order all persons who are significantly involved in the planned RI. Indicate the affiliation, the current position (e.g. W3, W2, W1 professorship, junior research group leader, head of service platform, research assistant), the research discipline and the end of employment (for temporary employment: end of the contract term; for permanent employment: expected date of retirement). The principal investigators are responsible for the scientific design and implementation of the research project as well as the structural embedding and development of the RI in its entirety. Candidates for this role are required to have a doctorate as a proof of having completed their academic training, or equivalent achievements. As the principal investigators are expected to make a significant contribution to the implementation of the project on a permanent basis, they also need to have an employment contract or employment opportunity for at least the entire duration of the requested funding period.

1.5 Other participating institution(s) in Germany

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

1.6 Cooperation partners

If applicable, indicate here any institutions, companies or individuals, whether in Germany or abroad, that are to make significant contributions to the project but are not to receive funding from the RI budget.

1.7 Summary

maximum 3,000 characters including spaces

2 The objectives of the Research Impulse

Adhering to a maximum of five objectives, state what you consider to be the most important overarching objectives that you wish to achieve with the RI, against which the success of the funding should be measured. These can include scientific as well as structural objectives. The subsequent sections 3-5 are to indicate the measures you intend to use to achieve these objectives.

3 Research project

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

3.1 Scientific objectives and positioning within the research field

Explain the scientific 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 the approach you are planning to take. There are no set requirements for the structuring of the research project so as to make allowance for differing subject-specific needs. However, a number of aspects should be addressed: Indicate clear research questions and describe in particular the relevant approaches, methodologies and measures you will use to pursue your scientific objectives. Outline opportunities and risks related to the planned approach and any alternative approaches, if relevant. 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 being linked by the adopted structure. Explain how the coherence of the project will be guaranteed.

3.3 Personnel and institutional composition of the RI

Provide an overview of the scientific profile of the group of principal investigators and describe the (possibly joint) preliminary work. Outline the expertise of each principal investigator and describe the scientific added value resulting from cooperation within the consortium. Furthermore, describe which other experts and institutions will be involved and how they will contribute to achieving the scientific objectives of the RI.

3.4 Research data management

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

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; otherwise you can follow the conventions of your scientific discipline. 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 research areas and research environment

4.1 HEI framework conditions and strategy development planning

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 is to be expected from the RI? 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, where applicable, the other participating institutions.

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4.2 Promotion of equity and diversity

Explain how the applicant HEI and the RI contribute to promoting gender equality and improved compatibility between academic work and family. If possible, outline how the issue of diversity in science will be addressed, too. Describe which measures will be applied to achieve your self-defined objectives in these areas, also with reference to the DFG's [Research-Oriented Equity and Diversity Standards](#). In doing so, consider the existing situation at the applicant HEI and within the participating departments or faculties. How do the planned activities of the RI relate to existing strategies at these institutional levels?

4.3 Support of individuals in early career phases

Explain which concepts and measures will be applied to support those in early career phases 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 individuals 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 in academia as well as 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. Here, you can address both practical application and science communication.

If applicable, describe how the RI will impact on teaching at the applicant HEI. Are new courses or lecture series to be put on? In view of the work to be done in the RI, are degree programmes to be reformed or newly established?

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

Please explain your concept for ensuring the long-term viability of the RI: How do you plan to ensure that structures that are to be newly established through the RI are maintained in the long term? How does the RI fit into the HEI's strategic plans for the future? To what extent does the HEI promote the research priority on a long-term basis by providing support in terms of personnel, finance and infrastructure?

6 Anticipated financial requirements of the RI

Please set out in a table the funds that are to be requested for the RI as a whole, including the planned funds for structural measures (equity, career development, science communication, teaching), but excluding the programme allowance for indirect project costs. A maximum of €1,000,000 can be requested per funding year. The anticipated financial requirements can be adjusted at the time of proposal submission and possibly be supplemented to include a spokesperson's budget if the spokesperson of the consortium belongs to the gender which is under-represented in their discipline (for guidance, please refer to the list on the following website: [DFG, German Research Foundation - 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.

	2026	2027	2028	2029	2030	Total
Total project funds						

7 Other documents to submit

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

7.1 Research profiles

Please provide an academic CV for each of the principal investigators. Use the CV template below:

www.dfg.de/formulare/53_200_elan

Adhere to the page limit of no more than 4 pages per CV including the mandatory data protection statement. Merge the CVs into one single PDF document, sorting them alphabetically by surname.

7.2 Statement of support by the HEI management

7.3 Optional: The main academic accomplishments

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. The list can be uploaded to the elan portal as “other attachment”.

7.4 Optional: Scientific papers finally accepted for publication

Submission of such manuscripts is only required if the bibliography or CVs mention papers that are not otherwise accessible at the time of draft proposal submission. In such cases, please submit confirmation on the part of the publication medium along with each manuscript.

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

The following documents are to be submitted as a separate PDF document each via the DFG's elan portal, 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
Covering letter from the HEI (Begleitschreiben der Hochschule)	FIP_ShortTitle_C_University Letter
Optional: 15 academic accomplishments (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. A personal elan account is required for this purpose. If the individual concerned does not yet have an elan account, they should create one in good time, i.e. at least one week prior to submission.

The draft proposal is submitted as one PDF file (up to a data size of 20 MB) 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 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 - FAQ: Research Impulses](#)

If you have any further questions, please contact the DFG Head Office.