

# Supplementary Instructions

## on Submitting a Proposal that Includes Services (Sequencing Costs)



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.

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## I General Instructions

The DFG provides options to apply for and receive funding for sequencing costs in the medium range (€100,000 to €1 million). The aim is to apply a model that involves the direct transfer of funds for sequencing – including the proportional programme allowance for indirect project costs – to the academic service unit based in Germany that is providing the service. This is achieved by means of a so-called infrastructural co-application. The DFG provides the relevant application options in connection with the funding programmes Research Grants, Research Units, Clinical Research Units, Priority Programmes and package proposals.

The general regulations apply as set out in DFG form 54.01, which means that sequencing costs can only be applied for in connection with a project. Applications for such costs are expected to be submitted by at least two applicants as infrastructural co-applicants: 1) the person responsible for the scientific project and 2) the scientific director of the sequencing facility (e.g. sequencing centre or core facility). Where a project proposal involves the need for services (sequencing costs), the person responsible for the scientific project applies for the project costs required to implement the project. In addition, the scientific head of the sequencing facility providing the services is included as an infrastructural co-applicant: that person is therefore considered to be a project participant whose role is to provide the services. The latter may only apply for sequencing costs (“services”) within the above-mentioned cost limits. If required by the project, multiple applicants and infrastructural co-applicants can be involved. In addition, the usual regulations regarding the duty to cooperate apply to members of non-university institutions, with the exception described under II B.

### Requirements

Services (sequencing costs) in excess of €100,000 (gross) can be applied for under the supplemental classification described below subject to a maximum total of €1 million (gross) for the project. Please note that if a proposal is submitted that includes the “Services” module, the above-mentioned tandem constellation is required. In the case of projects where the lower limit is not reached, the sequencing costs should be applied for in the usual way, following the procedures specified for the Basic Module in question.

## II Supplementary Proposal Instructions

Proposals involving the use of services (sequencing costs) can usually be submitted to the DFG at any time; however, please note that some of the above-mentioned funding lines are subject to submission deadlines that must be observed accordingly.

Proposals are to be submitted via elan:

[elan.dfg.de](http://elan.dfg.de)

Under “Proposal Information”, please select the **supplemental classification “Sequencing Centres”**. Note that the “Services” module cannot be selected without specifying this classification.

Please refer to the Proposal Preparation Instructions – Project Proposals:

[www.dfg.de/formulare/54\\_01](http://www.dfg.de/formulare/54_01)

In addition, note the following supplementary instructions relating to sections A to C of the proposal:

### A Proposal Data and Obligations

In addition to entering the project leader, please also include the scientific director of the sequencing facility providing the service (sequencing centre) as an additional applicant under “Applicants”. The sequencing costs are applied for via the “Services” module by the scientific director of the sequencing facility providing the service (not by the project leader). The sequencing costs applied for can include all expenses incurred by the sequencing facility, i.e. including sample preparation. Please also note the information in DFG form 55.04 regarding eligible costs. Contrary to the information provided in these guidelines, however, service and maintenance costs can be included in the utilisation costs for sequencing on a pro rata basis, providing the service and maintenance contracts concluded specify that the device manufacturer is required to reimburse the cost of any reagents lost in the event of a defect.

[www.dfg.de/formulare/55\\_04](http://www.dfg.de/formulare/55_04)

## **B Project Description**

The requested funding for the sequencing costs (services) must also be added under 5.9 in DFG form 53.01 elan:

[www.dfg.de/formulare/53\\_01\\_elan](http://www.dfg.de/formulare/53_01_elan)

For proposals submitted by applicants at non-university research institutions that are subject to a general duty to cooperate: If the sequencing costs requested for use at or by the non-university research institution exceed the project costs, the duty to cooperate can also be met in individual cases by the fact that the lead responsibility for the scientific planning and implementation of the joint project lies with the cooperation partner at the university. This must be justified in the proposal.

## **C Appendices**

Academic CVs with a list of publications containing the most important research results must be uploaded for all participating applicants (i.e. also for the scientific director of the service facility). The template provided (DFG form 53.200) must be used for this purpose:

[www.dfg.de/formulare/53\\_200\\_elan](http://www.dfg.de/formulare/53_200_elan)

Please note the Guidelines for Preparing Publication Lists:

[www.dfg.de/formulare/1\\_91](http://www.dfg.de/formulare/1_91)

In addition, a detailed cost estimate for the sequencing services must be submitted as part of the DFG proposal under “Instrumentation Quotes” in elan.

## **III Reports**

Reports are to be created and submitted according to the usual requirements. The DFG welcomes submission of a report written jointly by the project leader and the service provider.