

Guidelines for the Research Funding Scheme between the Deutsche Forschungsgemeinschaft (DFG) and the Pontificia Universidad Javeriana Colombia (PUJ)

This document describes the instructions for joint DFG-PUJ research project proposals under the terms of the Cooperation Agreement signed between both institutions on 05 June 2025.

1. Aim of the Scheme

The DFG-PUJ research funding scheme shall encompass researchers from German Universities and Research Institutions, and from PUJ Colombia with the aim of developing collaborative basic, curiosity driven research projects.

2. Research Areas

Proposals may be submitted in all fields of research including social sciences and humanities.

3. Time of Submission

Proposals can be submitted at any time without submission deadlines (standing open procedure – SOP).

- At DFG, SOP is the regular submission procedure.
- At PUJ, the SOP procedure will be conducted via a permanent call ("*convocatoria permanente*"), which is detailed in the call for proposals (see links for [Bogota](#) and [Cali](#)).

4. Duration of Projects

Researchers may apply for projects with a duration of up to three years.

5. Research Proposals and Submission

The applicants in Germany and at PUJ shall prepare their proposal according to the rules of DFG and PUJ, respectively. The proposals on each side should:

- be consistent regarding the core scientific content and the involved applicants.
- clearly show how the German and PUJ partners complement each other.
- be presented in English language.
- be jointly prepared and must be submitted to DFG and PUJ electronically and simultaneously, according to each funding organisation's requested format:

On the **German side**, the proposal must be submitted by the main applicant to the DFG via the [elan portal](#).

- All Germany-based applicants prepare their proposal according to the "Guidelines Research Grants Programme" and the "Proposal Preparation Instructions – Project Proposals" (DFG forms [50.01](#) and [54.01](#)).
- They are also required to comment on the added value of the international collaboration.
- While the budget figures to be submitted via the elan system only must be provided for funds requested from the DFG, the proposal itself should also contain a budget overview for the PUJ part, in order to provide appropriate information to the reviewers.
- The proponents must fill in their curriculum data in the DFG [CV template](#). Attached to the proposal submitted by the Germany-based applicant(s) to the DFG, an academic curriculum vitae for all PI's from PUJ should be submitted in English to complete the reviewers' information. The format of the CVs for the PIs of PUJ need not comply with DFG's CV template.

On the **Colombian side**, proposals must be submitted through *InvestigarPUJ*, in accordance with the Terms of Reference (links for [Bogota](#) and [Cali](#)). The budget figures to be submitted should include only the funds requested from Javeriana; however, the proposal should also contain a budget overview for the German component in order to provide adequate information to the reviewers.

6. Funding

Each funding agency will support expenses for their own respective national researchers. PUJ's funding of more than one project in the same year will depend on institutional budget availability. Funding procedures and eligible costs are subject to the regulations of DFG and PUJ, respectively.

In case of approval, the research projects will be funded as follows: at DFG, only costs for the German share of the projects are eligible. At PUJ, only costs for the Colombian share of the projects are eligible.

At **DFG**, funding for approved proposals will be granted from the regular DFG budget. There will be no specific additional funds for the joint DFG-PUJ projects. Researchers in Germany must submit their proposals under the DFG's Research Grants Programme in compliance with the guidelines outlined in [DFG form 50.01](#). This includes the eligibility criteria for applicants to be funded by the DFG.

At **PUJ**, the approved proposals will be granted from the regular yearly budget of the Vice-Rector for Research (Bogotá) and Office of Research and Development (Cali).

7. Evaluation and Decision Process

The proposals will be evaluated independently by PUJ and DFG according to their usual evaluation procedures. Final decisions on the proposals will be agreed upon between DFG and PUJ. Proposals will be funded only if they are approved on both sides. Unilateral funding of only one part of a project is not possible.

The results of the proposals will be communicated simultaneously by DFG and PUJ to the PIs, according to each agency's regulations.

Further details on **DFG's review criteria** can be found [here](#).

For more information on the DFG guidance on avoiding conflicts of interest and the DFG guidelines for mitigating bias in scientific evaluation and decision-making processes, please refer to the following links: [DFG form 10.201](#) and [DFG form 10.06](#).

Further details on **PUJ's review criteria** can be found at the Terms of Reference (links for [Bogota](#) and [Cali](#)).

8. Reporting

The PI's must report on the research activities and the results to their respective funding agency (DFG/PUJ) in their respective requested languages. A financial report must also be submitted to the agencies' corresponding sector in accordance with their respective internal rules and deadlines.

At **DFG**, a project report and a financial report must be presented at the end of the project execution period.

At **PUJ**, the final project report and a financial report must be presented, at maximum of **three months**, after the end of the project execution period.

9. Intellectual Property Rights

DFG and PUJ shall encourage scientists and scientific institutions receiving funds from the Parties to enter into agreements to ensure the effective protection and adequate distribution of intellectual property and the rights of use resulting from jointly funded DFG-PUJ projects.

10. Data Protection

Please note DFG's information about the [processing of personal data in connection with research funding](#).

For information on the personal data at PUJ please refer to [Agreement 743 on Personal Data Protection](#).

11. Ethic Votes

For ethics votes, the rules for ethics votes of the respective funding organisation apply.

In the case of **DFG**, the following rules apply: If an ethics vote is required for the German or PUJ-part of the project, it must be submitted with the application. However, an ethics vote by the local German ethics committee may, as an exceptional case, be submitted no later than three months upon proposal submission. Otherwise, the funding organisations may stop processing the application.

In the case of **PUJ**, the ethics approval must follow the Guidelines on Research Ethics Committees (links for [Bogotá](#) and [Cali](#)).

12. Contact for further information

At DFG:

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