Proposal Preparation Instructions

1. Framework Conditions, Proposal Formalities and Eligible Costs

Under this funding initiative, proposals may be submitted by both individuals and institutions. Members of non-profit research information infrastructure facilities such as libraries, archives, museums, research collections, research data centres or computing and information centres are eligible to submit proposals. Researchers in Germany or those working at a German research institution abroad who have completed their academic training (generally by obtaining a doctorate) are also eligible to apply.

Eligible applicants include publicly funded and state-recognised higher education institutions, non-university research institutions, faculties, academies, scholarly societies, academic associations or organisations, and publicly funded information infrastructure institutions, providing they are non-profit institutions.

Project proposals should be in the English language and between five and ten A4 pages in length (font: Arial, size 11, line spacing 1.5), following the structure and key aspects outlined in Section 2. Additional expenditure required for preserving data should be described and justified, with explicit reference to the relevance of the data for a given community and the degree of dependency on it. Ongoing data preservation activities should be outlined, including those at European level, and the proposed project should be situated within this context. An explanation should be provided of the procedure for data transfer, including any arrangements made with the data-providing institutions (work programme). If proposals include funding requirements for 2026 and 2027, the requested budget items for each year must be listed separately. In addition to a clear description of the content and objectives of each activity and of the datasets or research results to be preserved or already preserved, the requested budget items must be explained and justified.

a. Concrete measures for preserving data:
   Please list and justify the requested budget items, specifying the amounts and intended purposes. All resources directly serving the purpose of preserving data are eligible for funding (funding for staff, material and equipment). For example, funding may be requested for data curators to aggregate data from various sources and transfer it to a target structure, whether defined or yet to be defined. Where non-public or particularly

sensitive data is to be made accessible again for use by researchers in Germany, it is also possible to request funding to cover material and/or personnel costs for the purpose of carrying out legal assessments. Increases in personnel costs cannot be taken into account and must be planned for independently. Where the infrastructure required for the preservation of aggregated data is to be extended, it is possible to request funding for the procurement of equipment (including personnel required for commissioning). When applying for equipment funding, please observe the relevant procurement regulations and the applicable timeframes for carrying out procurement procedures.

b. <u>Integration in the European Research Area:</u>

Please specify the European initiative or research infrastructure within which data and research results are to be preserved and made available, and how access for researchers in Germany will be ensured. In accordance with standard DFG funding guidelines, projects outside Germany may also be funded providing the institution in question – or the individual applying through the relevant international institution – is eligible to apply. The best way to obtain funding for initiatives aimed at preserving at-risk data within European consortia and making such preserved data available through European or international networks is through an associated institution or national node based in Germany.

If funding is requested with the aim of establishing a federated data infrastructure, e.g. to develop components, structures or framework conditions for a national, regional or thematic EOSC node, please justify the planned work and specify which resources are required to support it (funding for staff, material and/or equipment).

2. Project Description

Project proposals should be in the English language between five and ten A4 pages in length (Arial 11, 1.5 line spacing), taking into account the following structure and content guidelines.

Summary

[Please use politically neutral language.]

Part A – Formal information

- Applicant
- Planned project start
- Planned project duration

Part B – Background and needs

- Relevance of the data to a specific community / dependency of German research on the data in question (needs analysis)
- Current accessibility of the data holdings concerned
- Explanation of why the data is (potentially) at risk
- Description of ongoing measures to preserve this data (including known measures in other European countries)
- "Target structure" for the transferred data (including the extent to which this structure must be newly established and requires investment for this purpose) [1]
- Information on data protection
- Capability/qualifications of the applicant(s) with regard to data preservation
- Demonstration that the project will fund additional work serving the preservation of at-risk data holdings.
- Sustainability plan where applicable

Part C – Brief characterisation of the data

- Type and Scope of the Data
- Type and scope of the metadata

---

[1] Please address the following points where possible:
- Do the data holdings already comply with established principles (e.g. FAIR, CARE) and standards?
- How is the data annotated? Are further processing stages required?
- How will care be taken to ensure that the preserved datasets and holdings are kept up to date in future?
- Are there plans to integrate the data into existing infrastructures?
  - If not: If not, why is this not possible?
  - If integration is possible: are adaptations or further developments required to ensure the data holdings remain reusable within this infrastructure?
  - What added value, if any, will be generated by the integration of the data?

DFG

- Legal requirements for making the preserved data available again

Part D – Organisational approach to data preservation
- Procedure for data ingestion
- Modalities of preservation and, where applicable, renewed provision: technical, organisational and legal steps involved in the concrete implementation of the project
- Collaboration with the data-holding institution in the country of origin
- Coordination at European level and cooperation with other actors / avoidance of unnecessary duplication

Part E – Budget requirements
- Funding for Staff
- Storage / equipment / investment

Part F – Declarations and annexes
- Declaration of willingness to feed the data holdings that are preserved through the project into higher-level infrastructures (in particular NFDI, EOSC)
- If possible: letter of support from the data-holding institution in the country of origin
- Commitments (see Section 4.)

3. Proposal submission

Please note that proposals submitted under this initiative cannot be transmitted via elan in the usual way. There are two options for submitting proposals:

- Option 1: Please inform us by sending an e-mail to the dedicated address foerderung-datensicherung@dfg.de that you wish to submit a proposal. We will then send you an upload link via Qiata.
- Option 2: You may contact us by sending an e-mail to the dedicated address foerderung-datensicherung@dfg.de sharing the download link which we can use to retrieve your proposal.

4. Obligations

a. Individual Funding

In submitting this proposal to the Deutsche Forschungsgemeinschaft (DFG), all applicants agree to
- adhere to the principles of good research practice.
- recognise the DFG's Rules of Procedure for Dealing with Scientific Misconduct (Verfahren-sordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOwF) as legally binding.
- have adhered to the guidelines regarding publication lists and bibliographies.
- inform the DFG immediately of any changes to the information provided.
- observe all relevant laws, regulations and guidelines that pertain to the project and in particular to attain all necessary approvals, certifications, etc., in a timely manner.
- use the grant exclusively and in a targeted manner to realise the funded project, to conform to the relevant funding guidelines of the DFG, and in particular not to use the grant to finance core support.
- submit research progress reports according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.
- and if applicable
    - inform the DFG immediately if funding for this project is requested from a third party. Proposals requesting major instrumentation and/or those previously submitted to a third party must be mentioned in the Project Description.
    - inform your university's DFG liaison officer about the proposal submission.
    - plan and conduct any experiments involving humans, including identifiable samples taken from humans and identifiable data, in compliance with the most current versions of the German Embryo Protection Act (Embryonenschutzgesetz), Stem Cell Act (Stammzellgesetz), Pharmaceutical Drugs Act (Arzneimittelgesetz), Medical Devices Act (Medizinproduktegesetz), and Declaration of Helsinki.
    - adhere to the regulations and provisions of the Animal Protection Act (Tierschutzgesetz) and the Experimental Animals Ordinance (Versuchstierverordnung).
    - adhere to the provisions of the Genetic Engineering Act (Gentechnikgesetz) with regard to experiments involving genetically modified organisms (GMO).

☐   I/We accept the declarations and obligations listed above.

I am/We are familiar with the content of the DFG's Rules of Procedure for Dealing with Scientific Misconduct (Verfahren-sordnung der DFG zum Umgang mit wissenschaftlichem Fehlverhalten – VerfOwF) and understand and accept that these Rules of Procedure are legally binding for me/us.

The DFG takes the protection of your personal data very seriously. Please note the DFG's data protection notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. Please forward this information to those individuals whose data will be processed by the DFG because they are mentioned in your proposal.

☐   I/We have read the DFG's data protection notice.

☐   I consent to the processing and, where applicable, the transfer of special categories of personal data (including the data of any parties involved) for the purposes stated in the Privacy Policy if, after careful consideration, I provide such data either now or at a later date.

Before this proposal can be processed, the DFG requires signatures from all applicants listed above certifying that they accept and will comply with the conditions and obligations as stated. Multiple applicants may sign and submit this form jointly; they may also submit a signed copy of this form separately.

Date /City / Signature

b. Institutional Funding

The undersigned herewith certify that they have submitted the proposal listed above electronically to the DFG and that the information contained therein is accurate.
The DFG Rules of Procedure for Dealing with Scientific Misconduct (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOwF) apply to individuals with a high level of scientific/academic responsibility in funding proposals submitted to the DFG by higher education institutions
The applicant higher education institution(s) certify/certifies that all individuals with a high level of scientific/academic responsibility in the funding proposal submitted acknowledge and – by having signed the Declaration of Obligation of Compliance – recognise as legally binding the DFG Rules of Procedure for Dealing with Scientific Misconduct.

The DFG takes the protection of your personal data very seriously. Please note the DFG's data protection notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. Please forward this information to those individuals whose data will be processed by the DFG because they are mentioned in your proposal.

☐ I/We have read the DFG's data protection notice.

Spokesperson (submitting person):

Date / City / Signature

Head of University:

Date / City / Signature

Seal _____ Print full name

DFG