

Funding organisation eligibility rules and paperwork to complete

For advertisement to all applicants

Germany – DFG & BMFTR/PtJ



CONTACT

Country / Region	Germany	
Funding Organisation Full Name (Acronym)	Deutsche Forschungsgemeinschaft (DFG) https://www.dfg.de/	Bundesministerium für Forschung, Technologie und Raumfahrt (BMFTR) www.BMFTR.de Projektträger Jülich (PtJ) https://www.ptj.de
Funding Organisation Contact Point(s)	Deutsche Forschungsgemeinschaft (DFG) Gaby Rerig +49 228 885-2406 gaby.rerig@dfg.de Tanja Zdebel +49 228 885-3105 tanja.zdebel@dfg.de Stephanie Saal +49 228 885-2918 stephanie.saal@dfg.de	Projektträger Jülich (PtJ) Saskia Wohlgemuth +49 30 20199-3312 Stefanie Pietsch +49 30 20199-3152 ptj-biodiversa@ptj.de

Common Rules for all German Applicants

This document provides details of specific requirements for applicants submitting a proposal for *DFG* or *BMFTR / PtJ* funding. Please note that it is mandatory to fulfil the requirements set out below.

Proposal Submission

The cost calculation for both pre-proposals and full proposals must be calculated in the EPSS applications in accordance with the BMFTR funding guidelines.

Under “Explanation and/or remarks concerning the proposed budget” in the EPSS application form, please specify the requested personnel, for example: 1 PhD, 36 months, 65%; student and research assistants: €5,000.

- **Pre-proposal stage:**

Pre-proposals submitted by applicants requesting funding from a German research funding organisation (DFG or BMFTR / PtJ) are assessed for eligibility. Therefore, please select both German funding organisations in Biodiversa+’s EPSS. If the pre-proposal is eligible for funding by either organisation, general eligibility is established.

- **Full Proposal stage:**

All full proposals eligible for funding by DFG or BMFTR / PtJ are processed according to a uniform procedure. In addition to mandatory submission of all full proposals to the Biodiversa+ Call Secretariat, full proposals must be submitted to the DFG via the [DFG elan portal](#) on April 25, 2027 at the latest. For more information, see [DFG – BiodivERsA/Biodiversa+](#) (“Elan Instructions and FAQs for German Applicants” is available for the full proposal stage).

Please note that applicants who do not yet have an elan account must register at least three weeks before the full proposal submission deadline.

- **Exception: Submission via easy Online**

Only in those (rare) cases where applicants have been informed after the eligibility check of step 1 that they should not submit via elan - usually because they are not eligible to submit proposals to the DFG - they have to submit their full proposal to BMFTR / PtJ via easy Online in the funding portal of the German Federal Government. The mandatory deadline for submission and link will be communicated in due time after the funding decision by PtJ.

- **Funding decision:**

In case of a funding recommendation by Biodiversa+ and eligibility for funding by the DFG and the BMFTR, the two German funding organisations will jointly decide which organisation will fund a project. For some applicants it may therefore be necessary to submit their full proposal via the DFG's elan portal and subsequently via easy Online.

Budget Preparation

- **Personnel costs (Post doc, PhD etc.)**

Please note that the calculation of personnel costs differs between the DFG's (see DFG [form 60.12 "DFG Personnel Rates"](#)) and BMFTR's funding guidelines, as both are based on different average rates. In elan, the same personnel categories with duration and percentage must be selected as those requested in the EPSS, e.g. in both portals one PhD position (= Doctoral Researcher or Comparable) for 36 months and 65%.

Consequently, the total requested amounts (excluding overheads) may differ between EPSS and elan whenever personnel costs are included. In some cases, this will result in elan in a total amount exceeding €210,000 (excluding overheads). This is acceptable provided that the funds from EPSS have been correctly transferred to elan.

- **Other Costs:**

Costs for miscellaneous staff, direct project costs and instrumentation must be entered in identical amounts in both EPSS and elan. The names of these costs in EPSS differ in some cases from those in elan. Subcontracting costs entered in EPSS should be entered in elan under "other costs". For all remaining costs, applicants may select the most appropriate cost category in elan. It should therefore not be necessary to contact the DFG Head Office for clarification.

FUNDING CONTRIBUTION AND BUDGET CAPS

	DFG	BMFTR/PtJ
Funding contribution to the Call (in EUR)	€1,500,000	€ 2,000,000
Minimum amount of funding per awarded partner or project (in EUR)	De minimis limit of € 350 per partner	€ 50,000 per partner
Maximum amount of funding per awarded project (in EUR)	Maximum budget excluding overheads:	
	Maximum amount: €210,000 per project, excl. overheads or other flat rates in EPSS, calculated in accordance with BMFTR funding guidelines.	
	If costs exceed the budget in the pre-proposal, the applicant is ineligible to submit a full application; it is not possible to reduce the costs retroactively.	
	The maximum amount refers to the sum of all costs/expenditures applied for by all researchers and partners seeking German funding for a project, excl. overheads.	
	Maximum budget including overheads:	
	No maximum amount of funding incl. overheads (= Programmpauschale) has to be considered, as overheads will be calculated automatically in case of funding in accordance with DFG rates applicable at the time of the grant.	The maximum amount of funding incl. overheads or other flat rates (total funding amount) for research institutions who apply for a grant on a cost basis should not exceed € 250,000 per project. Please consider that no cost overrun will be allowed.
	Regulations for consortia with several German partners:	
	The number of partners from Germany in a consortium is not limited; the budget may be divided among them as desired, however, the total amount may not exceed the maximum of €210,000 excl. overheads. Please note that consortia recommended for funding with partners from	Up to two German partners in a consortium are eligible. The prerequisite for two German partners in a consortium is that at least one partner can be classified as a stakeholder or end-user (e. g. companies, SMEs, municipalities, authorities, civil society organisations, etc.). If there is no German stakeholder or end-user in the consortium, only one German partner per consortium can

	companies, SMEs, municipalities, authorities, civil society organisations will typically be funded by the BMFTR and not by the DFG. Consortia will be informed if submission of their full proposal via elan is therefore not required.	participate - either as a coordinator or partner. The distribution of funds between the partners is left up to them but has to consider the minimum amount of funding per awarded partner. In the case of two partners per project please also consider the maximum amount of funding. No cost overrun will be allowed. The maximum amount of funding incl. overheads or other flat rates (total funding amount) for partners, which can be classified as a stakeholder or end-user (e. g. companies, SMEs, municipalities, authorities, civil society organisations, etc.) is limited to € 150,000.
--	--	--

GENERAL ELIGIBILITY RULES

	DFG	BMFTR/PtJ
Eligible environment(s)/realm(s)	All (no restrictions)	
Eligibility of a partner as a beneficiary institution	Please note that institutions linked to a Biodiversa+ partner institution are not eligible to this call to avoid any conflict of interest (the verification is carried out using the PIC number).	
	Qualified researchers (as a rule, those holding a doctorate) working in any discipline at a German research institution are eligible for funding. Please note that the limited budget does not allow applications for a temporary position for principal investigators	Applications may be submitted by German institutions of higher education and non-university research institutions as well as by commercial companies, particularly small and medium-sized enterprises (SME), which are headquartered and exploit their results primarily in Germany. Also local authorities, non-profit organizations or associations

	("Eigene Stelle"). Furthermore, it is not possible to apply for an "Eigene Stelle" on a part-time basis or for a reduced funding period. The duty to cooperate does not apply to this call. (<i>"Es gilt keine Kooperationspflicht."</i>) See DFG form 55.01 Researchers working at institutions which serve purely commercial purposes or those who are not permitted to publish findings in a generally accessible form are not eligible to apply. Important: For collaborations with commercial partners in your consortium, the results of the planned projects must be in the pre-competitive range (TRL 7 maximum; see h2020-wp1415-annex-g-trl_en.pdf). Furthermore, a collaboration agreement must be concluded between the scientific and the commercial partners (see important information in section "collaboration agreement").	are eligible for funding. Individual persons are not eligible for funding.
Eligibility of costs, types and their caps	Subcontracting is possible according to the general rules for research grants (for details see DFG form 52.01).	Eligible costs/expenditures can be applied for personnel, travel, sub-contracting, equipment, consumables, overheads (not included: building investments).

		Please consider the BMFTR guidelines when calculating personnel costs/expenditures. Grants will be awarded in accordance with BMFTR funding regulations, sections 23 and 44 of the "Bundeshaushaltsordnung" (BHO), associated administrative regulations as well as the BMFTR "Guidelines for Grant Applications on an Expenditure Basis (AZA)" and/or "Guidelines for Grant Applications on a Cost Basis (AZK)" (Vordr.-Nr. 0047a, 0048a, 0027a). All forms and guidelines are available on the federal funding portal ("Formularschrank für Fördervordrucke des Bundes"). Please make sure that the calculations in the AZA(P) and AZK form correspond to the calculations in the work plan of the project description (costs/expenditures and person months). Please note that applicants from non-university institutions determine their own respective project allowances (i.e. "Gemeinkosten", "Infrastrukturpauschale" etc.). These may differ significantly from the rates for overheads ("Projektpauschale") for universities. Please include these project allowances and overheads respectively within the requested funding sum, but take into account that the maximum funding amount per project is not exceeded.
--	--	---

		Universities may use the AZAP form and apply for 20% of direct costs as project allowance / overheads within the easy Online form. Subcontracting: To EU countries: Possible. To non-EU countries: Possible. Teams from third countries or international organisations may be funded for minor tasks within projects if they are subcontracted by a German applicant. Cooperation with developing countries is acceptable. The BMFTR does not fund subcontracted teams from industrial countries or emerging economies such as China, etc.
Should VAT be included in the budget figures provided?	Yes	Please check the respective form within the federal funding portal (Vordr.-Nr. 0047a, 0027a) for more details.
Additional specific eligibility rules	Applicants have to commit especially to Annex 5 of the Horizon Europe Annotated Grant Agreement: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf	Up to two German partners in a consortium are eligible (conditions see above). Research institutions that receive joint basic funding from the Federal and State Governments can only be funded in addition to the joint basic funding under certain conditions. In particular, these base-funded non-university research institutions are expected to link the content of the project funding topics to the institutionally funded research activities and dovetail the two.

INFORMATION AVAILABLE AT:	DFG - Deutsche Forschungsgemeinschaft - BiodivERsA/Biodiversa+	BMFTR – Biodiversa+
----------------------------------	--	-------------------------------------

OTHER IMPORTANT INFORMATION:

	DFG	BMFTR/PtJ
Submission of the pre-proposal and full proposal, and other administrative requirements to be completed at the national/regional level	In addition to submitting the pre- and full proposal via EPSS, a national application is mandatory at the full proposal stage (see the important introduction to the funding organisation rules for Germany above). The mandatory deadline for submission of full proposals is one week after the EPSS deadline at the latest.	
Submission of financial and scientific reports at the national/regional level	Financial reports: It is mandatory to submit a final financial report by the deadline as well as interim financial reports as applicable. You will be informed in writing of the deadlines: these will usually be tighter than the ones normally set for individual grants. Scientific reports: Scientific reports have to be submitted to Biodiversa+ only. This will fulfil all scientific reporting obligations to the DFG.	National rules (NABF, NKBF 2017, ANBest-GK, BNBest-BMBF 98) apply for the provision of financial and scientific reports. Further information and templates are available on the federal funding portal.
Do you allow the addition of a new research partner between step 1 and step 2 at your national / regional level?	It is generally possible to replace a German partner who is no longer available, provided the new partner is eligible for funding: please inform DFG and PtJ as soon as possible. An extension of the consortium by a German partner has to be approved by the DFG and the PtJ, and can be rejected if the German funders are among the oversubscribed institutions after step 1.	
Does your organisation request funded researchers to sign a consortium agreement?	<u>All consortia:</u> The DFG expects a consortium agreement to be concluded between all consortium	BMFTR/PtJ expects a consortium agreement to be concluded between all consortium members at the start of the project. The

	members at the start of the project (e.g. DESCA Model Consortium Agreement). <u>Consortia with commercial partners:</u> In consortia with commercial partners, a collaboration agreement must be concluded between the scientific and the commercial partners. The “Framework for state aid for research and development and innovation (2022/C 414/01)” must be taken into account. We recommend using the DFG model agreement (cf. DFG form 41.026). As an alternative, the DESCA Model-Consortium Agreement can be used; however, it should be noted that with regard to the granting of rights of use to the work results achieved by the respective funding recipient in the funded project - at least in the case of the granting of rights of use to commercial partners for the purpose of exploiting their own work results from the project -, so-called fair and reasonable conditions are to be agreed upon, namely by agreeing on the so-called financial terms variant (see section 9.4.1 Option 1 of the DESCA model contract in conjunction	information about the agreement (not the agreement itself) has to be submitted four months after project start at the latest. An email containing this information is sufficient (no specific form necessary).
--	---	---

	with Annex 5 of the Annotated Grant Agreement (Specific Rules on IPR)). In principle, the market value of the work results achieved by the funding recipient should be taken as a basis.	
Other important information	Privacy Policy: Please note the DFG's Privacy Policy for research funding, which can be viewed and downloaded at https://www.dfg.de/en/service/privacy-policy If necessary, please forward this information to those persons whose data the DFG will process due to their involvement in your project.	Statement on Data Protection: This statement on data protection provides you with detailed information on which data is collected, for what purpose and on which basis, how you can contact the 'data controller' (the responsible entity) and the Data Protection Officer, and which kind of rights you have concerning the processing of personal data.