

# Module

## Basic Module

A module can only be applied for within the appropriate modularised programme. To determine which modules are available to you, please consult the DFG's programme guidelines relevant to your proposal.

### I Objective

Use the basic module to request funding for direct project costs, project-specific staff, and instrumentation necessary to carry out the project, as well as an allowance for the publication of project findings.

### II Description

To enable you to carry out your project, you may request the following types of project-specific funding per applicant:

#### 1 Funding for staff

The DFG generally grants funding for staff in the form of standard amounts.

For specific rates and further details, please see the following overview

[www.dfg.de/formulare/60\\_12/](http://www.dfg.de/formulare/60_12/)

The following categories are available:

## 1.1 Research staff

The proposed salaries for research staff employed in DFG-funded projects should be based on the requirements of the individual project and the researchers' qualifications in relation to these requirements.

### 1.1.1 Postdoctoral researcher or comparable

If special research qualifications (doctorate), experience and independence (at least three years of work experience) are necessary to meet the project's objectives, funding in this category may be requested.

If the appropriate conditions are met, funding in the category "medical research assistant" may also be requested.

If you would like to apply for funding for a temporary position as principal investigator, please do not request this here but rather through the corresponding funding module.

### 1.1.2 Doctoral researcher or comparable

For research employees who do not hold a doctoral degree, funding under this category should generally be requested for positions involving at least 50% of the standard work week. It is also possible to request funding for positions with more than 50%, insofar as this is required to stay nationally and internationally competitive both within and outside the research system. For more information, please consult the following form (available in German only).

[www.dfg.de/formulare/55\\_02/](http://www.dfg.de/formulare/55_02/)

In many DFG-funded projects, research employees are afforded the opportunity to pursue scientific qualification themselves (preparation for a doctoral degree). Should research employees who do not yet hold a doctoral degree be employed full time, they should be given the opportunity to work on their doctorates during regular working hours in accordance with the relevant state law on higher education. However, the majority of the working hours must be spent on the project.

Projects limited to the production of a thesis are not eligible for DFG funding.

Funding for employees who do not wish to pursue their doctorate may be requested provided they have a university degree (Diplom) or a master's degree (either from a university or university of applied science) and less than three years of working experience.

### 1.1.3 Other research assistant

Funding in this category may be requested for employees needed to meet the project's objectives who hold a bachelor's degree without doctoral admission.

### 1.2 Non-academic staff member

Funding for non-academic support staff employed on a regular collective agreement pay-scale basis should be requested under this category.

### 1.3 Miscellaneous staff

#### 1.3.1 Support staff (research support staff and student assistants)

The DFG welcomes the involvement of student assistants at an early stage of their studies. Support staff should be remunerated according to the regulations applicable at the host university.

#### 1.3.2 Other staff

Here you may request an amount for additional staff members who do not fall into the categories above.

For example, if appropriate, secondary-school students may also be incorporated into the project, on an hourly basis and with appropriate compensation, to give them early hands-on experience in research.

#### **Special notes on funding for staff**

##### *Family leave*

If the project head reduces his/her hours for family reasons (childcare, dependent care), a supplementary proposal may be submitted to request the funding needed to ensure that the research can continue without delay.

In situations where a research employee has to drop out of the project temporarily for family reasons (to care for children or other family members due to old age or illness), a supplementary proposal may be submitted to request the funding needed to complete the project as envisaged within the current funding period.

## **2 Funding for direct project costs**

### **2.1 Equipment up to €10,000, software and consumables**

You may request funding to purchase smaller instruments (with a gross acquisition price of up to €10,000), software and consumables required for your project. Third-party contracts and user fees for major instrumentation and core research facilities can be requested under item II.2.5 “Other”.

### **2.2 Travel**

The DFG may provide funding for travel that is necessary for the research project.

It is also possible to apply for funding to attend scientific events. Applicants must be actively involved in the event. Funds may be used to cover transportation, maintenance and conference fees.

### **2.3 Visiting researchers**

If necessary for your project, you can invite other researchers as guests. For this purpose you may request an allowance to cover transportation and maintenance. Honoraria can only be funded in exceptional cases if it can be assumed that the guests are not participating to further their own careers or research.

### **2.4 Experimental animals**

If your project calls for experiments with animals, you may request funds to purchase, breed and keep such animals.

### **2.5 Other**

Here you may request project-specific funds for purposes not included in any of the other categories, such as third-party contracts, compensation for test subjects, documentation services, and rental or loan of vehicles.

Funding may also be requested for user fees for major instrumentation and core research facilities. The DFG can only cover such costs that are required specifically for the project. Basic funding for the individual instruments or core facilities must be financed through the institution's core support. Further information can be found in DFG form 55.04, available in German only.

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

Funds for purchasing specialised research publications may be granted in exceptional cases where the publications in question must either be permanently available to the project but are not purchased by the institution, or when they are not available through inter-library loan. In such cases, please submit a list including the author, title, publisher, year of publication, and price for each publication requested.

## 2.6 Project-related publication expenses

- a) The DFG may contribute up to €750 per year towards publishing the findings of a project. Publications may be in any form, with the exception of grey literature.
- b) If the appropriate publication of the project findings calls for a book format with high production costs, you may alternatively be eligible to receive up to €5,000 per year, provided you can justify the expenses.
- c) For book publications exceeding the amount mentioned above, particularly for long-term DFG projects or other projects whose main objectives are to collect and catalogue information or disseminate research results (e.g. literary editions, text volumes, illustrated volumes or excavation reports), it is possible to apply for a separate publication grant upon completion of your project. For more details, please refer to the relevant guidelines.

[http://www.dfg.de/formulare/51\\_10/](http://www.dfg.de/formulare/51_10/)

## 3 Funding for instrumentation

If your project requires instrumentation with a gross acquisition price of more than €10,000 per item (purchase price including VAT plus incidental costs), you can propose it here. Please differentiate between items costing €10,000 or more and those costing €50,000 or more.

Additional costs incurred in connection with the installation and operation of DFG-funded instrumentation (such as structural modifications or increased overhead for the institution due to additional costs for operations, maintenance or personnel) cannot be covered by the DFG. Applicants must ensure that such costs will be covered by the host institution before submitting a proposal and include written verification of this in their proposals.

**Funding cannot be provided for:**

1. Your own salary as principal investigator
2. Secretarial services
3. Construction, fittings and furnishings, or rent
4. General infrastructure (e.g. office furniture, tools, work clothes), office materials, postage and telecommunication costs
5. Property insurance premiums
6. Fees for using the university's computing facilities
7. Instruments that constitute core support in the relevant subject area, including workplace computers
8. Upgrades and repair of instruments that are not property of the DFG
9. VAT, if deductible

For details, please consult the usage guidelines.

### III Proposal Instructions

State and justify the requested funding.

Please note the following details:

#### 1 Funding for staff

1.1 For all research staff to be paid according to the applicable salary scales (TV-L, BAT or MTArb [east or west]), please state:

- how long he/she will be employed in the project,
  - the length of the contract should generally correspond to the duration of the project

- when determining the length of contracts for research staff in the qualification phase, appropriate consideration should be given to the qualification to be attained by the individual
- one of the following categories:
  - a) postdoctoral researcher or comparable
  - b) medical research assistant
  - c) doctoral researcher or comparable
  - d) other research assistant
  - e) non-academic staff member
- the planned working hours as a percentage of the standard work week.

#### 1.2 For support staff (with or without a degree), please state:

- the required funds in euros, based on the customary rates at your institution.

In the project description, please provide a brief explanation of the tasks for each proposed DFG-funded project member. The tasks must correspond to those referred to in the work programme. **Please also indicate the date when payment from DFG funds should commence. The nature and extent of work to be conducted by the support staff should also be explained.**

An important criterion for the approval of funding for support staff without a degree is their qualified involvement in the project. This must be justified in the proposal.

To the extent that staff members' names are available, please list them in your proposal.

## 2 Funding for direct project costs

### 2.1 Equipment up to €10,000, software and consumables

First, state the total amount requested for this category. For instruments, list individual models and prices in a table and explain why you need them for your project. All requested software must be listed and justified individually.

For consumables, state the **amount for each subcategory** (e.g. chemicals, glassware, etc.) and explain why they are needed. Third-party contracts and user fees for major instrumentation and core research facilities can be requested under item II.2.5 "Other".

## 2.2 Travel

First, state the total requested allowance for travel. Then explain the necessity for the different kinds of travel costs (e.g. cooperation with other researchers, archival work, field work, conferences) and quote the amount needed during the grant period.

If you will be collaborating with research partners outside Germany, please include the number and duration of projected trips. For stays exceeding one month, please specify the foreign partner's name, academic title and office address (including e-mail address).

Calculation of travel (transportation, maintenance) should be based on federal regulations for travel costs or the regulations of the state where the applicant works.

If vehicles belonging to your institution are used, a contribution to their running costs can be awarded. The amount must be specified in the proposal.

If you are using a private vehicle, regulations for travel reimbursement stipulate that you can only receive funding up to the level of the cost of public transport, unless specific reasons necessitate the use of your private vehicle. If you are applying for a kilometre allowance, please state the reasons for using your own vehicle in the proposal.

## 2.3 Visiting researchers

State the requested amount. Justify the amount with regard to the number of guests and the duration of their stay. Note that honoraria/compensation can only be funded in exceptional cases.

If you plan to invite researchers to a workshop, you must submit any corresponding funding requests through the workshop module.

## 2.4 Experimental animals

If you need funding to purchase, breed and keep experimental animals, please state the requested amount. Provide a cost estimate that includes the number of animals required and the duration of housing. Please justify the number of animals, taking into account the 3R principle and scientific validity, or refer to the relevant information in the work



programme (see also the publication “Animal Experimentation in Research: The 3Rs Principle and the Validity of Scientific Research”<sup>1</sup>).

In calculating the costs for keeping mice and rats, please note the relevant DFG guidelines in DFG form 55.03, available in German only.

[www.dfg.de/formulare/55\\_03](http://www.dfg.de/formulare/55_03)

## 2.5 Other

First, state the total sum of other costs for which you are requesting funding. Explain the need for each individual item.

Under “Other” you may request project-specific funds for purposes not included in any of the other categories, such as third-party contracts (include details on vendors), compensation for test subjects, documentation services, as well as user fees for major instrumentation and core research facilities.

Note that offers must be provided for all third-party contracts and individual instrumentation/facility user fees that exceed €10,000. User fees must be transparent and straightforward. Should you not use your institution’s own services, please provide reasons for this. Additional information and guidelines for specific instrumentation categories can be found in DFG form 55.04 (available in German only).

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

## 2.6 Project-related publication expenses

Please state whether you wish to apply for publication funds and if so, the amount.

In conclusion, state the total sum of requested funding for direct project costs.

## 3 Funding for instrumentation

List individually all instrumentation with a gross acquisition price of over €10,000 (purchase price including VAT). Please distinguish between items costing over €10,000 and those costing more than €50,000 (major instrumentation).

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<sup>1</sup> [www.dfg.de/download/pdf/dfg\\_im\\_profil/geschaeftsstelle/publikationen/handreichung\\_sk\\_tierver-suche\\_en.pdf](http://www.dfg.de/download/pdf/dfg_im_profil/geschaeftsstelle/publikationen/handreichung_sk_tierver-suche_en.pdf)

Please explain why this instrumentation is essential to the project and justify its necessity in relation to the core support furnished by the institution. Based on criteria relevant to the work programme (e.g. measuring field, resolution, etc.), the performance class (technical specifications) and included accessories of the proposed instrumentation must be described.

Please obtain information about the instrumentation available on the market that meets the required specifications. The models you are considering should be compared in terms of their suitability for the project, stating the manufacturer, models, accessories, performance and price. Explain your market research and submit relevant comparable offers (for Collaborative Research Centres, this is not required until the on-site review). In addition to the technical data and the price, other aspects such as the availability of equipment in the university department, your experience with similar instruments, the exchange of measuring programmes, issues relating to technical maintenance, etc., may also play a role in selecting the appropriate model.

If you request major instrumentation costing more than €50,000, please provide information on the intended utilisation of the instrumentation, the total project-related duration of use by you and your working group, and possible use by other researchers. The DFG expects you to include a written statement that any issues concerning follow-up costs (particularly operating costs) and installation have been settled with the host institution prior to proposal submission.