DFG Proposal: Individual Research Grants (Basic Module + additional, optional Modules)
Specifications for the structure of the proposal and application via elan

- Your proposal written in Arial (with at least 1.2 line spacing) consists of three parts:
  - → A: Proposal Data and Obligations
  - → B: Project Description
  - → C: Appendices

- The **structure** is strictly defined!
  - → A: information is entered online via the elan-Portal
  - → B: max. 25 pages! (Rtf-Template of the DFG can be found online)
  - → C: can be designed individually

  cf. Proposal Preparation Instructions (Form 54.01 – 04/21), the template „Project Description – Project Proposal" (Form 53.01 – 11/20), suggestions by the DFG concerning the application and general information in the Intranet of the University of Passau.

- Please submit the proposal **online** via the DFG´s electronic **proposal portal elan** – prior registration necessary (may take a couple of days) –

- **Attached documents** with predefined names shall be uploaded (see Preparation Instructions, p. 15)

A   Proposal Data and Obligations during the online application process via elan

  - → Part A is not part of the 25 pages of the proposal. The 25 pages refer only to „Project Description".
  - → The portal generates the PDF „summary of means" and „form data": please make sure to save them as they will not be retrievable after the submission!

  - → **Choose funding instrument at the start page under „Individual Grants"**; it might be necessary to choose „Initiative to Research Grant", if mentioned in the Special Call for Proposals

1.   Proposal Data

1.1   Call for Proposals
Title of the Call or leave it blank

1.2   Title of the Project
in German and English (up to 300 characters each),
if applicable add the acronym/short-title of the project

1.3   DFG - Reference Number
If applicable, e.g. submission of revised proposal or proposed prolongation of funding

1.4   Duration of the Project in months

2.   Subject Classification
Primary and, if applicable, secondary classification according to the DFG subject-area structure

2.1 Supplementary Classification
Additional information about further possible funding programmes, e.g. cooperation with a developing nation

2.2 Keywords (at least one keyword in German and one keyword in English)

2.3 Countries
= content-related references to other countries;
   not: countries of cooperating partners

3. Summary
= a short, plain-language summary in German and English on the key objectives of your project (up to 3,000 characters, no special characters)

4. Applicants
= persons who are requesting funding with the DFG
→ add elan-account name
→ select employment status
→ address of the research institution: University of Passau

5. Modules = Requested Funds
Divided into the individual modules of the Individual Research Grant
→ please fill out the Basic module individually for every applicant

1. **Funding for Staff**
2. **Direct Project Costs**
= Equipment up to 10,000 €, software, consumables, travel expenses, visiting researchers, other costs, project-related publication expenses
3. **Instrumentation**
= Equipment exceeding 10,000€/ Major Instrumentation exceeding 50,000€
4. **If applicable, funding for additional modules**
= Temporary positions for principal investigators, Replacements, Mercator fellows, Project-specific workshops, Public relations

→ **IMPORTANT:**
The Software automatically generates a link to the PDF file of the complete form.
Please save the file, because it will not be available after the proposal is submitted!

6. Further Participating Individuals
= individuals with significant project responsibility, who will not apply for funding with the DFG, e.g. co-responsible persons, cooperation and application partners

7. If applicable, Participating Institutions
= only fill in if 6.) applies, e.g. for application and industrial partners

8. Concluding Statements
e.g. data storage and processing in the course of the procedure
Rules of Good Scientific Practice
List of Publications/References
Usage Guidelines
Various relevant regulations and laws (see the online elan form)

9. Appendices = Overview of the uploaded documents is obligatory
1. Project description (up to 25 pages)
2. Academic CV with list of publications (10 most important publications)

Optional / if applicable
- Manuscripts of unpublished but already accepted publications

- Informal confirmations from the publisher / journal / publisher on the publication status
- Statement from the host institution / university on future employment status
- Offers (e.g. software, hardware, licenses, editing / translation costs)
- Letters of endorsement, letters of intent from project partners
- Confirmation letter from the university
- Academic CVs of the intended employees, guests
- Ethics votes etc.

B **Project Description**

= up to 25 pages for Project description using the template
 „Beschreibung des Vorhabens – Projektantrag" in German or
 „Project Description – Project Proposal" in English = form 53.01 (11/20)
 (Chapters 1-4 up to 15 pages)

Important:

o Never change title and numbering of the headings!
o Never delete headings. If they are not applicable refer to them as „not applicable"
  (note: the provided information has to be correct and complete, the template is not to be
  changed).

1 **Starting Point**
  → No text needed! ←

1.1. **State of the art and preliminary work**
  → Brief description of the state of the art, situating the research project and groundwork within this context, project-related publications
  → up to 10 publications; please note the Guidelines for Publications Lists Form 1.91

1.2. **Project-related publications**
Chapter 1.2.1 and Chapter 1.2.2 together not over 10 publications, please number consecutively
  1.2.1   Publications published by outlets with scientific quality assurance
    → published articles and book publications, as well as manuscripts accepted for publication but not yet published
  1.2.2   Other publications
    → e.g. Online-Papers (without reviewing-process), „grey literature"
  1.2.3   Patents, possibly with 1.2.3.1 Pending; 1.2.3.2 Issued

2 **Objectives and work programme**
  → No text needed! ←

2.1 **Anticipated total duration of the project**
  → The project's intended duration and how long DFG funds will be necessary for,
    + if necessary „envisioned start of the project in case of grant (month, year)"

2.2 **Objectives**
  → Precise description of the research programme and the scientific objective of the project

2.3 **Work programme incl. proposed research methods**
  → Core of the proposal; possibly subdivided for each applicant

3 **Bibliography regarding the state of the art, the research objectives, and the work programme**
  → completed list of the referenced and cited literature and sources mentioned in the proposal;
  → allowed in smaller font size (min. Arial 9) and shorter line spacing (1.2)

4   Relevance of sex, gender and/or diversity
→ Statement whether and if so, how sex, gender and diversity impact the
project and how the topic is addressed in the proposal

5   Supplementary information on the research context
Chapter 5ff. overall no more than 10 pages

5.1.   Information on ethical and/or legal aspects of the project
→ no text needed! ←

5.1.1. General ethical aspects
Please add text or mark as "not applicable"

5.1.2. Descriptions of proposed investigations involving experiments on humans or human materials
Please add text or mark as "not applicable"

5.1.3. Descriptions of proposed investigations involving experiments on animals
Please add text or mark as "not applicable"

5.1.4. Descriptions of projects involving genetic resources (or associated traditional knowledge) from a foreign country
Please add text or mark as "not applicable"

5.1.5. Descriptions of investigations involving dual use research of concern, foreign trade regulations
Please add text or mark as "not applicable"

5.2.   Data handling
→ see DFG – Guidelines on the handling of Research Date

5.3.   Other information
→ Any additional information which is relevant for the evaluation but has not been provided elsewhere

6.   People/collaborations/funding
→ No text needed! ←

6.1.   Employment status information
→ Last name, first name and employment status for each applicant

6.2.   First-time proposal data
→ Last name, first name of first-time applicant

6.3.   Composition of the project group
→ if applicable list those individuals who will work on the project but will not be paid by the DFG project funds (e.g. Staff of the professorial chair)

6.4.   Researchers in Germany with whom you have agreed to cooperate on this project
Please add text or mark as "not applicable"

6.5.   Researchers abroad with whom you have agreed to cooperate on this project
Please add text or mark as "not applicable"

6.6.   Researchers with whom you have collaborated scientifically within the past three years
→ This information will assist in avoiding potential conflicts of interest

→ Fill in separately for each applicant, only state name, institution and/or location
→ A broad interpretation of cooperation is used (shared conferences/publications/proposals, etc.)

6.7. Project-relevant cooperation with commercial enterprises
Please add text or mark as "not applicable"

6.8. Project-relevant participation in commercial enterprises
Please add text or mark as "not applicable"

6.9. Scientific equipment
→ Only relevant for large-scale equipment

6.10. Other submissions
→ If applicable, list any funding proposals for this project previously submitted to a third party
→ If not relevant, mark as "not applicable"

7 Requested modules/funds
→ Important: relevant information can be found in the Guidelines AND the Basic Module/Form 52.01. and the Forms 52.01 to 52.07 for Additional Modules!

7.1 Basic Module
→ No text needed! ←

7.1.1 Funding for Staff
→ Short explanation + total cost for staff of each applicant separately

→ Please list here only the staff you need, use e.g. A B C, bold letters or other possibilities to structure your outline.
List in each case the total number of positions, extent, job profile with cross-reference to the work-programme, if applicable profile of requirements and generated sum according to DFG-Guidelines (fixed payment for doctoral candidates this year)

A Research Staff

▪ **Postdoctoral researcher (or comparable)**

▪ **Doctoral researcher (or comparable)**

▪ **Other research assistants**

= employees with a bachelor's degree without doctoral admission

B Non-academic staff member

▪ **Assistants (research and student assistants)**
For research (WHK) and student assistants (SHK) list briefly: total number of positions, total number of required hours (e.g. 40 hours/month), total cost + information about the hourly rates at the University of Passau
→ please contact the Department of Research Funding about an overview concerning the current hourly rates for student assistants

▪ **Other Staff**
staff that does not fit one of the already named categories, e.g. secondary-school students

7.1.2 Direct Project Costs

7.1.2.1 Equipment up to 10,000 Euro, Software and Consumables
→ Please add text or mark as "not applicable"

7.1.2.2 Travel Expenses

→ preferably in form of a continuous text and a tabular display = number of travels/persons, number of nights/duration of the event, cost of transportation, accommodation expenses, conference fees, reference to the "Bayerische Reisekostengesetz" as basis for the calculation should be included, N.N.-allowances that were previously discussed with us might be used for the calculation.
Example spreadsheets can be requested from the Department of Research Funding

7.1.2.3 Visiting Researchers (excluding Mercator-Fellows)
→ for Mercator-Fellows = Chap. 7.5

7.1.2.4 Expenses for Laboratory Animals

→ Please add text or mark as "not applicable"

7.1.2.5 Other Costs
→ e.g. third-party contracts, compensation for test-subjects, documentation services, etc.

7.1.2.6 Project-related publication expenses
→ up to 750 Euro per funding year or (in special cases) up to 5.000 Euro per funding year for higher publication costs

7.1.3 Investment resources
→ Investments exceeding 10,000 Euro, if applicable, please add text in 7.1.3.1 or 7.1.3.2

7.1.3.1 Equipment exceeding 10,000 Euro
7.1.3.2 Major Instrumentation exceeding 50,000 Euro

→ In addition to the Basic Module, you may also submit one or more of the following modules ←

7.2 **Module Temporary Position for Principal Investigator**
→ full-time position for a postdoctoral researcher, e.g. for habilitation, first project after doctorate/habilitation

7.3 **Module Replacements**
→funding for a replacement to take over teaching/administrative duties (sabbatical)

7.4 **Module Temporary Substitutes for Clinicians**
→ relevant for the medical and natural sciences field

7.5 **Module Mercator-Fellows**
→ long-term stay of a renowned guest in Passau

7.6 **Module Project-Specific Workshops**
→ workshops and colloquiums that are hosted within the framework of the project

7.7 **Module Public Relations**
→ publicity activities for non-experts/multipliers

7.8 **Module Standard Allowance for Gender Equality Measures**
→ Measures for gender equality and compatibility of family and academic career

C Appendices

1 each applicant's academic CV

2 a list of each applicant's ten most important publications
    a) articles and book publications
    b) other publications
    c) patents
    → possibly presented in one document with CV, but no official requirement of the DFG

3 additional appendices, if applicable
    Please see page 2 of our information sheet, e.g.
    statement from the host institution,
    offers (contracts, software, hardware, licenses, translation costs, etc.)
    letter of intent by the president and/or the cooperation partner
    CVs of research staff

Further information and consultation in questions regarding application, process and approach, concerning formal and content-related aspects:

DFG-Specialist Department
An overview of the contacts can be found online.
Please make sure to contact the department via telephone!

University of Passau, Research Services Division
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Final questions concerning check account and financial calculation

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Date: 02.07.2021
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Before using or passing on the document please check with the unit III/2 if there is an updated version as the DFG changes its requirements irregularly!