

# Guidelines

## Research Grants Programme



## **I. Programme Information**

### **1. Objective**

Research grants enable individuals who have completed their academic training to conduct at any time research projects with clearly defined topics and durations, regardless of the subject.

The DFG Head Office staff will be happy to advise you, especially if your proposal does not seem to fit into the module system.

### **2. Proposals**

#### **2.1 Eligibility**

Researchers in Germany, or those working at a German research institution abroad, who have completed their academic training (a doctorate as a rule) are eligible to apply for DFG research grants.

In general you are not eligible to submit a proposal if you work at an institution that is not non-profit or one that does not allow immediate publication of research findings in a generally accessible form.

Researchers who are employed at one of the institutes or member organisations of the Max Planck Society, Fraunhofer Society, Helmholtz Association or Leibniz Association, researchers working at a publicly funded institute associated with one of these organisations, and researchers working at international research facilities located in Germany should note the rules on the duty to cooperate.

[http://www.dfg.de/formulare/55\\_01/55\\_01\\_en.pdf](http://www.dfg.de/formulare/55_01/55_01_en.pdf)

#### **2.2 Format and deadline**

Proposals may be submitted to the DFG at any time. Proposals should be submitted according to the instructions for project proposals.

[http://www.dfg.de/formulare/54\\_01/54\\_01\\_en.pdf](http://www.dfg.de/formulare/54_01/54_01_en.pdf)

### **3. Duration**

The maximum initial funding duration is three years. Subsequently, a renewal proposal may be submitted.

## **II. Proposal Modules**

As part of your research grant proposal, you may submit one or more of the following modules. For more details, please see the respective guidelines for each module.

### **1. Basic Module**

Use the basic module to request funding for direct project costs, project-specific staff, and instrumentation necessary to carry out the project.

[http://www.dfg.de/formulare/52\\_01/52\\_01\\_en.pdf](http://www.dfg.de/formulare/52_01/52_01_en.pdf)

### **2. Temporary Positions for Principal Investigators**

If you would like to propose a position for yourself as the leader of this project, use this module to request funding for your temporary position as principal investigator.

[http://www.dfg.de/formulare/52\\_02/52\\_02\\_en.pdf](http://www.dfg.de/formulare/52_02/52_02_en.pdf)

### **3. Replacements**

If your project requires that you be released from teaching or administrative duties, you can use this module to request funding for a replacement to take over these responsibilities.

[http://www.dfg.de/formulare/52\\_03/52\\_03\\_en.pdf](http://www.dfg.de/formulare/52_03/52_03_en.pdf)

### **4. Temporary Substitutes for Clinicians**

If this project requires that clinicians conduct research, you can use this module to request funding for temporary substitutes to take over their patient-care responsibilities.

[http://www.dfg.de/formulare/52\\_04/52\\_04\\_en.pdf](http://www.dfg.de/formulare/52_04/52_04_en.pdf)

**In combination with at least one of the modules above, you may also submit one or more of the following modules:**

## **5. Mercator Fellows**

This module enables you to pursue an intensive and long-term exchange with researchers in Germany and abroad. Fellows will partially be on site but will remain in contact with you even after their stay.

[http://www.dfg.de/formulare/52\\_05/52\\_05\\_en.pdf](http://www.dfg.de/formulare/52_05/52_05_en.pdf)

## **6. Project-Specific Workshops**

If you would like to conduct workshops as part of your project, you may request funding to help you do so. Please note that this module cannot be submitted separately but only in conjunction with the proposed research project.

[http://www.dfg.de/formulare/52\\_06/52\\_06\\_en.pdf](http://www.dfg.de/formulare/52_06/52_06_en.pdf)

## **7. Public Relations**

To enable you to present your work to the general lay public, you can request funding for public relations. Please note that this module cannot be submitted separately but only in conjunction with the proposed research project.

[http://www.dfg.de/formulare/52\\_07/52\\_07\\_en.pdf](http://www.dfg.de/formulare/52_07/52_07_en.pdf)

## **III. Obligations**

In submitting a proposal for a research grant to the DFG, you

1. agree to adhere to the **principles of good scientific practice**.<sup>1</sup>

The principles of good scientific practice include, among others: maintaining professional standards, maintaining strict honesty with regard to one's own contributions and those of third parties, documenting results and rigorously questioning all findings.

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<sup>1</sup> The principles of good scientific practice can be found in detail in the DFG [Code of Conduct - Guidelines for Safeguarding Good Research Practice](#) and in the and in the usage guidelines for research grants, DFG forms 2.01 and 2.02 (cf. <http://www.dfg.de> ⇒ Research Funding / Legal Framework Conditions).

2. recognise the DFG's **Rules of Procedure for Dealing with Scientific Misconduct** (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOWF)<sup>2</sup> as legally binding.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions in accordance with its Rules of Procedure, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (full or partial termination of the grant contract, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from serving as a reviewer for a period of one to eight years, depending on the severity of the scientific misconduct;
- exclusion from membership in DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct.

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<sup>2</sup> [Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten \(VerfOWF\)](#), DFG-Vordruck 80.01

By accepting funding, the recipient agrees to

3. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
4. submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

#### **IV. Publication of Data on Grant Holders and Research Projects**

The data necessary for processing your grant proposal will be stored and processed electronically by the DFG.

By submitting a proposal you agree that, if the proposal is approved, your work address and contact details (name, institution and location, phone, fax, e-mail and website) as well as information about the content of the project (e.g. topic, summary, keywords, subject area, DFG programme, funding period, international connections) will be published in the GEPRIS information system

[gepris.dfg.de/en](https://gepris.dfg.de/en)

and may be published in other, non-commercial publications and databases created in cooperation with the DFG.

You may withdraw your consent to full/partial publication at any time, without affecting the lawfulness of any processing carried out prior to your withdrawal. If you would like to withdraw your consent, please notify the responsible DFG programme contact, preferably in electronic form.