

Deutsche
Forschungsgemeinschaft
German Research Foundation

Research Grants

**Guidelines
and Proposal Preparation Instructions
with Supplementary Instructions
for Projects with Exploitation Potential,
for Projects Involving Cooperation with Developing Countries**

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Guidelines

I. Eligibility Requirements

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.

Researchers who are employed at **non-university research institutions** should note the following:

If you are employed on a permanent contract at a non-university research institution, you may, as a rule, only submit a proposal for a joint project¹ and in cooperation with a university partner (duty to cooperate). The joint project may only be funded if at least 50% of the award is allocated to the university partner or if the university partner heads the project. You are eligible to submit an independent proposal if you are employed on a fixed-term contract at the institution and are considered a *Nachwuchswissenschaftler*.

Special conditions apply to proposals for temporary positions for principal investigators at non-university research institutions. Please note that the duty to cooperate also applies to young researchers (*Nachwuchswissenschaftler*). You may be exempt from this duty, however, if you submit your funding proposal for a temporary position as a principal investigator within six years of obtaining your doctorate² and if the non-university research institution bears 45% of the costs for the project, including the cost of your position.

This applies, in particular, to researchers working for the Max Planck Society, the Fraunhofer Society or at a Helmholtz National Research Centre.

If you do not have a university partner, you may also be eligible to submit a funding proposal if you work at one of the Leibniz institutes (WGL), the Max Delbrück Center (MDC) or at an institution whose funding is not used for basic research. This also applies to proposals for temporary positions for principal investigators.

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.

Please contact the DFG's Head Office if you have specific questions.

II. Scope of Funding

The DFG provides research grants for research projects with clearly defined topics and durations. The principal cost categories include personnel, direct project costs, travel and publication expenses.

¹ This rule does not apply to proposals for research grants submitted within the framework of Priority Programmes or Research Units.

² This 6-year period may be extended on a case-by-case basis with suitable justification, for example due to maternity/paternity leave. In such cases, please contact the DFG's Head Office (Quality Assurance and Programme Development Division) before submitting the proposal, as we will not be able to process your proposal otherwise.

Funding cannot be provided for:

1. Your own salary as principal investigator³
2. Secretarial services
3. Buildings, fittings and furnishings or rent
4. General infrastructure (e.g. office furniture, tools, work clothes), office materials, postage and telecommunication costs
5. Operation and maintenance costs (e.g. electricity, gas, water and maintenance contracts)
6. Property insurance premiums
7. Fees for using the university's computing facilities
8. Instruments that constitute core support in your field of work
9. Upgrades and repair of instruments that are not property of the DFG
10. VAT, if deductible
11. All other cost items that either fall within the responsibility of other institutions or that are not related to your research work

III. Proposals

In principle, proposals may be submitted to the DFG **at any time**. However:

- Funding may not be granted for projects that are already underway. A project is considered to be underway if legal obligations have been entered into, for example by signing employment contracts or other legal agreements.
- **Renewal proposals** for existing projects should reach the DFG no later than **six months** before the end of your current funding.
- **Priority Programmes**, as a rule, have calls for proposals with deadlines that are announced to participants.

The form of application and the information required must conform to the guidelines specified below.

IV. Cost Categories

1. **Personnel⁴**
(cf. section II, 4.1 of the proposal instructions)

³ Please refer to DFG forms 1.04e (Research Fellowships) and 1.17e (Heisenberg Programme), and section IV, 1.1.1 Temporary Positions for Principal Investigators below.

⁴ The Public Sector Collective Agreement of German Länder (*Tarifvertrag für den öffentlichen Dienst der Länder*, TV-L), which applies at all universities and mostly state-financed non-university research institutions, came into force in November 2006 in each German state, with the exceptions of Hesse and Berlin. Research institutions funded primarily with federal funds, on the other hand, are subject to the Public Sector Collective Bargaining Agreement (*Tarifvertrag öffentlicher Dienst*, TVöD). Until further notice, the assignment to pay scales in the TV-L and the TVöD is based on the classification criteria of the German Federal Collective Agreement for Public Employees (*Bundesangestelltentarifvertrag*, BAT). The following information is based on the regulations stipulated by the TV-L and BAT. If this does not apply at your institution, then the employment rules and regulations (e.g. TVöD or institutional pay scale) valid there shall apply when recruiting new employees.

1.1 Funding for applicants

1.1.1 Temporary positions for principal investigators

It is possible to apply for funding for temporary positions for principal investigators as part of a project. Such positions are generally funded in accordance with the 13 TV-L pay scale⁵ or BAT IIa (in the west) or BAT-O IIa (in the east) or in connection with an applicable pay scale agreement from the institution where you will be working. In well-founded cases, where administration and leadership of the project justifies a higher-paid position than TV-L E13, such a position may also be granted within the scope of the TV-L.

If you intend to apply for a temporary position as principal investigator, please enclose **a statement from your host institution** indicating that it will take over employer responsibilities during your funding period and, in cooperation with you, provide the conditions necessary for you to carry out your project.

The prescribed template can be downloaded at
www.dfg.de/en/research_funding/promoting_young_researchers/temporary_position/.

If you are considered a *Nachwuchswissenschaftler*, work at a non-university research institution and wish to take advantage of the exemption from the general duty to cooperate (see section I), please also enclose a legally binding statement from the research institution confirming that it will assume 45% of the project expenses requested in the funding proposal, including funding of the temporary position for the principal investigator.

These statements must be signed by an organisational unit entitled to make binding statements of employment and enter into financial obligations. As a rule, this will be the institution's administration.

The objective of this DFG funding mechanism is to enable you to devote your working time solely to carrying out your project. Where applicable, this may also include performing scientific services that are directly related to your project. However, tasks that go beyond this may not be performed for your employer (such as teaching or performing non-scientific services such as caring for patients). You may, however, accept teaching responsibilities or provide medical care – for example by taking on duties – in accordance with the secondary employment regulations applicable at your university outside regular working hours.

Funding for temporary positions for principal investigators only allows international research visits to a limited extent. The majority of the time spent working on the project should be spent in Germany. Funding for research visits abroad may be applied for with the proposal for a temporary position as a principal investigator. If longer periods abroad are required for completion of the project, a combination of funding for the temporary position as a principal investigator and a research fellowship may be applied for in exceptional cases. If this should be the case, please consult the DFG's Head Office (Quality Assurance and Programme Development Division) before submitting the proposal. If the majority of the time spent working on the project will not be spent in Germany, you should apply for an international research fellowship.

It is possible to take advantage of this position **part-time** (at least 50%) for **family reasons**. Other reasons for part-time working will not be accepted. For more information on the rules concerning application for a part-time position, please consult the DFG's Head Office (Quality Assurance and Programme Development Division) before submitting the proposal.

5 The TV-L will continue to consist of two differing pay scales for the western and eastern parts of Germany until 1 January 2010. Until then, salaries shall be calculated according to the location of the institution.

1.1.2 Replacement costs

University teachers who wish to be relieved of their teaching and administrative duties in order to progress with their planned research project, and who wish to take leave from their civil service obligations with continued payment of their salaries, can apply for funds to finance their replacement for up to 12 months. Where possible, the replacement regulation should be designed such that young researchers are given the opportunity to gain further qualifications.

Faculty members at German universities who are in salary brackets C2 to C4 (W2 or W3) or a comparable salary bracket, whose duties include research and who are eligible to take sabbatical leave in accordance with civil service law, may apply. Possible state-funded research sabbaticals must be taken before, or in conjunction with, DFG funding; replacement costs cannot be provided in such cases.

Proposals for research grants that consist solely of replacement costs can be submitted.

Should the grant be approved, funding will be provided to the university to hire the replacement. The level of funding may not exceed the applicant's own salary.

1.2 Remuneration of project personnel

1.2.1 Scientific staff

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

For **research staff who do not hold a doctoral degree**, part-time positions of at least 50% (of a regular work week) should generally be requested. It is also possible to request part-time positions for more than 50%, insofar as this is required to stay nationally and internationally competitive both within and outside the research system.

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

Projects limited to working on a thesis are not eligible for DFG funding.

Please note that an individual's qualifications (such as the doctorate), skills, experience and/or independence – insofar as they are necessary to help meet the project's objectives – may be considered when requesting a certain salary level.

1.2.2 Non-academic staff

Non-academic support staff employed in the project will be paid according to the BAT pay scale (in the west) or BAT-O (in the east). They will then be paid in accordance with TV-L or BAT.

Labourers should be paid the local monthly wage according to the TV-L or MTArb (in the west) or MTArb-O (in the east). Occasional labour paid by the hour should also be remunerated according to these scales. The proposal should specify the number of hours required and provide a total sum.

1.2.3 Student research assistants

The DFG welcomes the involvement of **student research assistants** at an early stage in their studies in order to introduce them to research work. Qualified students may be incorporated into project work early on.

Student research assistants should be remunerated according to the regulations applicable at your university.

Where applicable, the DFG also recommends examining whether **secondary school pupils** may also be incorporated into the project on an hourly basis to give them early hands-on experience in science.

1.2.4 General information

Funding approved by the DFG can, in accordance with the usage guidelines that are attached to the award letter, be used up to the **level stipulated by the applicable bargaining agreement** (including ancillary expenses as specified by law and tariff regulations).

The payments required according to the bargaining agreements include allowances that employers may grant according to the applicable bargaining agreement as well as performance-related allowances (see article 18 of the TV-L).

The TV-L scale enables a higher rate of pay (up to two steps within the same salary level) to take into account regional variations, the need to meet staffing requirements, the need to recruit specialists, or to compensate for higher costs of living. Scientific staff who have already attained the maximum step level in their current salary level may, under certain conditions, be granted an allowance equal to 25% of the amount in step 2 (§§ 40 No. 5 sub-paragraph 2, 16 sub-section 5 Satz 3 TV-L). In addition to this, §§ 40 No. 6, 18, sub-sections 7 and 8 of the TV-L also make provision for payment of performance-related allowances and a one-time performance-related bonus.

It is up to the employer to decide on whether or not to pay the allowances mentioned above, or a performance-related bonus, the performance-related salary portion for each individual employee, or which TV-L level or the sector pay scale for university hospitals (TV-Ä) each employee should be assigned to. The DFG will cover the full labour costs incurred by the decisions made by the employer.

Please note that the “third-party funding allowance” provided for in §§ 40 No. 6, 18 sub-section 6 of the TV-L cannot be granted for projects funded by the DFG for budgetary reasons.

In situations where a **research assistant** has to drop out of the project temporarily for **family reasons** (to care for their 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.

If the principal investigator reduces his/her regular working hours due to family reasons (e.g. to care for children or other family members), a supplementary proposal may be submitted to ensure that the scientific work progresses in a timely manner.

Funding of up to €2,000 per person is available for **German language courses for foreign DFG-funded project staff**, provided they are working on the project for a period of at least 12 months.

When determining the amount of funding, the DFG expects that staff paid from the research grant work in Germany for the entire duration of their contracts. Exceptions can be made for short-term travel in the interests of the project. If a DFG-funded project member is to spend a **longer period abroad**, this must be mentioned in the grant proposal, stating the reasons.

2. Scientific instrumentation

(cf. section II, 4.2 of the proposal instructions)

Additional costs incurred in connection with the installation and operation of scientific instrumentation for which funding was applied (such as structural modifications, additional laboratory running expenses, working materials, maintenance costs and operating staff) cannot be covered by the DFG. Applicants must ensure that such costs are provided by their institution before submitting their proposals.

Unless otherwise specified in the award letter, all scientific instruments that exceed a total individual cost of more than €10,000 (including VAT and delivery) will be purchased by the DFG and provided on loan to the grant holder for the duration of the project. Smaller instruments are usually purchased by the grant holder. If he or she works at a public institution⁶, the instrumentation will become the property of the institution and must be registered in its inventory at the time of delivery. The grant holder alone has the right to use the equipment for the duration of the research project.

In special cases smaller instruments remain DFG property and are provided to the grant holder on loan for the duration of the project. Examples include accessories and additions to DFG-owned instruments, instruments that are required for a short time and may be used elsewhere, or cases where the grant holder will change his/her institutional affiliation. Further information will be specified in the award letter.

3. Consumables

(cf. section II, 4.3 of the proposal instructions)

4. Travel

(cf. section II, 4.4 of the proposal instructions)

The DFG may fund **travel** or **invitations for visiting scientists** that are necessary for carrying out a research project.

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

⁶ These include the institutes of the Max Planck Society, the Fraunhofer Society, the Leibniz Association, the Forschungsverbund Berlin e.V. and the Humanities Centres. These also include large-scale research facilities according to section 2 of the Framework Agreement on Research Promotion (*Rahmenvereinbarung Forschungsförderung*) (e.g. AWI, DESY, DKFZ, DLR, FZJ, FZK, GBF, GFZ, GKSS, GMD, GSF, GSI, HMI, IPP, MDC, UFZ).

If you are applying for a research grant and plan to request conference trip funding as well, please note that this must be indicated in your research grant proposal. It is not possible to submit a separate proposal for conference trip funding once you have requested funding through other DFG programmes.

Applications solely to attend scientific meetings **cannot be submitted under the Individual Grants Programme or the Priority Programme.**

The DFG can, however, grant allowances for participation in **short scientific and technical courses** in Germany and abroad as well as for participation in scientific **summer courses**, which cover the costs of travel, accommodation and maintenance, and other expenses such as course fees. Proposals for research grants may be submitted purely for this purpose.

Calculation of travel (travel expenses, per diem and accommodation) should be based on the federal legal regulations for travel costs or the state regulations according to the state in which the applicant works.

If vehicles belonging to your institution are used, a contribution to their running costs can be granted; this must be specified in the grant proposal.

If you are using a private vehicle, according to German travel regulations you may only be eligible for 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 mileage allowance (kilometre allowance), please state the reasons for using your own vehicle in the proposal.

5. Publication expenses (cf. section II, 4.5 of the proposal instructions)

5.1 Publication expenses

The DFG may contribute up to **€750 per year** towards publishing the scientific results of a project. You can select the form of publication, with the exception of grey literature. If you believe that the most appropriate form of publishing for you is in **book** format, which is more expensive, and you have justified this accordingly, you may be eligible to receive up to **€5,000 per year**. These funds are only available to meet publication costs and cannot be used for any other purpose. You can increase these funds by reallocating funds intended to cover other project costs, **or accumulate these funds during the whole duration of the project** (including funding periods covered by renewal proposals). The funds must be used within two years of completion of the project.

For **book publications** exceeding the amount mentioned above, particularly for long-term projects or 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 **publication funding** upon completion of your project according to 5.2. below. This option will be decided upon within the first project proposal; therefore, it must be both requested and reviewed at this stage.

5.2 Publication grants

Proposals exclusively for publication costs (publication grants) will only be accepted if

- they concern **basic material** that is to be made available for further research, such as editions of primary texts and manuscript material, and

- the work to be published is of **exceptional scientific importance** and constitutes the first publication of outstanding results. Funds for printing a doctoral thesis will be awarded in exceptional cases; one condition for such an application is that the thesis must have received the highest mark possible.

Festschriften and articles in scientific journals are not eligible for funding.

Grants may be used for print publications, provided they are made available in bookstores, as well as for electronic publications. The proposal should contain cost estimates from two publishers and an explanation of the choice of publisher. Publication grants are to be used to help defray the technical publication costs.

Funds for publishing the results of a DFG-funded project can generally only be applied for within the scope of the grant proposal (see 5.1 above).

6. Other costs

(cf. section II, 4.6 of the proposal instructions)

Other costs may include third-party service contracts, compensation for volunteers in experiments, costs for information retrieval services and data bases, rent or loan of vehicles or other facilities, costs for laboratory animals, and funding for project-specific software.

Funds for purchasing specialised scientific 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.

Unless otherwise specified, such publications become the property of the institution at which the research project is carried out and must be included in the institution's inventory.

V. Obligations

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

1. adhere **to the rules of good scientific practice**⁷.

In cases of scientific misconduct, the DFG may impose sanctions. 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.

Depending on the nature and extent of the misconduct exposed, the DFG may:

- issue a written reprimand to the person involved;

⁷ The rules of good scientific practice are presented in detail in the white paper "Proposals for Safeguarding Good Scientific Practice" (published by Wiley-VCH) and in the Usage Guidelines for Research Grants, DFG forms 2.01 and 2.02 (available on the internet at http://www.dfg.de/en/research_funding/forms/index/html or under "Proposal Process"). They are based on the recommendations of an international commission on self-regulation in science and on a decision by the DFG's General Assembly, endorsed by the German Rectors' Conference, dated 17 June 1998. According to a decision made by the General Assembly on 4 July 2001, from 1 July 2002 onwards, research institutions that have not implemented the rules of good scientific practice, or do not abide by them, will not be eligible to apply or receive DFG funding.

- exclude those found responsible from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
 - revoke funding decisions (completely or partially revoke approvals and demand the return of authorised funds or the repayment of funds spent);
 - demand that those concerned either retract the publications containing false data, correct the false data (by publishing an erratum) or include a reference regarding the DFG's retraction of funds in the relevant publication;
 - exclude those found responsible from acting as a reviewer or from membership on DFG committees;
 - deny those responsible the right to vote in DFG elections.
2. devote the funds granted exclusively to the expeditious realisation of the research project supported by the grant. Therefore the **use** and **accounting of** funds must conform to the **relevant regulations of the DFG**.
 3. 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 the funds granted.

The DFG expects that the **results** of the research projects carried out with its support be made **available to the public**.

VI. 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. If a grant is awarded, your work address (e.g. telephone, fax, e-mail, internet website), as well as information on the content of your research project (e.g. topic, summary, keywords, international cooperation), will be published in the DFG's project database GEPRIS (<http://www.dfg.de/gepris>) and - in excerpts (grant holder's name, institution and location) in the "Programmes and Projects" section of the electronic annual report (<http://www.dfg.de/jahresbericht>). If you do not wish this information to be published electronically, please notify us in writing no later than four weeks after receipt of your award letter.

Proposal Preparation Instructions

I. General Information

1. The DFG's funding decisions are based on evaluations made by scientific **reviewers working without compensation**. They form their judgment on the basis of the information presented in the proposal. It is therefore in your own interest to work out a clearly written proposal.
2. The proposal should be no more than **20 pages** in length. It should be self-explanatory and not require reviewers to read the literature that is either quoted or enclosed.
3. You may also submit your proposal in **English**. If you wish to do so, the following items must also be provided in **German**: the topic (1.2), summary (1.6) and proposed budget (4).
4. You can apply for research grants for a **period of up to three years**. The regulations stipulated in the guidelines for the Emmy Noether Programme apply to that programme only.
5. If the **topic of your research project is related** to the work of a **Collaborative Research Centre** (SFB) located at your university, you should enclose a statement by the SFB's coordinator on the topical relationship of your work to the SFB and the intent to include your project in the next SFB application.
6. Clinical Trials

For the duration of the DFG-BMBF clinical trials programme, proposals to fund multicentric, interventional clinical trials must be submitted to this programme. Please consult the DFG and BMBF websites for programme announcements and additional information.

Other types of clinical trials (such as non-interventional trials, pilot studies to test hypotheses or calculate sample sizes, monocentric trials, etc.) may be submitted to the Individual Grants Programme. In such cases, please describe and justify the chosen trial design and provide the name of the biometrician/statistician responsible for the trial. Such trials also require a study protocol in compliance with GCP guidelines⁸ (including a study synopsis). Please contact the DFG prior to submitting your proposal should you have any questions.

7. When completing your proposal, please:
 - answer all relevant questions fully, according to general scientific practices, and correctly describe your own preliminary work and that of others. (Leave all non-relevant questions blank.)
 - adhere to the numbering system of these guidelines and repeat the complete headline in each section;
 - submit the proposal and appendices in duplicate (for Priority Programmes, the number of copies as specified in the respective guidelines);
 - submit your completed proposal in Arial font, unbound and hole punched, on A4 paper;

⁸ "Guideline for Good Clinical Practice" of the International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH GCP), <http://www.emea.eu.int>, chapter 6

- submit an electronic version of the proposal on a CD ROM, preferably as a PDF file (or RTF file) that is not password protected or restricted in any other way. The document security settings should allow your documents to be read, copied and printed. Additional information, such as publications, your habilitation and dissertation theses, CV, statement by the ethics committee, working reports, and a study protocol in compliance with GCP guidelines, should be included as separate PDF files (individual files must be smaller than 5 MB). Exception: for supporting documents exceeding 200 pages in length, only include the table of contents as a separate PDF document and submit two hard copies;
- save PDF documents according to the naming protocol listed in the appendix at the end of this document (cf. last page) to facilitate the processing of your proposal;
- list publications by category in the following order:
 - a) Peer-reviewed publications (published or accepted as of the proposal date), listed in standard fashion
Work that has been accepted for publication but not yet published should be included in manuscript form (printout or CD-ROM), stating the submission and acceptance date as well as the journal/publisher. For manuscripts available on preprint servers cite the address.
 - b) Submitted manuscripts
Include manuscripts (printouts or CD-ROM files) and state the date of submission. For manuscripts available on preprint servers cite the address.
 - c) Non-peer-reviewed publications
 - d) Patents, subcategorized into pending and granted
- do not list manuscripts currently under preparation;
- Include in your cover letter a list of documents, including exact file names, provided electronically. A **paper copy** of your cover letter must be submitted with original signatures of all applicants.

Please note that no more than five publications may be submitted.

8. Research Units/Clinical Research Units

For electronic proposals for Research Units or Clinical Research Units, please save the general project information and the documents pertaining to individual research projects in separate files.

II. Proposal Format

1. General information (Allgemeine Angaben)

Proposal for a research grant

Please state whether this is a new proposal, a renewal proposal or an application for a publication grant.

If you are applying for a temporary position as a principal investigator as part of this proposal, please mention this here.

If you are submitting a proposal for a DFG research grant (*Sachbeihilfe*) for the first time, please indicate "first-time proposal" here. Previous proposals for research fellowships (*Forschungsstipendien*), publication grants, travel allowances, or funding for scientific networks are not considered. If you are submitting a "first-time proposal" and it is part of a joint proposal, please note that your independent project must be distinct from the other projects. Reviewers will consider the fact that you are submitting your first proposal; therefore, you are not required to submit project-specific publications.

Should your first proposal be rejected, you may resubmit the application, in revised form, as a first-time proposal for the same project. If you have already submitted a proposal as a co-applicant or led an independent research group or project in a Collaborative Research Centre or Research Unit, you are no longer eligible to submit a "first proposal".

1.1 Applicant(s) (Antragstellerin/Antragsteller)

If there are several applicants, please identify who will act as principal investigator(s), assuming responsibility to the DFG for the overall management of the project and being accountable for the use of the DFG funds granted.

Should separate awards be given to several applicants, please indicate that it is a "joint proposal" (*Gemeinschaftsantrag*). If this is the case, the requested funding in item 4 should be listed separately according to applicant.

Please include the following information for each applicant and/or co-applicant:

- First name, last name, academic title
- Employment status (including duration of contract, if on a fixed-term contract)
- Date of birth and nationality
- DFG reference number of the last proposal or of any previous application(s) for project funding
- Institution and department (full name)
- Work address
- Telephone number (dialling code, switchboard, direct line or extension)
- Fax number
- E-mail address
- Home address and telephone number

If you will be conducting your project with a cooperation partner from outside Germany, please provide the information listed above for this person as well. In addition, please indicate

- whether the project will be conducted as part of an agreement between the DFG and a partner organisation (see <http://www.dfg.de/en/international/partner/list.html>)
- and, if so, state whether the cooperation partner has applied for funding from the partner organisation.

If you are submitting a proposal for the first time (your first proposal to the DFG) or a new proposal (the first proposal for a new project), please attach a tabular CV with the proposal. To enable us to assess your scientific track record appropriately, please indicate any circumstances that might have had a negative impact on your scientific work in your CV, for example periods in which you were unable to work continuously due to child care obligations or due to a prolonged serious illness or disability.

1.2 Topic (Thema)

Please give a brief and precise description of the project, not exceeding 140 characters. This topic will be quoted in the DFG Annual Report should funding be awarded.

If the topic relates to other countries or subcontinents, please include the names here.

1.3 Research area and field of work (Fach- und Arbeitsrichtung)

Please include your discipline (e.g. theoretical physics, pre-history) and your field of specialisation (e.g. theory of the ferromagnetism, settlement archaeology, etc.), so the project can be categorised with regard to its main focus.

Should the main focuses of your proposal be covered by more than one review board, please indicate which ones you feel would be most suitable to assess your proposal.

For more information on the DFG's review boards, including a current list, please refer to http://www.dfg.de/en/dfg_profile/structure/statutory_bodies/review_boards/index.html.

1.4 Anticipated total duration (Voraussichtliche Gesamtdauer)

Please include:

- when the project began
- when DFG funding commenced
- the project's intended duration⁹ and how long DFG funds will be necessary

1.5 Application period (Antragszeitraum)

Please state the period for which funding is requested (up to 36 months)¹⁰.

For new proposals (Bei Neuanträgen)

The date when you wish funding to begin

For renewal proposals (Bei Fortsetzungsanträgen)

- Date of the previous grant
- Current funding for personnel will probably last until
- Current funding for direct project costs is anticipated to last until

⁹ Please refer to DFG form 1.01 for information on long-term projects.

¹⁰ Up to 60 months in the Emmy Noether Programme

1.6 Summary (Zusammenfassung)

Please summarise the main goals of the project. This should not exceed 15 lines (max 1600 characters).

The summary has two main goals:

- It will inform the interdisciplinary committees of the DFG, which make the final decision on your grant, of the principal aims of your project.
- If your project is funded, the summary will be published on the internet through an electronic information system (see section VI). *It should therefore be concise as well as comprehensible to a lay public.* An electronic search will be helped if you avoid abbreviations and include suitable key words.

2. State of the art, preliminary work (Stand der Forschung, eigene Vorarbeiten)

2.1 State of the art (Stand der Forschung)

For new proposals please explain briefly and precisely the state of the art in your field in its direct relationship to your project as the starting point for your own work, quoting the most important relevant work of other scientists.

This description should make clear in which context you situate your own research and to which questions you wish to make an innovative, promising contribution.

2.2 Preliminary work, progress report (Eigene Vorarbeiten, / Arbeitsbericht)

Please give a precise and complete summary of your previous work, including exact references to your own and other researchers' publications. Unpublished work should be identified as "in print in ...", "accepted for publication in ..." or "submitted to ...".

New and renewal proposals should be accompanied by a list of your relevant scientific publications over the past five years, which may be referred to in the project description. Your first proposal to the DFG should contain a complete list of your publications.

New proposals:

Please summarise the most important results of relevant previous work by yourself and, if applicable, by your group.

To facilitate assessment of the new proposal, please enclose copies of the most important publications and/or publication manuscripts. It is not necessary to provide a complete collection of all your previous publications. You should only include recent publications that are related to the subject or methods of the proposed project or that, in your opinion, are characteristic examples of your work (no more than five publications). In general, doctoral theses or other theses should not be included.

The DFG will keep these documents until the final decision about your application has been made. Larger works (e.g. bound publications) will be returned to you once a decision has been reached.

First-time proposals:

Please provide a concise description of your previous postgraduate training and research, highlighting your abilities and demonstrating that you are capable of carrying out the proposed project. Describe your scientific track record to date, mentioning research topics that you've worked on so far.

As a rule, you should have a publication track record, insofar as this applies to your research area. Previous scientific accomplishments must not be directly related to the project.

For further guidelines, please refer to the section above (new proposals).

Renewal proposals:

Please enclose a report on your previous work. This report should reflect the initial questions and the advances in knowledge since the last application, also with regard to the findings of other scientists (including foreign scientists) who work in this field. It should also briefly describe your own work since the last grant, highlighting the results and their significance. Published results need not be repeated in detail. Instead you should enclose copies and/or publication manuscripts indicating where they will be published (no more than five publications).

Larger documents will be returned to you after a funding decision has been made; other documents (e.g. copies of publications) will only be returned if explicitly requested.

In your report you should also mention your specific experiences, e.g. the usefulness of the applied methods, availability and productivity of the material, suitability of instruments, failures, and difficulties.

3. Objectives and work schedule (Ziele und Arbeitsprogramm)

3.1 Objectives (Ziele)

Please give a concise description of the scientific programme and the scientific objectives. For clinical trials, please describe the study design (e.g. double blind, randomised, crossover, etc.; why monocentric?).

Please indicate if you anticipate results that may be relevant to fields other than science (such as science policy, technology, the economy or society).

3.2 Work schedule (Arbeitsprogramm)

Please give a detailed account of the steps planned during the proposed funding period. (For experimental projects, a schedule detailing all planned experiments should be provided.)

The quality of the work schedule is critical to the success of a funding proposal. You should therefore pay special attention to the design of the work schedule. It may be helpful to know that this normally comprises half the text of the entire application. The work schedule should clearly state why the funds are needed and how they will be used, providing details on individual items where applicable.

Please provide a detailed description of the methods that you plan to use in the project: Which methods are already available? Which methods need to be developed? What assistance is needed from outside your own group/institute? (Instrumentation should be mentioned in section II, 4.2.)

3.3 Experiments involving humans or human materials (Untersuchungen am Menschen oder an vom Menschen entnommenem Material)

Experiments involving humans, including identifiable samples taken from humans and research using patient data, must comply with the June 1964 Declaration of Helsinki (entitled "Ethical Principles for Medical Research Involving Human Subjects"), as last revised, concluded by the World Medical Association. Please note that the regulations of the German Embryo Protection Law (*Embryonenschutzgesetz*) and Stem Cell Act (*Stammzellgesetz*), and the laws concerning pharmaceutical (§§ 40-42 *Arzneimittelgesetz*) and medical products (§§ 17-19 *Medizinproduktegesetz*), in their current forms must also be observed.

Please discuss the ethical and legal aspects of your project in a form accessible to peer review:

- treatment or experiment
- criteria for selecting test persons
- description of potential risks and precautions taken
- method of informed consent

A statement from the local ethics committee is required for all projects involving human subjects. The use of human material obtained for diagnostic purposes also requires a statement by the chair of the local ethics committee. Please include a copy of the statement by the relevant ethics committee with your proposal documents.

Research involving human embryonic stem cells

Proposals for research involving human embryonic stem cells can only be funded if the authorisation required by §6 of the Stem Cell Act has been granted. The DFG therefore recommends you contact the approval authorities (Robert Koch Institute, Berlin) stated in § 7, para 1 clause 1 of the Stem Cell Act at the same time as you submit the proposal to the DFG, in order to accelerate a decision on the proposal.

If your proposal is approved, the funds earmarked for work with human embryonic stem cells will remain locked until the DFG receives confirmation of approval by the Robert Koch Institute.

3.4 Experiments with animals (Tierversuche)

Proposed animal experiments must be described in the work schedule in a form suitable for peer review. The DFG expects that the provisions of the Animal Protection Law (*Tierschutzgesetz*) be observed. For animal experiments that require approval by the local authorities, the DFG recommends that you seek the necessary approval either prior to submitting your proposal, or when you submit your proposal to the DFG. Research work may only start once approval has been obtained.

3.5 Experiments with recombinant DNA (Gentechnologische Experimente)

If you plan experiments involving recombinant DNA, you must observe the *Gesetz zur Regelung von Fragen der Gentechnik* of 20 June 1990 (*Bundesgesetzblatt*, 1990 I, page 1080). Research work may not commence until the required approval, according to this law and the relevant decrees, has been obtained.

3.6 Research subject to the Convention on Biological Diversity (CBD)

If your research project, or parts thereof, are subject to the Convention on Biological Diversity, follow the *Guidelines for Funding Proposals Concerning Research Projects within the Scope of the Convention on Biological Diversity (CBD)* (DFG form 1.021e). In your proposal, affirm that you have familiarised yourself with these guidelines and intend to conduct the project according to the principles described therein.

In your proposal, please mention the status of the preparations in the host country, as explained in the abovementioned guidelines under heading VII.

4. Funds requested (Beantragte Mittel)

(see section IV)

Funding requests spanning more than one year may either be detailed in separate amounts for each year or added together for up to three years; please specify the exact time period.

4.1 Staff costs (Personalkosten)

The following information is required:

- For proposals for temporary positions for principal investigators: A statement from the host institution in accordance with section IV 1.1.1 of the guidelines for research grant proposals.

If you are working in a foreign science system when you submit your proposal, your proposal must also be accompanied by a statement from a scientist at the hosting institution including a personal reference and details of the project.

If you are working as a young researcher at a non-university research institution and wish to take advantage of the exemption from the duty to cooperate (see section I), please state the date on which you obtained your doctorate. Please also enclose a binding statement from the institution where you intend to work confirming that it will bear 45% of the project funds requested, including the temporary position for the principal investigator. The 45% contribution is calculated on the basis of the total staff expenses (including the temporary position for the principal investigator), direct project expenses, and publication costs. The staff costs should be calculated in accordance with the average rates of pay stipulated by the DFG (DFG form 60.12).

- If you are applying for replacement costs, please include information as contained in section IV, 1.1.2 relating to the nature of the proposed replacement regulations and their costs, as well as the duration of the research period applied for. In the work schedule, please state why a leave would be necessary in order to carry out the research project.
- For research staff
 - a) For all research staff to be paid according to the salary scales TV-L, BAT or MTArb (east or west), please state:
 - ⇒ how long he/she will be employed in the project
 - ⇒ at which wage level (TV-L, BAT or MTArb east or west)
 - b) For research assistants (with a degree) and student research assistants (without a degree), please state:

- ⇒ how long he/she will be employed in the project
- ⇒ the number of hours per month

An important criterion for the approval of funding for student research assistants is their qualified involvement in the project. This must be justified in the proposal.

Please do not quote amounts in euro. The amounts will be calculated by DFG staff. Please provide a brief description of the tasks for each proposed DFG-funded researcher. The tasks must correspond to those referred to in the work schedule. Please also indicate the date when payment from DFG funds should commence.

If the names of proposed co-workers are available, please list them in your proposal. For every scientist, please include a completed research grant personnel questionnaire (DFG form 10.03).

If you are requesting a lump sum for research assistants or student research assistants, please justify this in your proposal.

If you require funding for visiting scientists, over and above their travel and maintenance costs (such as honoraria), you may request the required costs as "other personnel expenses". These items must be specified and justified accordingly.

4.2 Scientific instrumentation (Wissenschaftliche Geräte)

- a) All requested *instrumentation costing more than €10,000* per item (purchase price including VAT and other expenses) will generally be purchased by the DFG if the proposal is approved. Please list the information and prices as follows, and mark the relevant items in the offers (which must also be enclosed):

Instrument A (type)

Offer by dated

Accessories

(Listed separately by brief reference. Mark the relevant items in the offer.)

Instrument B

Etc.

.....

.....

.....

Purchase price 4.2

..... **EUR**

Please explain why this instrumentation is essential to the project and justify its necessity in relation to the core support furnished by the institution. Requested instrumentation must be described in sufficient detail (i.e. technical specification) to assure that the capabilities meet the requirements described in the work schedule (e.g. measuring field, resolution, sensitivity, etc.). In addition, please justify the need for the accessories as requested. The technical specifications should be given precisely for the DFG to be able to purchase it without needing to make further enquiries.

Please state the total period of instrumentation use in the scope of the proposed research project and, where applicable, possible use by other scientists.

Please obtain information about the instrumentation on the market that meets the required specifications. The models that you are considering should be compared in terms of their suitability for the project, stating the manufacturer, accessories, performance and price. Please submit relevant comparable offers. Your preference should be explained in detail, especially if there is only one model that you regard as suitable for your purpose. 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 the choice of equipment is not explained in detail, the DFG will make the selection based solely on price.

If you request instrumentation costing more than €50,000, the DFG expects you to include a formal statement that the maintenance/running costs and installation have been clarified with your host institution prior to submitting the proposal.

- b) All requested instrumentation costing less than €10,000 per item should also be listed according to the format above, naming different models and prices and including an explanation as to why this equipment is necessary.
- c) If existing instrumentation and computing facilities required by your project are only accessible to you by paying a fee, please quote these costs and give details.

4.3 Consumables (Verbrauchsmaterial)

Please explain the need for each individual item (e.g. chemicals, glassware, etc.):

.....
.....
.....

Total 4.3

..... EUR

4.4 Travel (Reisen)

Please explain the necessity for the different kinds of travel costs (e.g. cooperation with partners/invitations for visiting scientists, workshops, archival work, field work, conferences and meetings), and quote the amount needed during the grant period:

.....

.....

.....

Total 4.4

..... **EUR**

If you are applying for a research grant and plan to request conference trip funding as well, please note that this must be indicated in your research grant proposal. It is not possible to submit a separate proposal for conference trip funding once you have requested funding through other DFG programmes.

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 an e-mail address).

If you are requesting funds for visiting scientists, please include the anticipated number and duration of stays.

4.5 Publication expenses (Publikationskosten)

- a) Please state whether you wish to apply for publication funds (max. €750 per year) in the scope of the project. If you require funding above this amount, or if you plan to request a publication grant upon completion of your project, please refer to section IV, 5.1. Please specify the projected expenses of the proposed publication, if possible.
- b) For proposals specifically for publication grants, please submit an informal application including a statement that the publication was not written as part of a DFG-funded project and provide the details specified in sections II, 1.1, 1.2, 1.6 and 6. Please state how the conditions listed under section IV, 5.2 apply to your application.

The application must include the following items:

- the finished manuscript
- detailed cost estimates by two publishers (in accordance with DFG form 11.05)
- an explanation of the choice of publisher
- in the case of a Habilitationsschrift: copies of all examiners' reports provided to the faculty

.....

.....

.....

Total 4.5

..... **EUR**

4.6 Other costs (Sonstige Kosten)

Please explain the need for each individual item
(e.g. services rendered by third parties, compensation for test persons, laboratory animals
(species and number), documentation and scientific literature, project-specific software, etc.):

.....

.....

.....

Total 4.6

..... EUR

5. Prerequisites for carrying out the project (Voraussetzungen für die Durchführung des Vorhabens)

What resources, including other third-party funding, do you anticipate will be available to you for this project (excluding the funding requested in this application)? What other conditions have been met?

In answering these questions, please provide the following information:

5.1 Your team (Zusammensetzung der Arbeitsgruppe)

Please state the names, academic titles and employment grades of everyone who will be working on the project, but not funded by the DFG. When listing technical staff and support staff, it is sufficient to state the number of people employed. Please list the people paid by your institution and those paid using other third-party funding (including fellowships) separately.

5.2 Cooperation with other scientists (Zusammenarbeit mit anderen Wissenschaftlern)

Please mention those scientists (apart from those listed in 1.1) with whom you are cooperating or have agreed to cooperate with on this particular project, or with whom you will coordinate this work. For clinical trials, please provide the name of the biometrician or statistician responsible for the trial.

5.3 Scientific equipment (Apparative Ausstattung)

Please list larger instruments that will be available to you for the project. These may include large computer facilities, should you anticipate needing substantial amounts of computer time.

If you are applying for instruments that are available at your institution, but are not at the project's disposal, please explain why this is the case.

5.4 Running costs for materials (Laufende Mittel für Sachausgaben)

Please state the annual amount available from the institution's budget, or any other third party (please list separately), to pay for the research that your project is a part of. Use estimates where applicable.

5.5 Conflicts of interest with commercial activities (Interessenkonflikte bei wirtschaftlichen Aktivitäten)

Please indicate if you are the owner of a commercial enterprise or a stakeholder in one. If so, please state how your research project is linked to the company's production branch.

5.6 Other requirements (Sonstige Voraussetzungen)

Please state other preconditions that are not covered by the questions in numbers 5.1 to 5.6 (if applicable).

If you are planning a long-term project, please refer to the relevant questions as listed in DFG form 1.01.

6. Declarations (Erklärungen)

If you have submitted the same request for funding to **other institutions**, please mention this here. The same applies if larger instruments, as listed under section 4.2, have been, or will be, requested from other sources (e.g. according to the *Hochschulbauförderungsgesetz* or within a Collaborative Research Centre).

If this is not the case, please include the following statement:

"I have not requested funding for this project from any other sources. In the event that I submit such a request, I will inform the Deutsche Forschungsgemeinschaft immediately."

If you work at a **university that is member of the DFG**, you should inform your university's DFG liaison officer about this application and mention this here.

If you work at a Max Planck institute, please inform the head office of the Max Planck Society about this application and mention this here.

7. Signature(s) (Unterschrift(en))

You, as the applicant submitting the proposal, are required to sign it.

8. List of attachments (Verzeichnis der Anlagen)

Please list all proposal attachments and mark those that you wish to have returned after completion of the review process.

Supplementary Instructions for Projects with Exploitation Potential¹¹

Please base your proposal on the proposal instructions for research grants.

In addition, please note the information contained below regarding the contribution of the collaborating partner.

1. Collaborating partner (Kooperationspartner)

Please give the name of the person who will be responsible for the applied aspects of the project, listing the following information:

- First name, last name and academic title
- Position
- Company
- Work address
- Telephone number (including the dialling code, direct line or extension)
- Fax number
- E-mail address

2. Research area and field of work (Fach- und Arbeitsrichtung)

Please list the company's objectives as they relate to the scientific goals of the project and, based on this, describe the reasons that led to the choice of the collaborating partner.

3. State of the art (Stand der Forschung)

Please outline the state of the art and its direct relationship to this project briefly and precisely. Describe the added value of the project as opposed to competitive products from other companies.

4. Preliminary work and progress report (Eigene Vorarbeiten/Arbeitsbericht)

Please describe your relevant research and developments.

5. Work schedule (Arbeitsprogramm)

A detailed work schedule, or experimental plan, must be included for the proposed funding period. Particular mention must be made of milestones and measurable success criteria.

In the case of a spin-off, please attach the business concept according to the High-Tech Gründerfonds¹². Overlapping areas can be covered by referring to the business concept.

¹¹ Exploitation not only refers to added value in commercial terms, but also includes the use of scientific research findings in a non-university or non-commercial field.

¹² <http://www.high-tech-gruenderfonds.de>

6. Contribution by the collaborating partner (Eigenbeteiligung des Kooperationspartners)

Collaborating partners are expected to make an appropriate contribution to the joint project. Referring to the requested funding section, please describe the funding being provided to this project by the collaborating partner (financial resources, personnel, instrumentation, etc.). Please note that suitable core support must be available at the partner's location to carry out the project.

7. Cooperation agreement (Kooperationsvertrag)

All legal matters, particularly issues regarding the scientific exploitation of research findings and publication output, must be specified by the collaborative partners in a cooperation agreement.¹³

8. Signature (Unterschrift)

¹³ Please refer to <http://www.dfg.de> for a template (DFG form 41.026).

Supplementary Instructions for Projects Involving Cooperation with Developing Countries

Please base your proposal on the proposal instructions for research grants.

In addition, please note the information contained below regarding collaboration with a partner from a developing country.

1. Goal (Ziel)

The DFG funds research projects conducted by researchers from Germany in collaboration with researchers from developing countries. The goal is to promote cooperation between researchers from Germany and from developing countries within the context of ambitious research projects.

2. Prerequisites (Voraussetzungen)

Project partners in developing countries may be funded directly with a DFG research grant if the contribution of the collaborating partner in the developing country is essential to the project, provided this partner is insufficiently funded and unable to obtain money from a funding organisation in his/her own country.¹⁴

The proposal must include a statement by the partner, affirming that he/she and/or the partner organisation is unable to provide local funding, and that it is therefore necessary for the DFG to support the project.

The DFG's standard quality criteria apply. In addition, the research capacity and scientific performance of the participating researchers in the relevant countries should be enhanced.

3. Areas of applicability (Geltungsbereich)

The geographic areas for which these supplementary instructions apply are listed in this document: http://www.dfg.de/internationales/internationale_kooperation/regionalspezifika/download/entwicklungslaender_liste.pdf

4. Preparation (Vorbereitung)

As early as during the preparation phase of a cooperation project, the DFG's International Affairs Division should be contacted to discuss whether the project is likely to meet the basic requirements for DFG Research Grants.

http://www.dfg.de/en/dfg_profile/structure/head_office/executive_board/international_affairs/index.html

¹⁴ The applicant must demonstrate that this prerequisite is met. The DFG assumes that the prerequisite will usually be met in the countries that are included in the DAC list. In some of these countries, however, partner organisations typically provide funds for co-financing the partner side. Therefore the DFG can fund project partners in these countries only if the partner organisation in the respective country does not provide funding for the project due to budgetary constraints. An overview of developing countries, based on the DAC list, including notes regarding those cases in which the partner organisation typically provides funds for financing the collaborating partner, can be found under http://www.dfg.de/internationales/internationale_kooperation/regionalspezifika/download/entwicklungslaender_liste.pdf

Funding for preparatory trips that are necessary to plan the project may be requested through the DFG's International Affairs Division.

http://www.dfg.de/en/international/international_cooperation/cooperation_projects/kompaktdarstellung_bilateral_cooperation.html

5. Collaborating partner (Kooperationspartner)

Under section 1.1 the proposal must state which partners in the developing country are involved.

A new section 1.7 should be included to provide a "Description of the current and planned collaboration (Darstellung der bisherigen und geplanten Zusammenarbeit)".

Furthermore, the proposal must include the collaborating partner's CV and list of publications.

6. Summary (Zusammenfassung)

The proposal must be summarised both in German **and** in English.

7. Cost categories (Kostenarten)

Under section 4, the proposal must list separately the funds requested for the institution in Germany and those requested for the collaborating partner/institution in the developing country.

- **Personnel**

Funding for staff employed by the collaborating partners in the developing country may be requested on the basis of customary local rates.

- **Scientific instrumentation**

Funding for equipment to be used by the collaboration partner in the developing country can be requested for self-procurement.

Unless otherwise specified for a particular case, purchased instruments become the property of the collaborating partner's country or of the supporting institution in the foreign country. They should be inventoried according to local regulations and marked as "funded by the Deutsche Forschungsgemeinschaft".

- **Consumables and commodities**

Non-consumable commodities purchased or produced with DFG funding become the property of the collaboration partner's country or of the supporting institution in the foreign country and should be inventoried according to local regulations.

8. Provision of approved grants (Mittelbereitstellung im Bewilligungsfall)

The DFG provides the funds to the grant recipient in Germany using its usual procedure. The recipient in Germany is solely responsible to the DFG for project implementation according to plan and for proper use of the funds.

Appendix: Naming Protocol for Proposal Documents

To facilitate the processing of your proposal, we request that you use the following document names when submitting your proposal.

Document	Document Name
final report (Abschlussbericht)	Abschlussbericht
instrumentation quote (Angebote zu Geräten)	Angebot_<instrument type>_<manufacturer>
proposal (Antrag)	Antrag
proposal-related list of publications (antragsrelevantes Publikationsverzeichnis)	A_Publikationsverzeichnis_<person's last name>
employment offer (Arbeitsplatzzusage)	Arbeitsplatzzusage
reference (Befuerwortung)	Befuerwortung_<last name of person providing reference>
dissertation (Dissertationsschrift)	Dissertation_<last name of author>
ethics statement (Ethikvotum)	Ethikvotum
staff questionnaire (Fragebogen Mitarbeiter)	Fragebogen_<last name of respondent>
habilitation (Habilitationsschrift)	Habilitation_<last name of author>
complete list of publications (komplettes Publikationsverzeichnis)	K_Publikationsverzeichnis_<person's last name>
curriculum vitae (Lebenslauf)	Lebenslauf_<person's last name>
publications (Publikationen)	<year>_<lastname_author>_<keyword>
certificates (Zeugnisse)	<type of certificate>_<person's last name>
interim report (Zwischenbericht)	Zwischenbericht