Application Submission in SPP 1374
New Project or Renewal Proposal?

- If you would like to continue your project, please hand in a renewal proposal (there can be changes in persons applying for a renewal application)

- If you would like to continue your project in two renewal proposals, one should be handed in as a renewal and one as a new application.

- Elan-Portal
  - Renewal Proposal -> Proposal Overview / Renewal Proposal
  - New Project -> New Project / Draft Proposal

- Renewal Proposal => final report of initial project is not needed!
Applicants and Co-Applicants (Mitverantwortliche) in ELAN!

- **Applicants**: apply for own funds, several applicants per project are possible

- **Co-Applicants (Mitverantwortliche)**: Partners, who do not apply for money, but contribute to the project significantly (will be listed in GEPRIS); Co-Applicants cannot be members of the own working group
  - Have to be eligible at DFG
  - Confirmation letter and CV is needed

- **Cooperation partner**: Partner from outside of Germany, in general only for international calls

- **Postdocs** who will be employed through a project cannot be applicants or co-applicants
Applications may cover 20 pages at max.

Summaries (German and English => please copy into the correct field)

2.4 Data Handling (please mention BExIS here)

„in accordance with the rules of procedure of the BEs“

PhD in general 65% (exceptions are possible, e.g. bioinformatics), funds for external experts have to be listed under Other Costs

Publication list (in Proposal Description + CV)

max. 10 own publications (peer reviewed + other publications in total) => please design your list in such a way that the publications are easy to count (number consecutively)

Only published articles or manuscripts accepted for publication can be listed (in the latter case acceptance letter and manuscript have to be submitted)

Please design the lists of authors in a way that the applicants’ position is transparent
Travel costs: please include an additional list of funds for funds for field work

- Please follow this order, do not add further columns
- Person days: count the days members of a project will be in the field, sum up all people; last time € 50 per day per person

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<th>Applicant</th>
<th>Kosten [Sum €]</th>
<th>Person days [sum of days]</th>
<th>Costs per day[50 Euro]</th>
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➢ Separate Summary of Travel Funds

➢ for **fixed contracts with perspective of extension** -> confirmation by the institution that an extension of the contract is intended

➢ Temporary Position for PI –> Arbeitgebererklärung (DFG form 41.027)

➢ **Postdoc** = if the candidate is known, please hand in a CV, otherwise, just mark as N.N. in the application

➢ **Investment Funds** (= if costs for a single device exceed € 10,000 including tax) = please include several offers for comparison and explain your market research and choice of supplier
After Application Submission

- If you do not understand our remarks, please ask for advice via phone or email (Gaby Rerig, Gaby.Rerig@dfg.de, Phone +49 228 885-2406)

- If you have to make corrections in the Proposal Description itself, please enclose a letter in which you confirm that you did not make any modifications other than the requested ones

- Quittungsdokument/Compliance Form -> all pages have to be signed and handed in as soon as possible (two signatures on three pages)

- In case of changes after proposal submission, e.g. change of host institution, please inform us immediately.
Thank you for your attention!