



1. Part – General Functionalities of elan

(this is an excerpt of the standard elan manual)

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2. Part – Specific Instructions for submitting your ERA-CAPS Full Proposal



Deutsche Forschungsgemeinschaft

For **subject-related inquiries** please contact:

ERA-CAPS.CallSecretariat@dfg.de

If you encounter **technical problems** please contact our hotline:

Tel.: +49 228 885-2900 / E-mail: elan-helpdesk@dfg.de



Registration / Login

BEFORE BEGINNING ...

Please make sure that participating applicants, spokespersons and (individual) project leaders are registered in elan (elan.dfg.de).

This does not apply to others involved in the proposal, such as cooperation partners, etc.

Please generally allow one working day to process your request for access. You will be notified by e-mail once your account is activated.

YOU WILL NEED ...

an internet connection and a browser (e.g. Internet Explorer, Firefox) with JavaScript enabled.

PLEASE NOTE

After five failed attempts to log in, **you will be blocked from accessing the service for 30 minutes**. After that time you will be able to log in again.

Please see Step 8 in the ERA-CAPS-specific part for further details on registration.

For security reasons and to prevent system overload, your online session will expire one hour after your last entry. **In this case, data that have been entered but not yet saved will be lost.**

TIP

If you check *Save e-mail address*, your e-mail address will be automatically filled in when you work from your own computer.

FORGOTTEN YOUR PASSWORD?

If you have forgotten your password, you can request a new one here. You will then receive a message at the e-mail address you specify. It will include a link to a web page that allows you to enter a new password.

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elan Homepage

The navigation bar on the elan homepage lists the functions that are available to you.

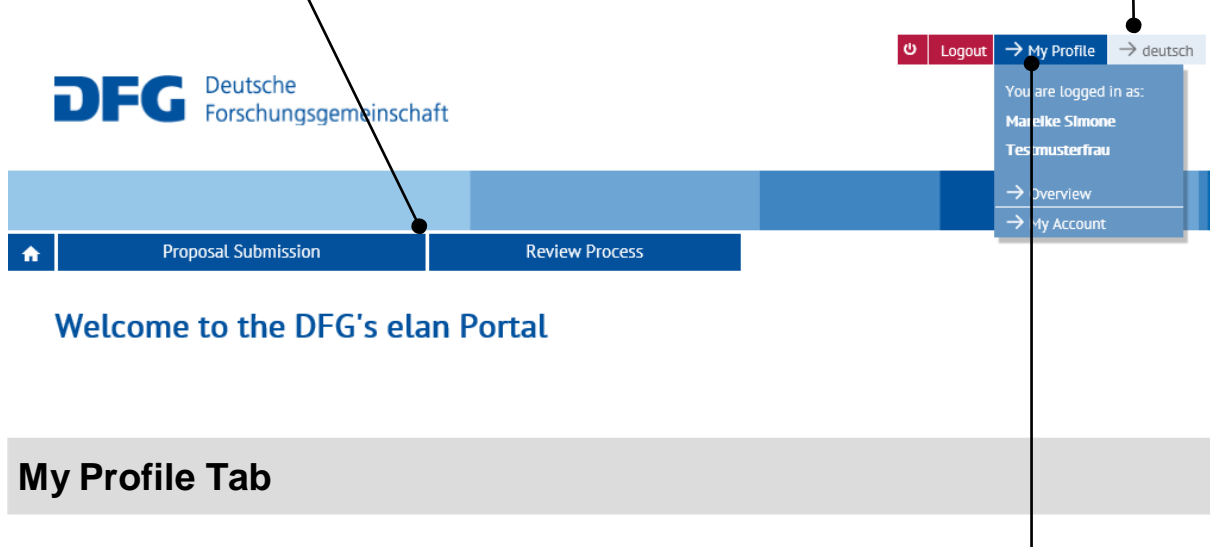
The homepage also contains information about upcoming maintenance, feature updates as well as future plans.

MAIN NAVIGATION BAR

This bar allows you to access the areas that are available to you.

DEUTSCHSPRACHIGE SEITEN (GERMAN VERSION)

To view information and forms in German click *deutsch*.



My Profile Tab

CHANGE PERSONAL DATA / ADDRESSES

Select *Overview* to review/edit your personal data and addresses.

NOTE: Please review your information to ensure accuracy **before submitting new proposals via elan**. Please allow one working day for your data to be processed and displayed.

CHANGE E-MAIL-ADDRESS / PASSWORD

Select *My Account* to review/edit your information.

NOTE: Your user name is the e-mail address which the DFG will use to communicate with you. If this address changes, please update your contact information as soon as possible.

Functionalities

CANCEL / SAVE / BACK / CONTINUE

The following buttons are available:

Cancel



allows you to cancel modifications made to underlying pages, such as applicant data or assigned funding, or to cancel the entire form. Note that unsaved entries will be lost.

Save / Continue later

allows you to save your current entries.

Back

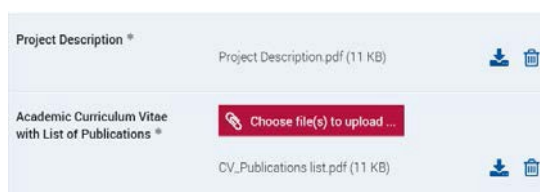
returns you to the previous page.

Continue

allows you to resume completing the form.

ADDING ATTACHMENTS

At the end of the form you can add attachments, such as a description of the research project, CV, and a list of Conflicts of Interest.



PLEASE NOTE

All documents must be **in PDF format and security settings must allow texts to be read, copied and printed.**

- Please try to keep file sizes to a minimum and do not use the following characters in the file name: \ / : * ? " < > | , & { }.
- **You cannot attach files larger than 10 MB.**

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Drafts

NOTE

This category contains drafts of online forms that you have saved but not yet submitted to the DFG.

Click on the *Continue* button to continue completing the form.

- Drafts are saved for 100 days. You will be informed by e-mail before a draft is deleted. You can extend this deadline by another 100 days by clicking on the appropriate button or by continuing to complete the form.

[Proposal Submission](#)

[Review Process](#)

[→ Proposal Overview / Renewal Proposal](#)

[→ New Project](#)

[→ Nominations](#)

[→ Drafts](#)

[→ Instructions](#)

[→ FAQ](#)

to the DFG are considered drafts. Your drafts are listed here. To continue completing a form,

ed by e-mail before a draft is deleted.

To extend the deadline for another 100 days, click **Extend**. This one-time extension will allow you to extend the deadline without having to open your saved draft. To extend deadlines in the future, you will have to access your file and save it again.

Draft(s)		Last updated on	Saved until	
Proposal: Flyer eProposals	→ Continue	2016/05/02 15:07	2016/08/11	→ Delete
Antrag: elan-Flyer "eAntragsstellung"	→ Continue	2016/04/18 13:36	2016/07/28	→ Delete

Contact

For **subject-related** inquiries and questions on proposal submission, please contact the ERA-CAPS Call Secretariat:
ERA-CAPS.CallSecretariat@dfg.de

If you encounter any **technical problems**, please contact our hotline:

Tel.: **+49 228 885-2900**
 E-mail: **elan-helpdesk@dfg.de**

Deutsche Forschungsgemeinschaft

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Specific Part for the ERA-CAPS
Full Proposals to be submitted via
the elan portal by **31 March 2017**

Important Details for Registration

(this page will be displayed after you have entered your personal data)

Relevant only for PIs who have not been part of the pre-proposal: These new PIs must register in elan if they do not already have an elan account

Applicant Registration

Concluding Information

* required fields

To ensure that your information is forwarded to the appropriate programme office, please select the classification that best describes your subject area.

☒ Subject Area: *

--- please select ---

plant

Agriculture, Forestry and Veterinary Medicine

Plant Cultivation and Agricultural Technology

Plant Nutrition

Plant Breeding

Plant Sciences

Evolution and Systematics of Plants and Fungi

Plant Ecology and Ecosystem Analysis

1600 of 1600 characters remaining

Please note: Your personal data are for internal use of the DFG/ Call Secretariat only (i.e. for identification in elan). Your contact data (research institution and email address) may be shared with the other ERA-CAPS Call-participating funding organisations.

Personal Data

Research Institution /
Contact Data

Concluding
Information

For potential NEW partners of your consortium only

Please note that the subject area indicated during registration should refer to the proposal you plan to submit. Therefore, please use one of the "Agriculture, Forestry" or "Plant Science" subject areas.

Cancel

Back

Continue

Submitting your Full Proposal

Step 1

Please select the drop down menu "Proposal Submission" → **"Renewal Proposal"**



Note:

The elan portal will be down for maintenance on **Thursday, 2016-06-23 from 5:00 p.m. to 8:00 p.m.**

If you have started working on a proposal prior to this time, please save it and continue the form once the maintenance work has been completed.

Please note that the portal is frequently down for maintenance on **Thursdays in the afternoon.**

Step 2

Please search for the pre-proposal for which you are invited to submit a full proposal. It should be listed under "Research Grants Programme" and should have a reference number ending with **/...-0 (Status: Notified)**. Click "Continue" next to the pre-proposal.

The following overview contains a list of projects that are currently being processed. Projects that have been denied will be removed from the list three months after the decision date. Please note that projects that have been withdrawn or completed.

If you would like to submit correspondence or a renewal of full proposal in connection with a project, please click on the button "Continue" next to the relevant project. Electronic forms for new proposals to be submitted within Research Grants Programme or proposal packages can be found by clicking on the Button "Continue" next to the relevant title.

To propose a new project, please click [here](#).

As **coordinator/spokesperson** of the project, you may click on the button "Overview" to take you to an overview of proposals submitted to the relevant programme or to access the coordination proposal form (for new proposals only).

Ref. No.	Programme and Proposal Type	Status
Research Grants Programme		
ERA-CAPS 2. test Initiative		
HO 4776/41-0	Research Grants Programme Individual Proposal Initiative	Notified

[→ Continue](#)

Step 3

Tab "Start online form" next to "Proposal for a Research Grant".

Please ignore the template "Project Description". For ERA-CAPS proposals, the template provided on the ERA-CAPS website (Application Form) must be used www.eracaps.org.

Short Description	Templates	Forms
Proposal for a Research Grant	→ Project Description - Project Proposal	→ Start online form
Form for submitting comments, inquiries and additions to the DFG Head Office		→ Start online form
Form for submitting a report		→ Start online form

For ERA-CAPS proposals, the *Guidelines for Application* provided on the ERA-CAPS website apply.

The DFG *Guidelines Research Grants Programme* are relevant ONLY for DFG applicants within a given consortium, in addition to the general ERA-CAPS Guidelines (please refer to the DFG National Annex for further details) .

Step 4

Tab "Continue" and have the project summary (up to 3,000 characters), your Application form, the merged CVs, the Data Management Plan and the Conflict of Interest List of all PIs at hand. You also need all PIs' email addresses with which they are registered in elan.

Proposal for a Research Grant

Proposal for a Research Grant

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.

For information on eligibility, format etc., see the [Guidelines Research Grants Programme](#) and [Proposal Preparation Instructions - Project Proposals](#).

For your proposal you will need at least the following documents. Please use available templates:

- [» Project description](#) (in German or English)
- For each applicant: a CV with publications compiled in accordance with the rules on publication lists

Attached documents must be in PDF format (without restrictions on reading, copying or printing).

You will be asked to enter the project's title and summary in both English and German. Please have this information available when completing the form.

If you would like to enter funding requests for more than one applicant, please make sure that these persons have registered in elan. You will need their elan e-mail addresses when completing this form.

Click **Continue** to begin completing the form.

Proposal Data	
Applicants	<input type="radio"/>
Other Participating Individuals	<input type="radio"/>
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

Cancel Save ... Back Continue

Proposal for a Research Grant

Proposal Data

required fields

If you are submitting your proposal in response to a call, please select the relevant announcement from the list below. The list only shows current calls and announcements. You may also refer to the DFG's website at [Announcements and Proposals](#):

Call for Proposals:

Project Acronym:

Enter the title of your research project in German and in English in the appropriate fields (up to 300 characters each, no special characters).

Title (in German):

300 of 300 characters remaining

Title (in English):

300 of 300 characters remaining

Reference number:

If you are submitting a revised proposal, please enter the reference number of the previous proposal here.

Duration (in months):

Please state the duration for which you request funding. Note the maximum funding period per proposal in the programme for which you are applying.

Step 5

Select the ERA-CAPS Call for full proposals from the drop-down menu.

A title in German is only required if one or more DFG applicants are involved in the Collaborative Research Project (CRP). Otherwise, please enter the title in English in both boxes.

Continue.

Proposal Data	
Applicants	
Other Participating Individuals	
Participating Institutions	
Concluding Information	
Attach Documents	

Cancel

Save ...

Back

Continue

Subject Classification

Funding proposals submitted to the DFG are evaluated by review boards. Subject areas are represented (see also » [DFG subject-area structure](#)). Please suggest a subject area of your proposal. Optionally, you may suggest additional subject areas.

Subject Area *	Priority *
<div><div>— please select —</div><div><div>plant</div><div>Plant Cultivation and Agricultural Technology</div><div>Plant Nutrition</div><div>Plant Breeding</div><div>Plant Sciences</div><div>Evolution and Systematics of Plants and Fungi</div><div>Plant Ecology and Ecosystem Analysis</div></div></div>	<div>primary</div>
<div>+ New row(s)</div>	

Keyword (in English) *
<div></div>
<div>+ New row(s)</div>

Countries

If the topic of your project relates to other countries, select the most important ones here. (Do not include international collaborations.)

<div>+ New row(s)</div>

<div>Cancel</div>	<div>Save ...</div>	<div>Back</div>	<div>Continue</div>
-------------------	---------------------	-----------------	---------------------

Step 6

Please choose at least one subject area and fill in at least one Keyword (you can also indicate the English keyword in the row where the German one should be entered.) To find an adequate subject area, you might like to type in 'plant'; all subjects containing 'plant' in their title will be displayed.

'Countries' part: Only to be used if (part of) your research is to be performed in a third country not mentioned anywhere else in the form.

Continue.

Step 7

A summary in German is only required if one or more DFG applicants are involved in the CRP. Otherwise, please enter the summary in English in both boxes. Please, do not use special characters.

Summary

* required fields

Summary (in German)

Please provide a short, plain-language summary of the key objectives of your project in German (up to 3,000 characters): *

3000 of 3000 characters remaining

Summary (in English)

Please provide a short, plain-language summary of the key objectives of your project in English (up to 3,000 characters): *

3000 of 3000 characters remaining



Proposal Data

Applicants

☐

Other Participating
Individuals

☐

Participating
Institutions

☐

Concluding
Information

☐

Attach Documents

☐

Cancel



Save ...



Back



Continue

Step 8

Please note that this section of the form has to be successively completed for each PI **applying** for funds. This would usually include all PIs listed in Section 3 of the ERA-CAPS Application form with the exception of "self-funded" partners. PIs from **private companies** requesting funding (from ANR, as an exception from the general rule that private partners cannot be funded) should also be listed in this section.

Please note that all applicants need to have an elan account prior to submitting the proposal. Any PI not yet registered at the pre-proposal stage should remember to register in the portal at least 48 hours before submission, as the processing of registrations takes up to one day.

Proposal for a Research Grant

Applicants

Please enter only the individuals who are applying for their own registered in elan and have verified their correspondence address Applicants.

Co-Applicants, Application Partners and international Cooperation Partners should be entered in the category "Participating Individual" or "Participating Institutions".

For multiple Applicants:

Please enter the personal data and requested funding amount for each individual before proceeding to the next Applicant.

No entries have been made. Click [Add Applicant](#) to add the first entry:

[Add Applicant](#)

When you have completed this part of the form, click [Continue](#).

Applicants

Other Participating Individuals

☐

Participating Institutions

☐

Concluding Information

☐

Attach Documents

☐

Cancel



Save ...



Back



Continue

Step 9

Add applicants by entering the respective applicant's elan username (an email address).

Proposal for a Research Grant

Applicant

* required fields

Enter the elan account name for the person you are adding *

Please indicate your employment status: *

— please select —



Proposal Data

Applicants

☒

elan Account

☐

Requested Funds

☐

Other Participating Individuals

☐

Cancel



Save ...

Powered by cit intelliForm

Please note:

If for some reason you encounter a problem with the elan registration of an applicant that cannot be solved before the call deadline, please submit your full proposal anyway (without the respective applicant listed in the elan form). The registration problem will then have to be solved after the call deadline.

Please help avoiding this situation by sending your elan registrations well in advance of the call deadline.

Step 10

Select the research institution at which the project will be carried out. The drop-down menu will provide a list of institutions entered during registration. Then continue.

If your designated institution is not displayed, please save the process and add the address via the 'My Profile' tab (see p. 3 in the general part). Again, please allow 48 hours in order for the new address to be processed in the system.

Proposal for a Research Grant

Research Institution Data

Zdebel, Tanja

Select where you would prefer to conduct the proposed project from the list of institutions you provided below. If your institution is not included in the drop-down menu, save your entries by clicking "Save..." and enter the foreign institution via the My Profile tab under New Address. Please allow one working day before continuing your proposal.

--- please select ---

Bonn, Deutsche Forschungsgemeinschaft



Cancel



Save ...



Back



Continue

Powered by cit intelliForm

Proposal Data

Applicants

elan Account

Requested Funds

Other Participating
Individuals

Participating
Institutions

Concluding
Information

Attach Documents

Step 11

Please select the appropriate funding organisation for the respective PI.
Only funding organisations participating in the ERA-CAPS call may be selected (please refer to the ERA-CAPS Guidelines for Application).
Please note that SNSF is listed as SNF (Schweizerischer Nationalfonds).

Funding Organisation

* required fields

Please select the funding organisation from whom funding will be requested: *

--- please select ---

DFG
ANR
BBSRC
F.R.S.- FNRS
FWF
MPNTR
NCN
NSF
SNF

Powered by cit intelliForm

Applicants

elan Account

Requested Funds

Other Participating
Individuals

Participating
Institutions

Concluding
Information






Attach Documents

Step 12

Costs Section of the form for applicants who are applying for DFG funding, i.e. **NOT** applicable for non-DFG partners.

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.

Basic Module (Funding for Staff, Direct Project Costs, Instrumentation):	 Edit...	» Guidelines
Temporary Position for Principal Investigator:	 Edit...	» Guidelines
Replacement:	 Edit...	 » Guidelines
Temporary Substitute for Clinician:	 Edit...	» Guidelines

elan Account	<input checked="" type="radio"/>
Requested Funds	<input checked="" type="radio"/>
Other Participating Individuals	<input type="radio"/>
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

Costs Section of the form for applicants who are applying for funding from organisations other than DFG

Please enter the sum of all staff costs applied for as "Other Staff"; then enter costs for consumables and for travel; finally, summarize all remaining cost items (including indirect costs, if applicable – see explanations in section 9.1 of the Application form) and enter in "Other".

Direct Project Costs	
Please enter the individual amounts for each of the following direct project cost categories:	
Other Staff	<input type="text"/> EUR
Equipment up to EUR 10,000, Software and Consumables	<input type="text"/> EUR
Travel	<input type="text"/> EUR
Other	<input type="text"/> EUR
Please justify the requested funding in your <i>Project Description</i> .	

Applicants	<input checked="" type="radio"/>
elan Account	<input checked="" type="radio"/>
Requested Funds	<input checked="" type="radio"/>
Other Participating Individuals	<input type="radio"/>
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>

Step 13
Continue.

Corresponds to section 9.1 in the ERA-CAPS Application form.

Overview of Proposed Budget

Zdebel, Tanja

The link [Budget Overview](#) will lead you to a PDF document listing your requested budget.

We ask you to take a moment to compare each of these items with those listed in section 4 of your *Project Description*.

Please note that only the amounts contained in this listing will be used to review and decide on your proposal.

After you have reviewed and verified this information, please click "Continue". This confirms that you acknowledge that the listing is decisive for the review and decision-making processes.

If you would like to make any changes, please click "Back" to return to the form.

 Cancel	 Save ...	 Back	 Continue
--	--	--	--

Proposal Data

Applicants

elan Account

Requested Funds

Other Participating Individuals

Participating Institutions

Concluding Information

Attach Documents

Step 14

Please either add another applicant as described in Steps 7 and 8 or click "Continue", if you have entered all applicants.

Applicants

Please enter only the individuals who are applying for their own funding. **Note:** Applicants must be registered in elan and have verified their correspondence address in order to be entered as Applicants.

Co-Applicants, Application Partners and international Cooperation Partners should be entered in the category "Participating Individual" or "Participating Institutions".

For multiple Applicants:

Please enter the personal data and requested funding amount for each individual before proceeding to the next Applicant.

Current entries:

Applicants:	Requested Funding Amount (EUR):
ZD 66 Tanja Zdebel, Bonn (Applicant)	163,000 EUR

 Add Applicant

When you have completed this part of the form, click  Continue.

Proposal Data

Applicants

Other Participating Individuals

Participating Institutions

Concluding Information

Attach Documents

Proposal for a Research Grant

Participating Individuals

Please enter all researchers from Germany or abroad who have responsibility. These individuals will not be applying for the project. If funding is approved, the names of participating individuals will be entered in DFG's online project database ([» gepris.dfg.de/en](https://gepris.dfg.de/en)).

Researchers participating in this programme can be assigned the following roles:

- **Co-Applicant:** researchers who, in addition to the applicant, are involved in the project.
- **Cooperation Partner:** international collaboration partner or international partner organisations.

Application Partners in knowledge exchange projects should be entered as Participating Institutions.

Please list their project contributions under 5 in the project description. Participating institutions without funding request may also be included there.

No entries have been made. Click [Add Participating Individual](#)

[+ Add Participating Individual](#)

When you have completed this part of the form, click [Continue](#)

Step 15

You can add Participating Individuals.

Co-applicant(s):

Co-PI(s) of 'applicants' without separate funding request, i.e. consortium members listed in Section 6 of the ERA-CAPS Application form (members of the PI's or Co-PI's labs are NOT to be listed here).

Cooperation partner(s):


Scientists involved in the project but not applying for funding, e.g. partners participating on their own resources or with funding from other non-ERA-CAPS sources if listed in Section 3 of the ERA-CAPS Application form.






Participating Institution(s):

Unfortunately, it is currently not possible to enter Institutions involved in the project, e.g. partners that are private companies. The 'Participating Institutions' section will not be displayed in the electronic form for this funding programme. Participating Institutions without funding request will be added by the Call Secretariat manually. Please add involved Institutions requesting funds as described in Step 8 (a PI must be named in this case).

Participating Individual

* required fields

Role: *	<input type="text" value="-- please select --"/>
Academic title, salutation:	<input type="text" value="-- Select if applicable --"/>
Academic title, prefix:	<input type="text" value="-- Select if applicable --"/>
First name: *	<input type="text"/>
Last-name prefix:	<input type="text" value="-- Select if applicable --"/>
Last name: *	<input type="text"/>
Academic title, suffix:	<input type="text" value="-- Select if applicable --"/>
Nationality: *	<input type="text" value="Germany"/>
Gender: *	<input type="radio"/> male <input type="radio"/> female
Date of birth (yyyy-mm-dd):	<input type="text"/> 
German-speaking: *	<input type="radio"/> Yes <input type="radio"/> No
Website:	<input type="text"/>
Mobile phone:	<input type="text"/>

Proposal Data	
Applicants	
Other Participating Individuals	
Personal Data	
Contact Data	
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

Proposal for a Research Grant

Concluding Information

* required fields

In submitting this proposal to the Deutsche Forschungsgemeinschaft (DFG), all applicants agree to

- adhere to the rules and ethical requirements of the relevant national funding organisations and, where applicable, to submit ethics statements.

In addition, applicants to the DFG agree to

- adhere to » [the rules of good scientific practice](#).
- have adhered to the guidelines regarding » [publication lists and bibliographies](#).
- inform the DFG immediately of any changes to the information provided in this proposal.
- observe all relevant laws, regulations and guidelines that pertain to the project and in particular to attain all necessary approvals, certifications, etc., in a timely manner.
- use the grant exclusively and in a targeted manner to realise the funded project, to conform to the relevant » [regulations of the DFG](#), and in particular not to use the grant to finance core support.
- submit research progress reports according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.
- and if applicable
 - inform the DFG immediately if funding for this project is requested from a third party. Proposals requesting major instrumentation and/or those previously submitted to a third party must be mentioned in the Project Description under Additional Information.
 - inform your university's DFG liaison officer about the proposal submission.
 - plan and conduct any experiments involving humans, including identifiable samples taken from humans and identifiable data, in compliance with the most current versions of the German Embryo Protection Act (Embryonenschutzgesetz), Stem Cell Act (Stammzellgesetz), Pharmaceutical Drugs Act (Arzneimittelgesetz), Medical Devices Act (Medizinproduktegesetz), and Declaration of Helsinki.
 - adhere to the regulations and provisions of the Animal Protection Act (Tierschutzgesetz) and the Experimental Animals Ordinance (Versuchstierverordnung).
 - if the research project, or parts thereof, are subject to the Convention on Biological Diversity, to follow the [Guidelines for Funding Proposals Concerning Research Projects within the Scope of the Convention on Biological Diversity \(CBD\)](#).
 - adhere to the provisions of the Genetic Engineering Act (Gentechnikgesetz) with regard to experiments involving genetically modified organisms (GMO).

☐ I/we accept the foregoing conditions and obligations.*

I/we agree to:

- the sharing of all proposal information between all relevant funding agencies for the purposes of assessing applications to reach a joint funding decision (and only for this purpose).
- publishing information on successful proposals, including the names of principal investigators and co-investigators, institutions, amounts awarded, disciplines, titles, and non-technical summaries of research projects.

Applicants to the DFG also agree to:

- the DFG's electronic processing and storage of data provided in conjunction with this proposal. This information may be passed to reviewers and the DFG statutory bodies as part of the DFG's review and decision-making process.
- the publication of all address and communication data relating to the grants holders and institutions (e.g. telephone, fax, e-mail, internet website), as well as information on the content of this research project (e.g. title, summary, keywords, international cooperation), if approved, in the DFG's project database GEPRIS (» [gepris.dfg.de/en](#)) and - in excerpts (grant holder's name, institution and location) - in the "Programmes and Projects" section of the DFG's electronic annual report (» [www.dfg.de/en/dfg_profile/annual_report/](#)).
- I/we understand that the electronic publication of this information may be opposed by contacting the appropriate programme officer no later than four weeks from receipt of the award letter.

☐ I/we accept the foregoing conditions.*

City: *

Date: *

2016-11-22



Step 16

Please read through the concluding information and tick the boxes to confirm that you have taken note of the terms and conditions. Continue.

After having sent your proposal, you will receive an automatically generated email from DFG (elan@dfg.de) which acknowledges electronic receipt of your proposal. Please print the attached compliance form ("Confirmation Form") and have it **originally** signed by **all** applicants (NO electronic signature will be accepted).

Applicants of funding organizations other than DFG must also sign a copy of the form but are asked to send an electronic copy by email to their German partners (if any), or directly to the ERA-CAPS Call Secretariat (ERA-CAPS.CallSecretariat@dfg.de).

Please make sure the Call Secretariat receives the signed form by **28 April 2017**.

Please note that only a small section of the compliance form actually pertains to applicants from outside Germany, e.g. your personal data and information on your research project will not be published in the DFG database "GEPRIS", if no German partner is involved.



Attach Documents

* required fields









Attached documents must be in PDF format (**without restrictions on reading, copying**). **You cannot attach files larger than 10 MB**. If you must submit larger files, you may subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

If you are submitting a revised proposal, please inform us of this in a cover letter and reference number of the preceding proposal.

The following documents **must** be submitted:

Project Description *	 Choose file to upload ...
Academic Curriculum Vitae with List of Publications *	 Choose file(s) to upload ...

Optionally you may also attach the following documents:

Research Papers	 Choose file(s) to upload ...
Instrumentation Quotes	 Choose file(s) to upload ...
Ethics Statements	 Choose file(s) to upload ...
References	 Choose file(s) to upload ...
Statements	 Choose file(s) to upload ...
Approvals	 Choose file(s) to upload ...
Cooperation agreements	 Choose file(s) to upload ...
Other Attachments	 Choose file(s) to upload ...

Step 17

Please upload your documents (as PDF). The **proposal** (application form), a **merged** file containing the CVs of all applicants, the Data Management Plan and the updated **Conflict of Interest List** are mandatory.

The proposal and the merged CVs should be uploaded using the designated buttons. The Conflict of Interest List can be added at 'Other Attachments'. Please remember to send the Col list also by email to the Call Secretariat.

Further required documents stated in the respective National Annexes can be uploaded at "**Other Attachments**". Please do not submit publications. Please select "Continue" when having uploaded all documents necessary.

Proposal for a Research Grant


Send

Your Documents – Overview

 *Formdata_Christian_Hopmann.pdf* (90 KB) 


Attachments:

Acronym_Application form_3rd ERA-CAPS.pdf (22 KB) 

Acronym_CVs_3rd ERA-CAPS.pdf (22 KB) 

Acronym_CoI_3rd ERA-CAPS.pdf (22 KB) 

You can click individual items to open and review the documents before submitting them. The documents are listed in no set order.

Click  **Send** to submit the information electronically. This action is final and cannot be reversed.

 Cancel  Suspend ...  Back  Send

Step 18

Click “send” to submit your documents. Please note that this action cannot be reversed.

Meldung von Webseite



Would you like to submit the form/document? Please note that upon submission, any draft version will be automatically deleted.

OK

Abbrechen

The system will ask you to confirm the submission. If applicable, select OK.

The next page will inform you that you have successfully submitted your proposal.

Successful Transfer

Your information has been submitted successfully.

Your transaction number is: **20161117404560278702**


Important:


A funding proposal that has been submitted electronically cannot be processed until the DFG has received a signed copy of the research compliance form.

This form will be generated automatically and attached to an e-mail which we will send to you acknowledging electronic receipt of your proposal.

  [Formdata_Christian_Hopmann.pdf](#) (90 KB) 

Attachments:

[Acronym_Application form_3rd ERA-CAPS.pdf](#) (22 KB) 

[Acronym_CVs_3rd ERA-CAPS.pdf](#) (22 KB) 

[Acronym_Col_3rd ERA-CAPS.pdf](#) (22 KB) 

Please click  **Exit** to finish.

Please make sure the Call Secretariat receives the original signed compliance form by **28 April 2017** → see Step 16