

## Leitfaden für die Erstellung von Projektskizzen zur Förderrichtlinie „Nachwuchsgruppen in der Infektionsforschung“

Vom 29. Mai 2019

Dieser Leitfaden stellt die Anforderungen für die Erstellung von beurteilungsfähigen Projektanträgen (in der Förderrichtlinie als „Projektskizze“ bezeichnet) dar. Er ergänzt die am 29. Mai 2019 im Bundesanzeiger veröffentlichte o. g. Förderrichtlinie des BMBF (<https://www.gesundheitsforschung-bmbf.de/de/8883.php>). Er soll offene Fragen im Vorfeld der Einreichung klären.

**Projektanträge, die den Vorgaben der Förderrichtlinie und des folgenden Leitfadens nicht entsprechen, können ohne weitere Prüfung abgelehnt werden.**

Es wird dringend empfohlen, zur Beratung mit dem DLR Projektträger Kontakt aufzunehmen. Ansprechpersonen sind:

Dr. Heide Weishaar, Telefon: 030/67055-8016; E-Mail: [heide.weishaar@dlr.de](mailto:heide.weishaar@dlr.de).

Dr. Ursula Kopp, Telefon: 0228/3821-1230; E-Mail: [ursula.kopp@dlr.de](mailto:ursula.kopp@dlr.de)

### **Verfahren**

Die Konzeption und Formulierung des Forschungsprojektes obliegt der Leitung der Nachwuchsgruppe, die auch die Projektleitung übernimmt. Der Zuwendungsempfänger ist die aufnehmende Institution.

Die nach diesem Leitfaden erstellten Projektskizzen werden unter Beteiligung eines externen Begutachtungsgremiums bewertet (siehe auch Punkt 7.2.1 der Förderrichtlinie). Es findet **nur ein fachlicher Begutachtungsschritt** statt.

Im Fall einer positiven Bewertung der Projektskizze werden Sie in einem zweiten Verfahrensschritt aufgefordert, einen förmlichen Förderantrag vorzulegen, der bewertet und geprüft wird (siehe Punkt 7.2.2 der Förderrichtlinie).

### **Beantragung einer Nachwuchsgruppe in der Infektionsforschung**

Die vollständigen Unterlagen sind elektronisch über „Easy Online“ (<https://foerderportal.bund.de/easyonline/reflink.jsf?m=KI1GLOBALEGESUNDHEIT&b=KI1NACHWUCHSINFEKT&t=SKI>) einzureichen. Bitte folgen Sie dazu den Anweisungen des Portals.

Die verbindliche Einreichung der Unterlagen muss bis spätestens zum **12. September 2019, 23:59 Uhr (MESZ)** elektronisch erfolgt sein. Damit die Online-Version Bestandskraft erlangt, muss der Antrag in Papierform doppelseitig gedruckt und gebunden in einfacher Ausfertigung zusammen mit einem Anschreiben/Vorblatt, auf dem die Nachwuchsgruppenleiterin/der Nachwuchsgruppenleiter mittels Unterschrift die Richtigkeit der in dem Projektantrag ge-

machten Angaben bestätigt, **spätestens zwei Wochen nach Ende der elektronischen Einreichungsfrist** beim Projektträger eingereicht werden:

DLR Projektträger  
- Gesundheit -  
z. Hd. Dr. Heide Weishaar  
Rosa-Luxemburg-Strasse 2  
10178 Berlin

Entscheidend für die Fristwahrung ist der auf elektronischem Wege im Internet-Portal verbindlich eingereichte Antrag. Zusendungen per E-Mail oder Fax werden nicht berücksichtigt. Aus der Vorlage des Förderantrags kann kein Rechtsanspruch auf Förderung abgeleitet werden.

**Der Antrag ist in englischer Sprache nach den Vorgaben des Leitfadens (DIN-A4-Format, Arial 11 Punkt, 1,5-zeilig, Ränder jeweils 2,0 cm) abzufassen. Der Umfang des Antrags darf 25 Seiten nicht überschreiten.** Der Antrag soll alle Informationen beinhalten, die für ein sachgerechtes Urteil erforderlich sind und muss aus sich heraus, ohne Lektüre der zitierten Literatur, verständlich sein und eine Beurteilung ohne weitere Informationen/Recherche zulassen.

Als Hilfestellung für die Antragstellung ist die vorgegebene Antragsgliederung bereits in Englisch formuliert. Die Ausgestaltung muss der unten aufgeführten Antragsgliederung ("**Guideline for Project Application**") entsprechen. **Bitte nutzen Sie unbedingt die Mustervorlage. Die darin jeweils vorgegebene Gliederung ist verbindlich.** Die vorhandenen *Eintragungen in kursiver Schrift* sind als Hinweise für die Erstellung der Projektanträge gedacht und sind vor dem Einreichen zu löschen. **Bitte nehmen Sie zu jedem Punkt Stellung; sollte ein Punkt nicht zutreffen, kommentieren Sie dies entsprechend.**

Alle Informationen zur inhaltlichen Ausrichtung der Fördermaßnahme, den Voraussetzungen für eine Förderung sowie den Kriterien der Begutachtung finden sich in den [„Richtlinien zur Förderung von Nachwuchsgruppen in der Infektionsforschung“](#).

Die nachfolgenden Hinweise sind bei der Planung und Einreichung aller Anträge zu beachten.

#### Merkblätter und Richtlinien des BMBF

Neben diesem Leitfaden gelten die entsprechenden Merkblätter und Richtlinien des BMBF, soweit in diesem Leitfaden nicht ausdrücklich andere Regelungen getroffen werden. Weiterführende Links für die Antragstellung finden Sie auf den Internetseiten des BMBF ([www.foerderportal.bund.de](http://www.foerderportal.bund.de)). Die dort veröffentlichten Anforderungen/ Informationen werden regelmäßig aktualisiert.

#### Wissenschaftliche Standards und Arbeitshilfen

Die Antragstellenden sind verpflichtet, die nationalen und internationalen Standards zur Qualitätssicherung der Forschung einzuhalten.

# Guideline for Project Application

*Applications that fail to comply with the requirements of this guideline will be considered as not eligible and will be rejected without further review.*

## 1. DESCRIPTION OF PROJECT

***The overall description of the project should not exceed 25 pages (DIN A4, 11 point Arial, line spacing 1.5). Structure your application using the headings listed below and make an entry under every heading/subheading.***

### 1.1 PROJECT SUMMARY

SYNOPSIS	
<b>Research group leader (principal investigator)</b>	<i>Title, first and last name Current position Institution Address Telephone and Fax Email address</i>
<b>Discipline in which the research group leader obtained their Dr., Ph.D. or M.D.</b>	<i>Please state the discipline in which you obtained your Dr., Ph.D. or M.D.</i>
I am applying for as research group leader in <input type="checkbox"/> Module 1: clinical research groups in infection research. <input type="checkbox"/> Module 2: non-clinical research groups in infection research.	
<b>Host Institution</b>	<i>One or a number of potential host institutions can be named. Please enter: Name of host institution Name of contact person Position Address Telephone and Fax Email address</i>
<b>Acronym</b>	<i>Please enter an acronym for the project.</i>
<b>Full title</b>	<i>Max. 140 characters</i>
<b>Key words</b>	<i>Max. 5 key words</i>
<b>Summary</b>	<i>Please provide a brief summary of the main aim, research objectives, study type and methodological approach and expected outcomes/benefits in concise and understanda-</i>

	<i>ble terms.</i>
<b>Requested Total Funding</b>	<i>Requested funding volume for up to 5 years, including overhead costs / lump sum (if applicable)</i>
<b>Requested Funding Period</b>	<i>max. 5 years/60 months, indicated in months</i>

## **1.2 RESEARCH PROGRAMME**

### **1.2.1 Research group**

*Please describe the envisaged research group. Comment on how the proposed programme of research will contribute to the research profile of the research group leader.*

### **1.2.2 Previous achievements**

*Describe the quality and scope of previous achievements relevant for the application, e. g. achievements in infection research, experience in supervision, leadership, or project management, etc. Please list your most significant publications that relate directly to the proposed programme of research and document your preliminary work.*

### **1.2.3 Aim and objectives**

*What is the primary aim of the programme of research and what are its objectives? Arrange the objectives according to their importance.*

### **1.2.4 Scientific background and innovation/relevance**

*Please set your programme of research into perspective by describing the relevant international state of research. Give sufficient details to demonstrate that the programme aims are scientifically justified. Provide references to relevant publications and ongoing comparable projects. Describe the novel aspect(s) that will be studied, the results that can be expected, and how the research programme will add distinct value to the field of infection research.*

### **1.2.5 Interdisciplinary approach and cooperating partners**

*If applicable, explain how an interdisciplinary approach contributes to the programme's aims. Describe any cooperating partners (both within the host institution and externally) that are relevant to successfully pursue the described research programme by listing each partner, the tasks you envisage them to take over, any synergistic effects, and the added value they bring to the research programme.*

### **1.2.6 Participation of relevant user groups**

Describe in what way the views and needs of individuals, groups or organisations that might benefit from the research have been considered (e. g. patients, representatives of clinical practice, health care, policy, etc.)? To what extent were they included in developing the research programme? How will they be involved in the research?

**1.2.7 Dissemination, implementation and impact**

Please describe your strategy for scientific and public dissemination of the research results. Please state achievable goals regarding the translation and transfer of the results into infection prevention and control. Explicate the sectors of society (e. g. sickness funds, patients, policy-makers, third sector organisations, professional societies, clinicians, general practitioners, researchers, etc.) that might benefit from your research. Please describe the specific strategies and measures that will ensure that dissemination, knowledge transfer and impact will be achieved.

**1.2.8 Gender issues and social inequality**

If applicable, please describe how you consider gender and social inequality aspects in your programme plan, for instance with respect to accessibility or utilization of infectious disease research, prevention or control.

**1.3 RESEARCH PLAN**

**1.3.1 Research design and research methods**

Please describe the research design and the research methods. If applicable, comment on the target population, inclusion and exclusion criteria, and sample size and describe field access, recruitment strategies, sample issues, and any evidence that is drawn on to underline the feasibility of the study. Provide information on data collection, documentation, and analysis. If statistical analyses are undertaken, please explain them, also in terms of data items and variables, and provide examples of statistical models and assumptions that will be used.

**1.3.2 Work and milestone plan**

Please outline the work plan in detail by listing all work packages and their duration. Schedule meaningful and measurable/observable milestones and indicate major progress points. Provide a “Gantt-Chart” displaying tasks and milestones.

Example for “Gantt-Chart”:

WP no.	Task/Milestone (▼)	year 1	year 2	year 3	year 4	year 5

1	Research group established		▼																	
2	Ethics approval obtained		▼																	
3	Interviews started			▼																
4	...																			

### 1.3.3 Risk analysis and mitigation plan

Please analyse the risks of the research programme as well as any measures and mechanisms to mitigate risks.

### 1.3.4 Quality assurance and safety

Describe the measures for quality assurance and quality control with respect to organisational and technical implementation. Comment on the necessity of external quality assurance / monitoring of the study / expert advice (entirely independent of the research group leader and the institution(s) involved, e. g. scientific advisory board).

### 1.3.5 Ethical and legal considerations

Comment on ethical and legal considerations related to the project and discuss briefly whether they are adequate and justified (e. g. care and protection for research participants, protection of research participants' confidentiality, informed consent process).

A statement by the ethics committee will be required by the funding organisation prior to the start of the study.

## 1.4 FINANCIAL DETAILS

### 1.4.1 Financial Summary

Please provide a financial summary of the research programme. Include a brief justification of requested funds.

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Group leader						
Rotating personnel for clinical work						
Postdoc(s)						
PhD student(s)						

<i>Medical student(s)</i>						
<i>Technical assistant(s)</i>						
<i>Student research assistant(s)</i>						
<i>Consumables</i>						
<i>Equipment</i>						
<i>Travel</i>						
<i>International Cooperation</i>						
<i>Other Costs</i>						
<b>Total Budget</b>						
<i>Overhead</i>						
<b>Requested Budget</b>						

Please explain each position in detail and comment on:

- *Personnel (scientific, non-scientific and other personnel): Please describe the tasks and state the duration of employment (person months) or working hours.*
- *Consumables: Provide information on the items / material needed.*
- *Equipment: Note that BMBF is unable to finance infrastructure or basic equipment at research institutions.*
- *Travel: Please provide a list of intended travels to meetings or conferences, for example, and respective estimated costs.*
- *International Cooperation: Please provide information on the specific item that you request funding for, e. g. lab visits, funding for guest scientists, travel stipends, etc.*
- *Overhead: Please make sure that all overhead costs (e. g. "Projektpauschale" for universities and university clinics) are properly considered.*

#### **1.4.2 Co-financing by third parties**

*Comment on any co-financing by third parties, if applicable, including the type and volume of co-financing, the independence of the investigator and the terms and conditions of the financial commitment.*

#### **1.4.3 Other funding**

*Please state whether you have already submitted the same request for financial support or parts hereof to other institutions. If not, please declare: "A request for funding of this project has not been submitted to any other addressee. In case I submit such a request, I will inform the Federal Ministry of Education and Research immediately".*

## 1.5 LOCAL SITUATION

*If you suggest more than one institution as potential host institutions, please provide the below information separately for each of them.*

### 1.5.1 Research (and clinical) profile and scientific expertise on-site

*Please describe the host institution, its research (and, if applicable, clinical) profile in infectious diseases, and how it provides a good fit for establishing the specific research group. Please comment on the envisaged scientific and structural integration of the research group, e. g. co-use of equipment, available infrastructure and other support available. Please comment on the expected benefit and added value for the host institution. Mention whether the host institution has a mentoring programme for early career researchers or a clinician scientist programme and measures supporting work-life-balance.*

*For module 1: Please also describe the clinician scientist programme at the “Zentrum für Infektiologie” (DGI). Please comment on the scientific (and clinical) expertise on-site (e. g. in the department or faculty where the research group will be set up or/and in other departments of the host institution). Briefly describe any other working groups relevant for the field of infection research at the host institution and comment on the qualifications of their scientific teams. Describe how you envisage the research group to integrate into existing structures (e. g. planned or established measures of collaboration).*

*In case your application is successful, the following information will have to be submitted in the form of a supporting letter by the host institution as part of the formal application (Formantrag):*

- *Written confirmation by the host institution about the integration of the group leader both with regard to structural as well as scientific integration, e. g. allocation of basic equipment, rooms, infrastructure, the right to independently publish as senior author, other support provided to ensure that the research group leader is supported in running the research programme;*
- *Information on the planned integration of the group leader with regard to teaching and staff/doctoral student supervision, including the right to independently supervise research staff and research students;*
- *Confirmation about the right to participate in mentoring programs for early career researchers or clinician scientist programmes;*
- *Description of available measures supporting work-life-balance, e.g. child care facilities, respective programmes of the host institution.*
- *For module 1 only: A letter of commitment, signed and stamped by the clinic at which the research leader is employed, has to be submitted, stating that the institution commits to employing the research lead throughout the entire period of funding and to em-*



*ploying a substitute clinician for a certain amount of hours per week (minimum 49% of regular working hours) who will take over the clinical tasks of the research group leader throughout the entire period of funding. The letter also has to confirm that the obligation to work during the leave of absence period will be confined to the funded project and that the employer will not exert influence over the project, e. g. via issuing instructions.*

## **1.6 CV**

*Maximum of 3 pages. Please include detailed information on:*

- *your degree and your position currently held,*
- *relevant former research/clinical experience, including research stays abroad,*
- *career breaks (e. g. for family reasons),*
- *grants received and third party funded projects,*
- *a list of publications, patents and scientific honours.*

## **1.7 REFERENCES**

*Please list key references (max. 20 references, font size no less than 6 pt). References should be listed according to their numerical appearance in the text.*

*Please note that no appendices are allowed.*