

Supplementary Instructions

for Proposals for Cross-Border Cooperation under
the **Weave** Lead Agency Procedure (Weave LAP)



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

Deutsche Forschungsgemeinschaft

Kennedyallee 40 · 53175 Bonn, Germany · Postal address: 53170 Bonn, Germany
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · postmaster@dfg.de · www.dfg.de



I. General Information

The Weave Lead Agency agreement, which the DFG has concluded with different funding organisations in Europe, aims to support excellent research across borders. The corresponding Lead Agency Procedure allows for a simplified review process, thereby facilitating the funding of bilateral and trilateral cross-border cooperation projects in Europe. Each partner organisation is only responsible for funding the project component that is based in its own country. Weave is applied to individual projects (research grants) whose national components do not constitute stand-alone projects and therefore cannot be funded alone. The terms and conditions applicable in the Research Grants Programme apply and are supplemented by these instructions.

1. Main features of the Lead Agency Procedure

Under the Lead Agency Procedure, collaborative projects consisting of a German component and at least one international component undergo a single review process by one organisation, the Lead Agency. The partner organisations, referred to as partner agencies in Weave, use the results of the Lead Agency's review process and, based on these findings, make a decision regarding the project component by the applicants from their own country. The DFG has specified the international funding organisations that can act as Lead Agency or partner agency.

Applicants draw up a single joint proposal and submit it to the Lead Agency in accordance with its standard rules and procedures. A copy of the proposal must be submitted to the partner organisation(s) at the same time (or within one week at the latest).

Regardless of which organisation will serve as the Lead Agency for the proposal, the German component of the proposal is subject to the DFG's standard eligibility requirements and the programme requirements applicable in the Research Grants Programme. Any duty to cooperate for DFG applicants at non-university research institutions can only be fulfilled through cooperation with a partner at a German university/higher education institution. Please refer to the DFG Guidelines on the Duty to Cooperate for information regarding eligibility requirements for non-university research institutions:

www.dfg.de/formulare/55_01

Lead Agency proposals are reviewed in accordance with the general rules of the Lead Agency's relevant funding programme. Once received, the reviews and assessments are made available to the partner organisations involved as a basis for decision on the project component submitted to those organisations.

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Due to the amount of cross-agency coordination involved, it generally takes about two months longer to process Lead Agency proposals than purely national proposals.

2. Determining the Lead Agency

Applicants in the international project choose a coordinating applicant, who submits the overall proposal to their responsible funding organisation. This organisation thereby becomes the Lead Agency.

Please note that many foreign funding organisations have proposal submission deadlines. More information, including a list of the international funding organisations participating in the Weave agreement as well as country specifics, if applicable, is available at:

www.dfg.de/lead_agency_weave/en

3. Funding threshold

The organisations involved do not set aside funds for Lead Agency proposals; such proposals must always compete with all other proposals. Due to the varying funding rates of the organisations involved, the goal is to provide funding for the top 20 percent of proposals submitted in the relevant review period. Research projects must therefore feature a high degree of scientific quality and originality at an internationally competitive level.

II. Proposal Instructions

As with other requests in the Research Grants Programme, Lead Agency proposals must be submitted via the elan portal:

elan.dfg.de

Proposals must be submitted in English.

Please note the following information according to Lead Agency:

1. Submitting proposals to the DFG as Lead Agency

Research grant proposals within the Weave Lead Agency Procedure may be submitted to the DFG at any time. Please refer to the Proposal Preparation Instructions – Project Proposals:

www.dfg.de/formulare/54_01

Note the following supplementary instructions in sections A to C:

A. Proposal Data and Obligations

Select the “Weave DFG Lead (year)” call under “Proposal Data” in the elan portal. Enter a project acronym for your proposal. For each module, please only enter the funds requested from the DFG. Note that only Germany-based applicants should be entered as “applicants”. International partners should be entered as “participating individuals” (cooperation partners).

B. Project Description

The overall project and the project components to be carried out in the individual countries must be detailed in the project description. A separate budget plan must be provided and justified for each component of the project, including funding requested by international project partners through their respective partner agency. If you would like more information about the funding options available at the partner organisation, please consult with your international project partners. Funding requests must be provided in euros.

C. Appendices

Academic CVs with a list of the most important scientific results must be uploaded for all participating German and international applicants. The template provided (DFG form 53.200) must be used for this purpose:

www.dfg.de/formulare/53_200_elan

Please note the Guidelines for Preparing Publication Lists:

www.dfg.de/formulare/1_91

The completed project data form should be uploaded under “Other attachments”:

www.dfg.de/lead_agency_weave/en

D. Other

International applicants must submit a copy of the proposal to their respective partner organisation at the same time the proposal is submitted to the DFG, or within one week at the latest. The partner organisation may otherwise reject the proposal for formal reasons.

Note that partner organisations may require that additional forms be completed and submitted in accordance with their rules and procedures. All project partners are asked to observe the information provided by the partner organisations.

2. Submitting proposals to international funding organisations as Lead Agency

The proposal must be submitted to the Lead Agency in accordance with its guidelines and requirements. The project as a whole, including the German components, must be described in the proposal. Please observe the information provided by the partner organisations. Links to the partner organisations' websites are available at:

www.dfg.de/lead_agency_weave/en

Please note that funding requested from the DFG must be listed and explained in the proposal document submitted to the Lead Agency. Funding requests to the DFG must be made in accordance with the rules and requirements applicable in the Research Grants Programme and relevant funding modules. Please refer to the programme guidelines linked below:

www.dfg.de/formulare/50_01

In addition to submitting the proposal to the Lead Agency, a copy of the proposal documents must be submitted to the DFG via its elan portal within one week at the latest.

elan.dfg.de

The proposal may otherwise be rejected for formal reasons.

The Proposal Preparation Instructions - Project Proposals only apply with regard to the section "Supplementary information on the research context":

www.dfg.de/formulare/54_01

Instead, note the following supplementary instructions in sections A to C:

A. Proposal Data and Obligations

Here you are asked to enter information on the project and participating individuals and accept the required formal obligations.

Select the "Weave DFG Partner (year)" call under "Proposal Data" in the elan portal. For each module, please only enter the funds requested from the DFG in the elan portal. For electronic proposal submissions, please note that euro amounts will automatically be rounded to the nearest hundred, which could result in slight discrepancies in the staffing amounts.

Note that only Germany-based applicants should be entered as "applicants". International partners should be entered as "participating individuals" (cooperation partners). At least one cooperation partner must be specified for each country involved.

B. Project Description

Please upload a full copy of the proposal submitted to the Lead Agency as one file (including curricula vitae, any appendices, etc.).

C. Appendices

Before submitting the proposal via the elan portal, you will be prompted to upload an academic CV and list of publications. Please upload the completed “project data form” instead:

www.dfg.de/lead_agency_weave/en

Please add any additionally required “supplementary information on the research context” (under other attachments) in line with the Proposal Preparation Instructions - Project Proposals:

www.dfg.de/formulare/54_01

This includes in particular

- General ethical aspects
- Descriptions of proposed investigations on humans or human materials
- Descriptions of proposed investigations involving experiments on animals
- Descriptions of projects involving genetic resources (or associated traditional knowledge) from a foreign country
- Explanations regarding any possible safety-related aspects (“Dual Use Research of Concern”; foreign trade law; risks in international cooperation)

III. Reports

Reports are prepared separately in accordance with the individual funding organisations’ relevant requirements and submitted to the funding organisation responsible for the applicant. The scientific content of the reports must be identical and refer to the overall Weave project.

IV. Weave Lead Agency Contacts

For proposals submitted to the DFG:

The responsible contact persons at the DFG are listed under the following link

www.dfg.de/lead_agency_weave/en

For proposals to international funding organisations:

Please refer to the websites of the relevant funding organisations for information and contact persons. Links to participating foreign funding organisations can be found at:

www.dfg.de/lead_agency_weave/en

V. DFG Links to the Weave Lead Agency Procedure

German version: www.dfg.de/lead_agency_weave

English version: www.dfg.de/lead_agency_weave/en