

# Supplementary Instructions

## for Proposals for Long-Term Projects in the Humanities and Social Sciences



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](mailto:postmaster@dfg.de) · [www.dfg.de](http://www.dfg.de)



The DFG defines long-term projects as research projects conducted in the humanities and social sciences that require continuous funding for **at least 7 years and no more than 12 years** (possible examples: editions, corpora, archaeological excavations and longitudinal studies in the social or behavioural sciences). To be recognised as a long-term project, a project must be characterised by its central scholarly importance, thorough preparation and planning, and professional management.

Long-term projects require a very high level of planning security. The DFG takes this into account when establishing a long-term project through the necessary forward-looking financial planning. However, long-term projects are still subject to regular interim review (normally every three years) of work reports and renewal proposals.

The cross-review-board section Long-Term Projects in the Humanities and Social Sciences, made up of members of the humanities and social sciences review boards, evaluates proposals for the funding of long-term projects on the basis of an expert review. The review board's recommendation is presented to the Joint Committee for decision.

The section normally convenes in the spring of each year. Proposals to be evaluated during these meetings must be submitted no later than **1 October** of the preceding year.

In addition to the assessment criteria that apply to all project proposals, three aspects are essential for recognition as a long-term project. These should be addressed in the proposal in sections 2.1 – 2.3:

- the project's particular importance to science and scholarship and its expected outcome beyond narrow disciplinary boundaries, which must justify the privilege of funding as a long-term project;
- the necessity of the proposed funding duration, i.e. the long-term nature of the project;
- the long-term and stable organisational structure of the project.

Proposals for long-term projects should be based on the Proposal Preparation Instructions – Project Proposals:

[www.dfg.de/formulare/54\\_01](http://www.dfg.de/formulare/54_01)

Unlike regular research grant applications, proposals for long-term projects may comprise up to 35 pages (a maximum of 22 pages for sections 1 to 3, an additional 13 pages as of section 4).

In addition to the information requested in the Proposal Preparation Instructions, they must cover the aspects specific to long-term projects. Numbering should be based on the numbering used in the Proposal Preparation Instructions (DFG form 54.01) and the Project Description for Project Proposals (DFG form 53.01).

### **Last name, first name, city of all applicants**

In addition to the applicants, please also name all other researchers involved in leading the project and their function within the project.

### **1.1 State of the art and preliminary work**

Long-term projects require especially careful preparation and thus reliable preliminary work. This work should be explained in the proposal.

### **2.2 and 2.3 Objectives and work programme**

The initial proposal must already specify and justify the aims of the project across all funding periods, the structure of the project and the resulting timeline, particularly the total duration. The work programme should include a summary of the work phases for the entire project with respect to subject matter and time. A detailed work programme must be included for the funding period requested (usually three years).

For projects that will process or collect large amounts of material or data (for example, field research projects), the total duration of the work programme must take into account the preparation, evaluation and publication of the data. The initial proposal should already describe the nature and scope of the material to be processed or data to be collected during the course of the project.

Applicants must ascertain availability and rights of access, scientific processing and publication of relevant data or materials before submitting a proposal. Apart from justified

exceptions, this process must be completed, fully explained in the proposal and where appropriate demonstrated by additional documents. The proposal should outline a concept for handling the processed materials or collected data (see section 2.4 “Handling of research data”) and for the scientific publication of the results.

The results of long-term projects should (also) be published in digital form. Any exceptions to this recommendation must be justified. The DFG supports open access publishing.

For long-term projects, as with other research projects, the guidance produced by the various review boards should be referred to for planning and implementation purposes. You will find this information in the frequently asked questions (FAQs) section for the humanities and social sciences (available in German only) under:

[www.dfg.de/foerderung/faq/geistes\\_sozialwissenschaften](http://www.dfg.de/foerderung/faq/geistes_sozialwissenschaften)

For some common project configurations, the following instructions should be noted:

For editing or dictionary projects, justification must be provided as to why an (additional) editorial or lexical presentation of the materials is of particular value and what research question is associated with it.

For longitudinal studies in the social sciences, the planned survey phases and the resulting timeline must be specified. In this context, applicants must explain how the long-term project can also yield short-term results and what intermediate results can be expected. Where data is to be collected by survey organisations, applicants must describe the quality management process to be used in conjunction with the service provider. The proposal should explain the division of work between the survey organisation and the project team and the organisation of the interface between the project team and the survey organisation for the long-term assurance of data quality. The data documentation plans must allow for the long-term use of the data.

If the project will include the retrodigitisation of archive or library holdings, implementation should be based on the DFG Practical Guidelines on Digitisation, which are obligatory for the Indexing and Digitisation funding programme.

[www.dfg.de/formulare/12\\_151](http://www.dfg.de/formulare/12_151)

## 2.4 Handling of research data

Proposals for long-term projects must include sound information on research data management. As long-term projects also often have an infrastructural character, information about the nature, volume, storage and reusability of the acquired research data are of particular importance. The Guidelines of the Proposal Preparation Instructions for Project Proposals shall apply. Binding specifications are expected in particular with regard to regulations on subsequent use.

In the interest of optimal reusability of the results, applicants should avoid transferring rights of distribution and use (whether publications or research data) exclusively to third parties. This would reduce the flexibility of reuse options. The full transfer of usage rights (e.g. to publishers) should be justified in the proposal.

If one aim of the long-term project is to develop special software (“research software”), then the source code must be disclosed and the project results should be made available on an open access basis. Information about storage and reuse should also be provided for software developed in the course of the project. It is recommended that the guaranteed scope for reuse should be defined in a clearly worded licence agreement.

## 5 Requested modules/funds

### Budget

The proposal must include a preferably binding cost summary covering the entire duration of the project (with an explanation of possible deviations if necessary). The costs for the upcoming funding period (usually three years) should be stated in detail according to the requested modules and justified in relation to the work programme.

### 5.1.2.5 Other costs

#### Commissioned work by survey organisations

If data collection tasks are to be contracted out to survey organisations, at least two quotations from suitable service providers should be attached to the proposal. As well as clearly differentiating the tasks to be performed by the survey organisation and the project team, these are also relevant when evaluating cost estimates. The proposal must therefore contain a detailed description of the services included in the survey organisation’s quotation (for example: random sampling, data collection, documentation, data preparation, maintaining a panel). Because the collection of data is a core element of the

commissioned work, it is particularly relevant to detail the number of cases, survey dates, survey modes, interview duration and staff and travel expenses. To estimate the follow-on costs, it is advisable to obtain a cost plan from the survey organisation for future funding periods. This plan should allow room for budget deviations, e.g. as a result of panel maintenance and/or panel replacements. The submission of quotations to the DFG does not exempt applicants from having to comply with procurement regulations, should funding be awarded.

## **5.2 Module Temporary Position for Principal Investigator**

The participants in a long-term project may include individuals applying for a temporary position as principal investigator. However, to ensure the long-term stability of the organisational structure of the project, this is only possible with a joint proposal together with an applicant who holds a permanent employment position.

## DFG Head Office Contacts

**Responsibility for the funding of long-term projects and for advising** project leaders and interested researchers lies with the persons responsible for the subject at the DFG Head Office.

Questions not related to a specific project that concern the decision-making process and general aspects of long-term projects or the relationship of the DFG's funding for long-term projects to that of the academy programme can be addressed to the coordinators for long-term funding:

### **Humanities and Cultural Studies:**

Dr. Nora Böttcher, Tel.: 0228/885-2693, [Nora.Boettcher@dfg.de](mailto:Nora.Boettcher@dfg.de)

### **Social and Behavioural Sciences:**

Dr. Eckard Kämper, Tel.: 0228/885-2270, [Eckard.Kaemper@dfg.de](mailto:Eckard.Kaemper@dfg.de)

### **Contact for administrative queries:**

Sigrid Claßen, Tel.: 0228/885-2209, [Sigrid.Classen@dfg.de](mailto:Sigrid.Classen@dfg.de)