

Guidelines

for the Submission of Proposals in the DIP Programme



I Programme Information

1 History

The DIP Programme was inaugurated in 1997 by the German Federal Ministry for Education and Research (BMBF) as a new element within German-Israeli research cooperation. Since 1997 three or four projects have been selected every year for a five-year funding. The administration of the programme was entrusted to the BMBF's International Bureau (IB). The DFG participated through the recommendation of experts for the review of the proposals and through the nomination of members for the selection committee who were then appointed by BMBF. The Committee whose chairman has always been a Vice President of DFG has been in charge of recommending each time the best projects for funding. Since 1 January 2008, the DFG has assumed full responsibility for all scientific and administrative aspects of the programme.

2 Aims of the programme

DIP is an excellence programme. The aim is to strengthen excellence in German-Israeli research cooperation and to give substantial support to joint projects of outstanding quality.

3 Call for proposals

The call for proposals is published every year in mid-October with the respective valid deadline. It can be found on the DFG website www.dfg.de. In addition, DFG will send it individually to the eight Israeli institutions entitled to make proposals (see below).

4 Eligibility and submission procedure

Each proposal for a DIP project needs to feature a principal investigator (PI) at both a research institution in Israel and Germany. The Israeli PI serves as the overall coordinator for the entire project. The joint submissions can only be forwarded by the Israeli side. Eligible for the submission of proposals are the following institutions:

- Bar-Ilan University
- Ben-Gurion University of the Negev
- The University of Haifa
- The Hebrew University of Jerusalem

- Reichman University
- Technion - The Israel Institute of Technology
- Tel Aviv University
- Weizmann Institute of Science.

Each one of these institutions is entitled to submit two proposals upon every call. To identify the two proposals the institutions organise an internal competition. The "Research Authorities" of the institutions are responsible for the process of selection among suitable proposals and for the formal correctness of the final submission to the DFG by the deadline.

5 Research fields

Submissions are accepted within the full range of DFG's funding responsibility, i.e. all areas of research, knowledge-oriented and also applied, in as much as they are based at universities and the institutes of the Max-Planck Society, the Helmholtz Association, the Leibniz Association and the Fraunhofer Society.

6 Cooperation structure

The principal investigators from both sides jointly coordinate the project. Further participants from both inside and outside the lead institution within the respective country can be included in the setup of the project. Proposals shall describe the cooperation structure emphasising for all partners the added value of the cooperation. This includes the description of the participation of researchers in early career phases.

7 Duration of projects

All projects submitted to DIP have a standard duration of five years. The funds approved for the total duration of the project will be made available on an annual basis (to begin in January of the following year after submission of the proposal). The funds for the fourth and fifth years will be contingent upon submission and approval of a mid-term report, which will be assessed by reviewers and the DIP committee.

8 Review and decision making

The DFG will conduct a review of all submissions to a call and forward the result of the review to a committee of experts which is appointed by the DFG Joint Committee

(Hauptausschuss). The Committee will always be chaired by a vice-president of DFG. The Committee will submit the result of its deliberations and its recommendation of projects to be funded to the Joint Committee for final decision.

II Submission of applications

The following main guidelines have to be observed in all submissions within the DIP Programme. For more general information on the format of DFG applications and all questions of doubt reference is made to the DFG website and the section on "Forms and Guidelines", notably DFG's general "Proposal Preparation Instructions - Project Proposals (DFG form 54.01)" and use DFG form 54.012 for submission.

1 General Information

Your project description must not exceed 30 pages in total. The font should not be smaller than Arial 11 point, with line spacing no less than 1.2.

For the section project- and subject-related list of publications, the font should not be smaller than Arial 9 point. (These pages do not count as part of the 30 pages of the project description mentioned above.)

Otherwise, please follow the Proposal Preparation Instructions (DFG form 54.01), section B and section C.

CVs, lists of publications (DFG form 53.200) and offers on scientific instrumentation shall be attached as appendices. Proposals must be submitted by email.

All information on the principal investigators with their home institutions, the title of the project and a summary in German and English (**max. 3000 characters incl. blanks for each passage**) of the main goals of the joint research shall be given on the title page of the proposal for which a standard form is provided.

Please make sure that the security settings for the PDF documents allow your documents to be read, copied and printed, and note the maximum size of 10 MB per document.

2 Funding

The total amount to be applied for in each individual project may amount to a total of €1,655,000 for a maximum duration of five years. Funding may include running costs (staff, materials, travel) and instrumentation. In each project the share between the Israeli and the German partners can be freely negotiated. A programme allowance is not granted.

Cost categories

a) Staff

Rates for fellowships and salaries need to be specified according to the scales as valid in the respective Israeli institutions on the one hand and in relevant trade agreement in Germany on the other.

- research staff:
 - post-docs
 - doctoral students
 - student research assistants (by way of lump sum indication)

- technical staff

b) Scientific instrumentation

The instrumentation must be advanced and highly specialised and specifically needed for the conduct of the project and not of a general kind for basic needs of the institute.

Investment for the Israeli side is immediately transferred to the institution while investment for the German side above a limit of €50,000 is, as usual, given as a loan for the duration of the project. When applying for specific apparatus above €50,000 both sides are requested to describe the availability according to market conditions and to submit competitive offers.

c) Consumables

Types or categories of consumables which are needed shall be given in lump sums.

d) Travel

The purpose of travels within the project must be to intensify the cooperation the Israeli and the German partners. Funds can also be requested for the attendance of important international meetings relevant to the subject of the project. In indicating the frequency of the travels and number of participants an estimation of total funds which will be needed for travel cost shall be given.

e) Publication expenses

A maximum of €750 per year can be requested by both the PI on the Israeli side and on the German side. In addition, the same amount can also be applied for by German and Israeli cooperation partners who have applied for funding as part of the project.

f) Other types of cost, e.g. services rendered by third parties, paying research subjects, laboratory animals (species and number), documentation and scientific literature, costs for clean rooms or sequencings costs.

3 Statement on available resources and the conditions for carrying out the project

In this section an account of all resources, including all types of funding which will be available to the project, shall be given, excluding the funds requested in this application.

- Composition of the team and sources of funding for the members
Names, academic titles and employment grades of participating scientists and research assistants shall be listed, as well as the number of technical employees who will be working on the project but not funded by the DFG. A separate list of the persons paid by the institution's basic funding and those paid from other grants (including fellowships) shall be added. Scientists with whom a cooperation in this project or a coordination of the research activities is planned, shall also be mentioned.
- Scientific equipment available
Larger instruments available to the project from basic equipment shall be listed. These may include large computer centres in case substantial amounts of computer time will be needed.

- The institutions' general contributions to running cost
The annual amount available from the institution's budget to the research field where the project is located, shall be given, using estimates where applicable.

4 Declarations

If you already receive funding for a project on the same scientific subject and with a similar constellation of participants or if you intend to submit a similar request for funding to other institutions, please mention details here. If this is not the case, please declare:

"A request for support of this cooperation has not been submitted to any other funding institution. In the event that one of us submits such a request, we will inform the Deutsche Forschungsgemeinschaft immediately".

If the PI on the German side is employed at a university which is a member of the DFG, please inform your university's DFG liaison officer about this application and mention this here.

If the PI is employed at a Max Planck institute, please inform the Head Office of the Max Planck Society about this application and mention this here.

5 Signatures

The application must be signed by both the PIs on the Israeli and the German side, and by the Head of the Research Authority of the Israeli institution which is responsible for the submission.

III Obligations

In submitting a proposal to the DFG, you

1. agree to adhere to the **principles of good research practice**.¹

The principles of good scientific practice include, among others: maintaining professional standards, maintaining strict honesty with regard to one's own contributions and those of third parties, documenting results and rigorously questioning all findings.

2. recognise the DFG's **Rules of Procedure for Dealing with Scientific Misconduct** (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerfOwF)² as legally binding.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions in accordance with its Rules of Procedure, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (full or partial termination of the grant contract, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from serving as a reviewer for a period of one to eight years, depending on the severity of the scientific misconduct;

¹ The principles of good research practice can be found in detail in the DFG [Code of Conduct - Guidelines for Safeguarding Good Research Practice](#) and in the [Funding Guidelines: General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

² [DFG Rules of Procedure for Dealing with Scientific Misconduct, DFG form 80.01](#)

- exclusion from membership in DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct.

By accepting funding, the recipient agrees to

3. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
4. submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

IV Data Protection

Please note the DFG's data protection notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to their involvement in your project.

www.dfg.de/privacy_policy