elan

Guidelines

for

Reviewers

Content

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Registration / Login

1. Before sending your first e-file, the DFG will set up a user account for you and inform you of this by e-mail.

2. Using the link contained in the e-mail you can access the registration wizard.

3. On the first registration page, please enter your login information given in the e-mail. Your e-mail address is your user name.

4. Then you will be asked to enter a new password.

5. This completes the registration and you are taken to the login page of **elan.dfg.de**

YOU WILL NEED ...

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

→ a ZIP-compatible program for decompressing (unzipping) files

→ the Adobe Acrobat Reader Version 7 or above for reading the documents; you can download the program for free from the internet.

PLEASE NOTE

If your login information has been entered incorrectly 5 times in a row, access **is blocked for 30 minutes.** Only then can you log in again.

For security reasons and to avoid overloads, your elan session will automatically time out after one hour of inactivity.

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.
**This link will only be good for 24 hours.**

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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.*
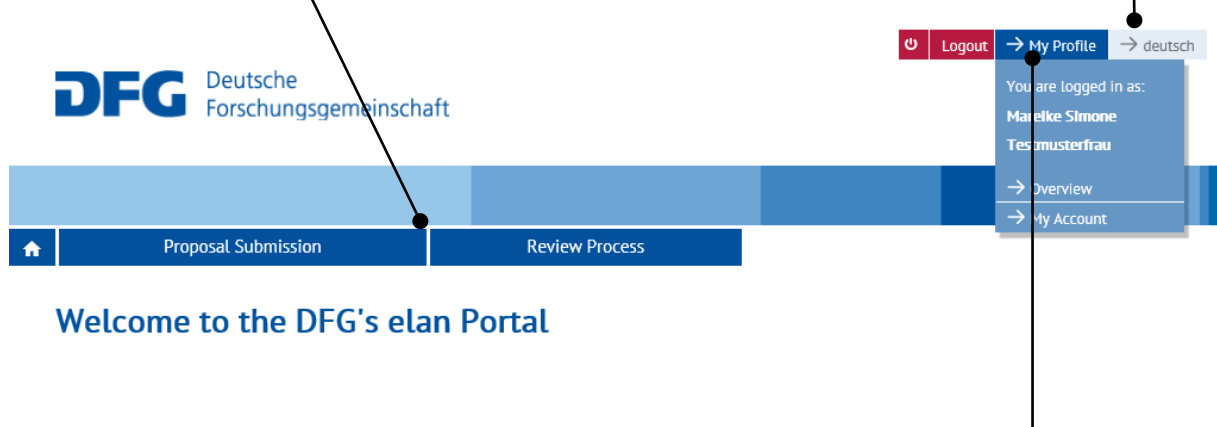
My Profile Tab

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.

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Review Process Tab

E-files

Here you will find a list of files that have been sent to you electronically.

PLEASE NOTE

You will be sent an e-mail to inform you of any new or updated documents. A link included in this e-mail takes you to the page on which you can enter your login data.

After successful log in, you are taken directly to the e-file mentioned in the e-mail you have received.

DEADLINE

If an objection period is to be observed for an e-file, it is indicated here.

🏠 | Proposal Submission | Review Process

List of E-Files Sent to You

Please note that this information is confidential and may not be shared with a third party.

Below you will find a list of files that have been sent to you electronically. To open a file, please click on the ℹ symbol or on the respective link under Key. If you would like to mark certain files, for example to indicate that a task has been completed, you may select the relevant item by ticking the box. Please note that this is for your information only and that the check mark will remain there until you deselect it.

	Key	Date	Deadline	Title
☐ ℹ	eBer-16-6857	2016/04/21	2016/07/06	SFB 1285 - Unterlagen zum Beratungsgespräch
☐ ℹ	eBer-16-6867	2016/04/21	2016/07/06	Flyer eBereitstellung / e-Files

EXPIRY DATE

Each e-file is assigned an expiration date by the DFG which extends beyond the given objection period. As soon as this date is reached, the e-file is deleted and no longer displayed in the overview.

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

MY VIEW / VIEW ALL / PROPOSALS BY CATEGORY / PROPOSALS BY PROGRAMME

Depending on the type, an e-file can be **shown in four views:**
➡ *My View* displays the individual proposal documents for which you are responsible.
➡ *View All* displays all documents including the documents from *My View*.
➡ *Proposals by Category* displays proposals according to research area, review board and subject area.
➡ *Proposals by Programme* displays proposals according to programme.
Please note that the proposal views do not display the individual documents. They contain links that will take you to the *View All* section.

DOWNLOAD ALL

Via this link you can download all the e-files provided to you as one compressed file (ZIP format) to your computer and save them there. This allows you to access all your e-files even without being connected to the internet.

If any e-files have been updated, the *Download All* link will contain the most current versions of all the original and updated e-files. If you save this package to the same folder as the original package, all files will be overwritten, including those you may have edited.

CHANGE LOG

This link is only shown if the document has been updated. In the change log, the changes made are listed.

Review Process

← Back

This E-File contains confidential Information. FK 201 SK 1 2024/04

| My View | View All | Proposals by Category | Proposals by Programme |

→ Gesamtpaket zum Herunterladen / Complete package for downloading (488 kB)

General Documents

| Einladung | 2024/03/04 | → download |

Sachbeihilfe

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Entscheidungsvorlage	2024/03/04	→ download
Antrag	2024/03/04	→ download
CV	2024/03/04	→ download

PDF SUMMARY

The documents for which you are responsible are saved in a single PDF file. You may access this file via the PDF icon under *My View*.

Downloading E-Files

Saving and Unzipping E-Files

To view documents while not connected to the internet, you may download an e-file to your computer using the link *Complete package for downloading.*

NOTES ON DATA PROTECTION

Please note that the documents available in this portal may only be used for the purposes described in the relevant correspondence.

Using Windows

1. To save the e-files on your hard drive, click on the link: *Complete package for downloadin*g.

2. From the file download pop-up window, select the "Save as" button
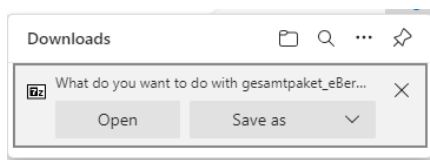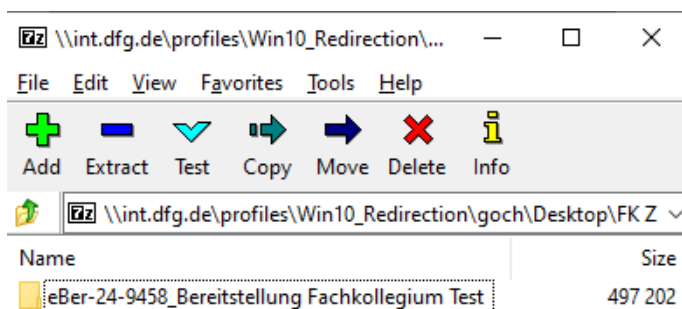

   and save the download package in the target folder.
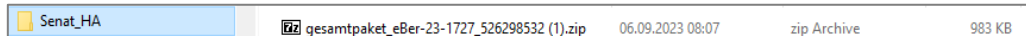
3. Right-click on the "gesamtpacket_eBer..." and select "Open" in the new pop-up window.

4. In the dialog window, please select "Extract" (do not open the documents via the ZIP-file, as they would not be unpacked).

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5. After selecting the target folder, confirm your choice with "OK".
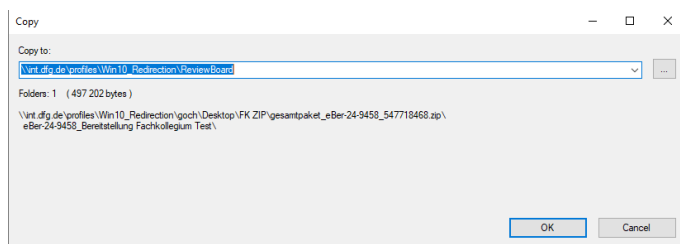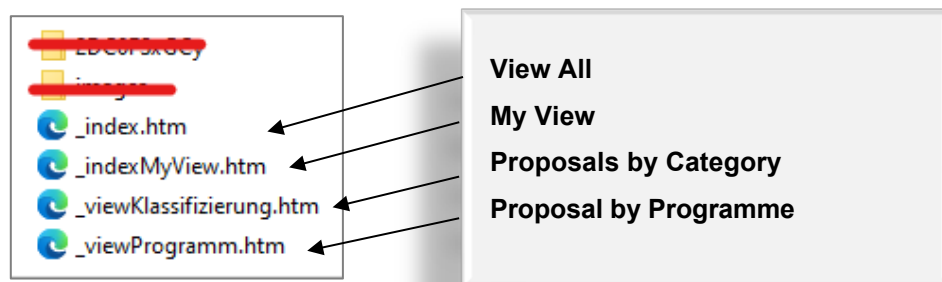

6. You have now unzipped the downloaded documents and can access them.

7. After downloading the entire package, a folder "eber-.." will be created on your computer:

Navigation

Open the folder "eber-..." with a double click and you will see the four views of the e-file (analogous to the display in the elan portal) - **please call up the documents exclusively via _index.htm or _view.htm.**
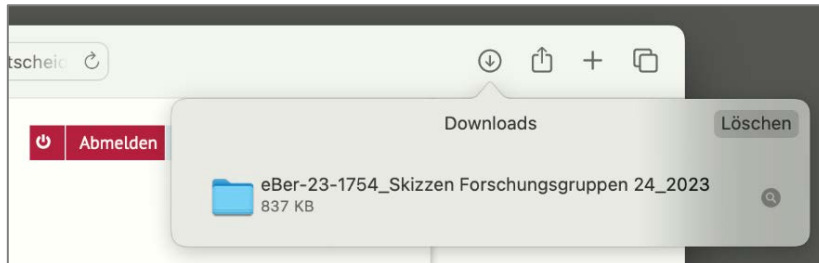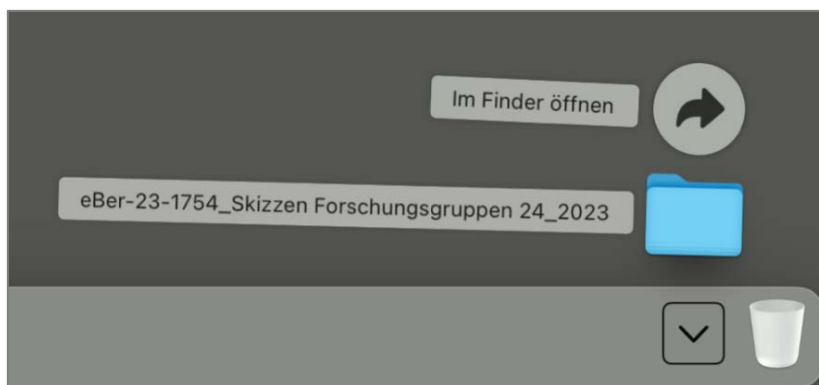
Using Mac OS

1. To save the e-files on your hard drive, click on the link: *Complete package for downloading*:

2. The file getContent.zip is saved in the folder Downloads and automatically unzipped into a folder whose name is the same as the document key.
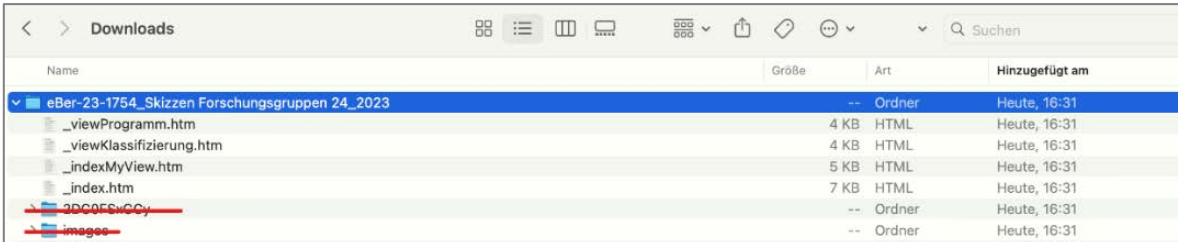
3. Once the download is complete, the files can be opened in the Finder (Downloads) or moved from there to a new location.

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Navigation

For an overview of all documents, please open the file _index.htm. From there you can navigate, as in the online view, to the individual proposals and open the relevant documents. Please note that an additional window will appear asking you if you are certain to open this document. Please respond with *Open* to access the document.

Downloaded Files

After unpacking the downloaded Zip-file a folder with the abbreviated title of the e-file is created on your computer:
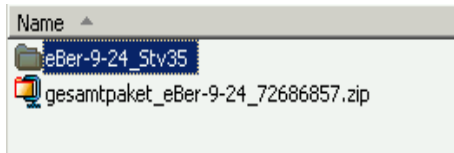
Here, in the subfolder *Bereitgestellte Dokumente*, all appropriate documents are stored.

NAVIGATION

For navigation in the documents, the file *_index.htm* is available for the *View All* and, if applicable, the file *_IndexMyView.htm* for *My View*:

COMMENTING IN PDF

You may add comments to or edit the downloaded PDF files in the version sent to you:
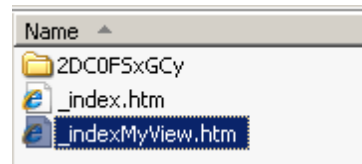

CHANGES TO DOWNLOADS

Using this option, you may download documents that have either been updated or added to your account to the folder on your computer that contains the old versions of the files. The updated versions will automatically replace the individual documents currently saved to your local server.

The navigation files *_index....* will also be updated. Please refer to the change log under changes. htm for a detailed overview of changes:
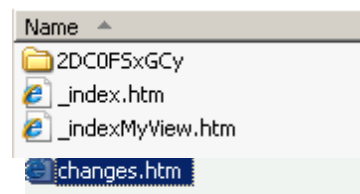
You can save the updated proposal file to your PC via *Download All.*

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Pending Reviews

Selecting *Pending Reviews* on the menu takes you to an overview of all proposals for which we have requested your expert opinion.

You can also submit your review electronically via this page.

PLEASE NOTE

As soon as your review has been received by the team in charge, the corresponding entry will be removed from the list.

TASK

These buttons take you to a context-sensitive form that allows you to submit your review.

	Proposal Submission	Review Process
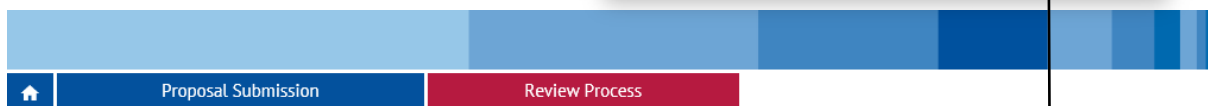
Pending Requests for Reviews

Below you will find a list of documents for which we have requested your expert opinion. To submit your review electronically, please click the appropriate link in the Task column. If the documents have been sent to you electronically, you can navigate to the proposal documents by clicking E-Files. To update the overview page press F5 on your keyboard.

Title	Ref. No.	Delivery	Deadline	Applicant/Location	Task
IT Hard- und Software für ein zentral...	INST 257/478-1			/ Kiel	→ Assessment
Inflammation and Anti-inflammation th...	) 3671/7-1			/ Tübingen	→ Assessment
Measurement and modeling of bubble po...	1864/12-1			Clausthal-Zellerfeld	→ Report Review
Stigma capital: Pathologizing Identit...	1907/3-1	→ eBer-16-6867	2016/07/06	D	
Invektivität. Konstellationen und Dyn... i	SFB 1285/0	→ eBer-1 6857	2016/07/06	SC	

DOCUMENT ACCESS

This link takes you to the e-files.

DRAFTS

The i icon indicates that you have already saved a draft of your review (cf. *Drafts*).

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My Meetings

My Meetings displays an overview of your upcoming meetings.

You may also use this page to accept or decline meeting invitations.

PLEASE NOTE

A declined meeting will be removed from the list once the declination has been processed by the relevant DFG team.

A meeting request that has been accepted will remain in the list until the deadline stated has passed. A participation form will no longer be available for download.

REPLY

This link will take you to a participation form in which you can accept or decline a meeting.

	Proposal Submission	Review Process			

My Meetings

Below you will find an overview of upcoming meetings to which you are invited. To accept or decline an invitation electronically, please use the Participation Form. To update the overview page press F5 on your keyboard.

Title	Deadline	Starting Date	Location	E-File	Reply
Flyer eBereitstellung / e-Files	2016-05-19	2016-07-04	Bonn	→ eBer-16-6867	→ Participation Form

DOCUMENT ACCESS

This link takes you to the e-files.

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Review Forms

Online forms are available for reviews, statements and meeting invitation responses.

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 our current entries.
Back	returns you to the previous page.
Continue	allows you to resume completing the form.

ADDING ATTACHMENTS

If you would like to submit a detailed review or use special characters/formulas, you may add one or more attachments to the electronic form, depending on the form.

You can upload your evaluation here. **Please note that the uploaded file must be in PDF without restrictions on reading, copying and printing.**

🔗 Choose file to upload ...

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.** If you must submit larger files, you may submit them subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

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ONLINE SUBMISSION

At the end of the online process, your completed form will be displayed as a PDF file. Please review the information prior to submitting it to the DFG. Once you have submitted your information, you will receive a finalised version of the document. We recommend keeping a copy for your records.

Your Documents – Overview

📋 📕 *Formdata.pdf* (88 KB) 📥

Click *Send* to submit your information online.

PLEASE NOTE

Your attachments will be scanned for viruses. If a virus is detected, your attachment will be rejected and you will receive an error message.

Drafts

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.

NOTE

- 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.

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If you encounter **technical problems,** please contact our hotline:
E-mail: elan-helpdesk@dfg.de

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Decisions

This overview displays the final funding decisions in which you have participated.

The overview contains all decisions made over the past six months.

Contact

For **subject-related** inquiries, and questions on proposal submission, please contact the [team](#) responsible for your subject area
or

E-mail: **postmaster@dfg.de**

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

E-mail: **elan-helpdesk@dfg.de**

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