



DFG

Lunch & Learn: My CV for the DFG Research Proposal

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Postdoc Appreciation Week & open to all, 18.09.2024

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My CV for the DFG Research Proposal

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1. Why does the DFG have a CV template? What is its purpose?
2. What should I pay attention to when completing it?
3. What should I consider for the assessment?
4. Q&A

Presentation: www.dfg.de/chancengleichheit/infoveranstaltung



Introduction: 1. Why does the DFG have a CV template? What is its purpose?

- ▶ CV template: DFG form 53.200: www.dfg.de/formulare/53_200_elan
- ▶ Since September 1st 2022, mandatory from march 1st 2023 (also in EXC, SFB / CRC, GRK / RTG)
- ▶ Purpose:
 - More qualitative assessment (also non-publication based research accomplishments)
 - Possibility, to mention special personal circumstances with impact on scientific activities
 - In line with [CoARA - Coalition for Advancing Research Assessment](#)
 - Shift in the Culture of Research Assessment vgl. [IfdW 61/2022](#)
 - Improve Equity and Diversity



2. What should I pay attention to when completing it?

DFG form 53.200

Standardized format:

- ▶ Max. 4 pages
- ▶ Predefined structure
- ▶ No photo
- ▶ „free text fields“, but not a purely narrative format
- ▶ Section „Supplementary Career Information“
 - E.g. to describe effects of special personal situations on the academic career (absences > 3 month)
 - If relevant for the assessment
- ▶ Differentiation of "Scientific results": 10 + 10 elements, category B, no metrics
- ▶ Consent to processing of optional data

DFG-Vordruck 53.200 – 11/22 Seite 1 von 5

Curriculum Vitae
Persönliche Daten *rein tabellarisch*

Titel	
Vorname	
Name	
Aktuelle Position	<i>Ggf. einschließlich Ende der Vertragslaufzeit</i>
Aktuelle	
Institut	<small>DFG-Vordruck 53.200 – 11/22</small> <small>Seite 2 von 5</small>
Identifik	
Studium	<i>Fach, Zeitraum, Ort, Land (ggf. auch Wechsel im Fachgebiet)</i>
Promotion	<i>Datum, Betreuende/Mentorinnen/Mentoren, Fach (Angabe Fach ist optional), Einrichtung(en), Land</i>
Stationen des wissenschaftlichen/beruflichen Werdegangs <i>(optionale Angaben seit der Promotion)</i>	<i>Für den Antrag relevante Tätigkeiten sind chronologisch (die aktuellste am Anfang) mit der Angabe von Zeitraum, Station/Position und Einrichtung zu nennen, wie z. B. Forschungsaufenthalte, Habilitation (Thema/Fach, Betreuende), Tätigkeiten an</i>

www.dfg.de/formulare/53_200_elan

http://www.dfg.de/faq_cv

Survey to be published in fall 2024:

DFG, Einführung eines einheitlichen CV-Musters – Zwischenbilanz ein Jahr danach

2. What should I pay attention to when completing it?

DFG form 53.200 – Personal Data

Curriculum Vitae

Personal Data *in table form only*

Title	
First <u>name</u>	
Name	
<u>Current position</u>	<i>If applicable, specify the end of the contract term.</i>
Current institution(s)/site(s), country	
Identifiers/ORCID	<i>ORCID-ID: Applicants who have an ORCID ID are asked to provide it. Applicants who do not have an ORCID ID are invited but not obliged to create one.</i>

2. What should I pay attention to when completing it?

DFG form 53.200 – Qualifications and Career

Qualifications and Career *mixture of table/free text*

Stages	Periods and Details
School, country <i>required only for the Walter Benjamin Programme</i>	<i>If you spent some or all of your school years abroad, please provide detailed information on times and locations.</i>
Degree programme	<i>Subject, period, place, country</i>
Doctorate	<i>Date, supervisors/mentors, subject (subject is optional), institution(s), country</i>
Stages of academic/professional career (<i>optional after doctorate</i>)	<i>Activities relevant to the proposal should be listed chronologically (the most recent at the beginning), indicating period, stage/position and institution, e.g. ...</i>

2. What should I pay attention to when completing it? DFG form 53.200 – Supplementary Career Information

Voluntary
information

① **Supplementary Career Information** *optional; free text*

[free text, please overwrite]



▶ **Effects of special personal situations on the academic career:**

- Only if relevant for the assessment
- Effects > **3 months p.a.**, e.g.:
 - absences / part time work
 - reduced scientific results
 - reduced stays abroad
 - reduced conference visits, etc.

▶ Narrativ or list; **essential points only; in a clear and concise manner**



www.dfg.de/formulare/53_200_elan

www.dfg.de/formulare/73_01

http://www.dfg.de/faq_cv



DFG

2. What should I pay attention to when completing it?


DFG form 53.200 – Supplementary Career Information

Voluntary
information

Supplementary Career Information *optional; free text*

→ The information provided should show how your academic work was affected (if applicable).

Examples:

- 
- ▶ Two children born *04/2020 and *07/2022
04/2020 – 10/2020 and 07/2022 – 01/2023 parental leave
Since 02/2023 part time work (75%) due to childcare
 - ▶ Since 09/2022 part time work (60%) due to caring for a relative
 - ▶ 09/2021 – 06/2022 absence due to severe illness
07/2022 – 01/2023 re-entry and part time work at a rate of 20%
and then 50%
 - ▶ Academic inactivity due to migration, language acquisition and
integration into the German academic system (02/2022 – 06/2023)

Don't's

- ▶ Avoid to name spouses, partners or children.
- ▶ Regarding relatives in need of care, do not specify name, family relationship or state of health.
- ▶ Do not enter information you do not wish to be disclosed to reviewers.

2. What should I pay attention to when completing it? DFG form 53.200 – Supplementary Career Information

Voluntary
information

① **Supplementary Career Information** *optional; free text*

[free text, please overwrite]

- ▶ CV will be forwarded to reviewers and committees

② **Alternative:**

- ▶ Inform about special personal situation
in DFG-form 73.01
- ▶ Form will stay confidentially in the Head Office
 - For verification and
 - Preparation of a note by the Head Office to be recognized in review and decision



Two ways to inform
about special
personal
circumstances

Further questions on ① & ②:
chancengleichheit@dfg.de

2. What should I pay attention to when completing it?

DFG form 53.200 – Activities in the Research System & Superversion of Researchers

Activities in the Research System *optional, free text*

[free text, please overwrite]



Supervision of Researchers in Early Career Phases *optional, free text*

For proposals relating to the Research Training Groups Programme, these details are required

[free text, please overwrite]

- ▶ “A total of n theses have been supervised in the last five years. The following is a selection: ...”

2. What should I pay attention to when completing it?

DFG form 53.200 – Scientific Results

Scientific Results *Part A required, Part B optional; free text*

Category A – Articles in peer-reviewed Journals, peer-reviewed Contributions to Conferences or Contributions to Anthology Volumes, and Book Publications *required, free text*

1. [free text, please overwrite, 1. – 10.]  

Category B – Any other Form of published Research Results *optional, free text*

1. [free text, please overwrite, 1. – 10.]  



Comment (where appropriate):

How were you involved in the published results?

Why have you listed it?

2. What should I pay attention to when completing it?

DFG form 53.200 – Scientific Results

- ▶ See [DFG, FAQ: List of publications](#)
- ▶ **Preprints:** A paper published in a **publicly accessible repository** (e.g. arXiv) can be included in category B.
 - Do not state the journal submission status of the preprint.
 - Later, when the paper is published in the peer-reviewed journal, place it in category A.
 - Do not list it twice in both categories.
- ▶ **Manuscripts:** A paper submitted to a journal can be listed in category A, when it is **“accepted” for publication.**
 - Do not list manuscripts “in preparation”, “submitted”, “in review”, “in revision” or similar.
 - Enclose the editor’s confirmation of acceptance.
 - Add a **link, digital identifier** or attach the unpublished accepted manuscript to the proposal.



2. What should I pay attention to when completing it?

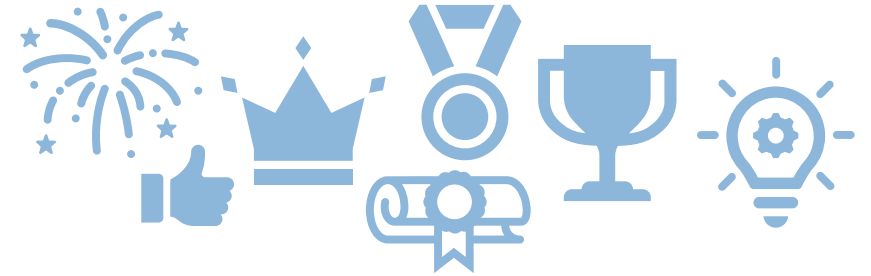
DFG form 53.200 – Academic Distinctions & Other Information

Academic Distinctions *optional, free text*

[free text, please overwrite]

- ▶ Special individual funding / award

Alternative: research project / leadership → „Qualification and Career“



Other Information *optional, free text*

[free text, please overwrite]

2. What should I pay attention to when completing it?

Summary Part 2 – Tips for the preparation of the application



▶ Prepare your CV **carefully**:

- Keep your Orcid-profile up to date.
 - Adjust column width & add lines in „Qualifications and Career“ as needed; keep structure, font size & paragraphs.
 - **Indicate special personal situation > 3 month p.a.** in „Supplementary Career Information“, if applicable, or in form 73.01; stick to the essential points, clearly and concisely.
 - Use category B & **comment „Scientific Results“**, if applicable.
 - Unfilled categories can be deleted.
- ▶ Try to see your CV (& whole application) **from the perspective of a reviewer**.
- ▶ Have your CV and application **critically revised** through a trustworthy person.
- ▶ Plan with a time buffer: It takes on average over six month from the application to the decision.
- ▶ Maintain an **open communication** with the DFG Head Office.
- If applicable, point out bias and **competitive situations** with other researchers.



3. What should I consider for the assessment? Guidelines for Reviews & Review Criteria

Pro-gramme	General Guidelines
DFG form	10.20
Review criterion # 1	Quality of the project
# 2	Objectives and work programme
# 3	Applicant's qualifications
# 4	Work and research environment
# 5	

Review guidelines for further programmes and all forms:
www.dfg.de/formulare

3. What should I consider for the assessment? Guidelines for Reviews & Review Criteria

Pro-gramme	General Guidelines	Walter Benjamin Programme	Emmy Noether Programme	Heisenberg Programme	Research Grants / Sachbeihilfe	
DFG form	10.20	10.219	10.210	10.222	10.206	
Review criterion # 1	Quality of the project	Quality of the project	<ul style="list-style-type: none"> Evaluation of preliminary work, publications and qualification of the applicant in general and in terms of the project Ability to independently lead a junior research group Chances of being appointed to professorship 	<ul style="list-style-type: none"> Qualification of the applicant, quality of research work and publications publications should stand out regarding relevance, autonomy, originality, topicality and publication type Habilitation-equivalent achievements Research career, visibility, applicant's chances of appointment 	Quality of the project	
# 2	Objectives and work programme	Objectives and work programme	Quality of the project		Objectives and work programme	
# 3	Applicant's qualifications	<ul style="list-style-type: none"> Applicant's qualifications and scientific potential Qualified to carry out the project Advancement of career 	Objectives and work programme		<ul style="list-style-type: none"> Qualifications of the applicant in general and in terms of the project Qualification to independently lead the project 	
# 4	Work and research environment	Choice of host institution(s)	Work and research environment		Quality of the project Enhancement of chances of an appointment	Work and research environment
# 5		Support by institution(s)			Work and research environment	

3. What should I consider for the assessment?

Guidelines for Reviews & Review Criteria – Continuation

- ▶ **Assessment of the achievement of a researcher** must be carried out **in its entirety and based on substantive qualitative criteria**. In addition to the publication of articles, books, data and software, **other dimensions can be taken into account**, such as involvement in teaching, academic self-administration, public relations or knowledge and technology transfer. Details of **quantitative metrics** such as impact factors and h-indices are not required and **are not to be considered** as part of the review.
- ▶ We ask you to consider a **researcher's individual career stage** when evaluating the qualification of the applicant and to assess his/her achievements on this basis. In some cases, this may mean that preliminary work specific to the project cannot necessarily be expected.
- ▶ Please also take into account that some researchers may have pursued individual **career paths in a business or non-university context**.
- ▶ The review must **not be based on non-scientific criteria** such as age, gender, family obligations, origin or health restrictions, to the detriment of the applicant. **Applicants are encouraged to declare periods of absence** and periods of restricted academic activity due to unavoidable delays in their career. For more information on equity and diversity, please refer to: www.dfg.de/diversity/en

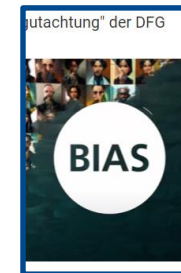
3. What should I consider for the assessment?

Info: Mitigating Bias in DFG's Decision-Making Processes

- ▶ Even in research, bias exist.
- ▶ Biased funding decisions are contrary to the selection based on merit and can be discriminatory.
- ▶ Funding decisions by the DFG must not be based on non scientific criteria.
- ▶ At the same time, unavoidable delays in research careers (where voluntarily provided) are adequately taken into account in favour of the applicant.
- ▶ www.dfg.de/bias/en



www.dfg.de/bias



Film
<https://youtu.be/8757KqqeSbc>



DFG form 10.60
www.dfg.de/formulare/10_60

3. What should I consider for the assessment?

See DFG, Einführung eines einheitlichen CV-Musters – Zwischenbilanz ein Jahr danach (2024, in prep.)

3. What should I consider for the assessment?

See DFG, Einführung eines einheitlichen CV-Musters –
Zwischenbilanz ein Jahr danach (2024, in prep.)

To further support your application:



- ▶ Keep information about yourself on the internet up to date.
- ▶ Update your CV online.
- ▶ Online information of participating researchers should also be kept up to date.



My CV for the DFG Research Proposal Summary

1. Why does the DFG have a CV template? What is its purpose?
 - **Assessment** in entirety, Equity & Diversity
 - To better identify outstanding researchers
2. What should I pay attention to when completing it?
 - Present your achievements in the various categories (if applicable)
 - Mention **essential points regarding career breaks** or periods of absence (if applicable)
 - **Comment** your publications (your contribution and/or why it is important/listed)
3. What should I consider for the assessment?
 - Keep Orcid-profile and online information of all participating researchers **up to date**.
 - A convincing presentation of your **scientific career** and achievements **and research project** is important. Prepare both carefully.
 - Please refer to the **programme specific review guidelines for the assessment criteria**.



In case of any
questions:



Further DFG Online Talks

Save the Date

[DFG - Info Talks on DFG Funding Opportunities for Research Careers](#)



- ❖ **24/09/2024**, 4-5:30 p.m. CET
Emmy Noether Programme
- ❖ **13/11/2024**, 10-11:30 a.m. CET
Walter Benjamin-Programm (in German)
- ❖ **09/12/2024**, 10:30-12 a.m. CET
DFG-Förderangebote für die wissenschaftliche Karriere (in German)

[DFG - Infoveranstaltungen zur DFG-Förderung](#) (in German):

- ❖ **01/10/2024** On Gender and Diversity in Research Content
- ❖ **27/11/2024** On Equity and Diversity
- ❖ **02/12/2024** For Universities of Applied Sciences

My CV for the DFG Research Proposal

Your Questions

1. Why does the DFG have a CV template? What is its purpose?
2. What should I pay attention to when completing it?
3. What should I consider for the assessment?
4. **Q&A**

Presentation available at: www.dfg.de/chancengleichheit/infoveranstaltung

For follow-up questions: chancengleichheit@dfg.de



Thank you for your Attention

Further Information

- ▶ www.dfg.de
- ▶ www.dfg.de/equity/
- ▶ https://www.dfg.de/diversity_dimensions/
- ▶ Info-Veranstaltungen: <http://www.dfg.de/chancengleichheit/infoveranstaltung/> (in German only)
- ▶ [Contact Equity and Diversity](#)