

Elan Instructions for German Applicants for the Biodiversa+ Call “Biodiversity and Transformative Change”

Table of contents

Where can I find information on the call and elan?	1
Who has to submit the Biodiversa+ full proposal via elan?	1
How can I start the online form?	1
Which documents are needed?	2
Peculiarities in elan that have to be strictly observed for this call.....	2
Elan instructions step by step (excerpt)	3

Where can I find information on the call and elan?

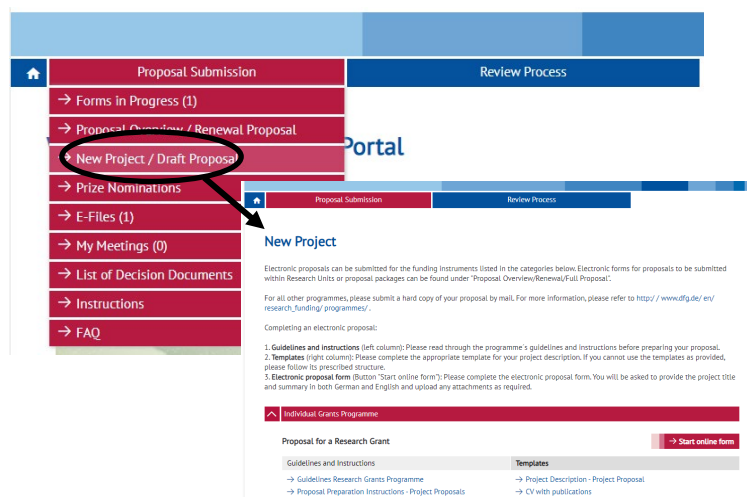
- Homepage of Biodiversa+: <https://www.biodiversa.eu/2024/06/11/2024-2025-joint-call/>
- National regulations: [BiodivTransform – Participating Funding Organisations – Biodiversa +](#)
- elan portal and its FAQs: [DFG, German Research Foundation - The elan Portal](#)

Who has to submit the Biodiversa+ full proposal via elan?

- Applicants requesting funding from a German research funding organisation (DFG or BMBF (PtJ)) have to upload the proposal in the elan portal, the DFG’s electronic proposal processing system, by **30 April 2025 at the latest**. **If applicants are not eligible for DFG funding according to information given in the pre-proposal, they are informed separately by e-mail at the beginning of February and are asked to confirm that they will not submit their proposal via elan to the DFG, but rather via the easy online system to the BMBF.**
- **If several partners from Germany apply for funds in your consortium, only one of you has to submit the proposal in elan.** This person has to add the German partners as **additional applicants**, using their respective elan account name(s), and indicate their budget (team members not applying for funding are not to be added).
 - Prior to submission, **each** applicant must be registered in elan by **16 April 2025**.

How can I start the online form?

- [elan Portal](#)
- Proposal Submission/New Project
- Individual Grants Programme
- Proposal for a Research Grant
- Start online form



Which documents are needed?

- **Final full proposal:** A copy of the joint proposal that has been submitted to EPSS (do NOT use the DFG template “Project Description – Project Proposal”, 53.01).
- **Proposal Application Form EPSS/CV:** The Proposal Application Form is generated automatically in the EPSS from your entries and includes your short CV. Ideally, please use this document to fulfil the technical requirements for uploading your CV. If this document is not available, any other CV will be accepted, but later manually replaced in our database by the EPSS document.
- **If you have a fixed-term position:**
If your current contract terminates before 1 April 2027, an informal statement on the part of the institute management must be submitted stating that it is the institute’s intention to continue the employment at least until the end of the project term.
- **In case you are applying for funding of your temporary PI position (“Eigene Stelle”):**
“Erklärung des Arbeitgebers” [DFG Form 41.027](#)

Peculiarities in elan that have to be strictly observed for this call:

Please make sure to check this information before starting the proposal submission even if you are familiar with the elan portal, since there are certain peculiarities to be considered. **Please note that we reserve the right to reject incomplete proposals.**

- Select the appropriate call
“**BiodivTransform 2024/2025**”

Proposal Data

* required fields

If you are submitting your proposal in response to an announcement, please select the relevant announcement from the list below. The list only shows current calls and announcements. You may also refer to the DFG's announcements at [Announcements and Proposals](#).

Call for Proposals:

Enter the title of your research project (150 characters each):

- Enter your project acronym (if too long, only the first 15 characters)
- Choose “**Plant Sciences > Ecology and Biodiversity of Plants and Ecosystems**” as the primary subject area even if not applicable (this subject area is required for administrative reasons; more subject areas can be added)
- **Strictly mandatory:** Add **all** consortium partners applying for funds from foreign funding organisations listed in the proposal application form and filled in in the EPSS as Participating Individuals (**Cooperation Partners**) (self-financed partners are not to be added)

Please also note:

- **Overheads** (“Programmpauschale”) are calculated automatically by the DFG’s elan portal in case of funding → no entry necessary
- After submitting the proposal in elan, you will automatically receive a **compliance form** by e-mail, which has to be signed by all German applicants and returned to the DFG as soon as possible either by:
 - uploading it to elan: as soon as your proposal appears in your elan overview (this might take a few days), you can use the correspondence link to upload the signed form (under Proposal Submission – Proposal Overview)
 - please do not send it via e-mail
- The compliance form confirms **receipt of your application**
- No support letters from academic partners needed

Elan instructions step by step (excerpt)

Programme Information	Processing Steps (only excerpt)	To select or fill in, and further information
Proposal Data	Call for Proposals	VERY IMPORTANT: Please select the following call: Biodiversa+„BiodivTransform 2024/25“
	Project Acronym	Same as in BiodivTransform proposal in EPSS (if too long, only the first 15 characters)
	Title	Same as in BiodivTransform proposal
	Subject Area	Primary: “Plant Sciences > Ecology and Biodiversity of Plants and Ecosystems” even if not applicable (this subject area is required for administrative reasons, more subject areas can be added)
	Summary	Copy from BiodivTransform proposal in EPSS (English version) and add a German version
Applicants	Add Applicant	Your own elan account name (e-mail address of your elan account)
	Funding Organisation	DFG (this does <u>NOT</u> exclude funding by BMBF (PtJ))
	Modules	For DFG funding, your entries in elan are binding (please check carefully!) Overheads (“Programmpauschale”) are calculated automatically by the DFG’s elan portal in case of funding → no entry necessary
	Add Applicant/s (optional)	Further applicant/s from Germany (<i>only if the respective persons are members of your consortium AND are applying for funding; team members not applying for funding are not to be added</i>)
Other Participating Individuals	Participating Individuals (strictly mandatory)	“Cooperation Partners”: Add all consortium partners applying for funds from foreign funding organisations listed in the proposal application form and filled in in the EPSS (self-financed partners are not to be added)
Attach Documents		<ul style="list-style-type: none"> - Final full proposal: A copy of the joint proposal that has been submitted to EPSS (do NOT use the DFG template “Project Description – Project Proposal”, 53.01) - Proposal Application Form EPSS/CV: The Proposal Application Form is generated automatically in the EPSS from your entries and includes your short CV. Ideally, please use this document to fulfil the technical requirements for uploading your CV. If this document is not available, any other CV will be accepted, but later manually replaced in our database by the EPSS document. - <i>If you have a fixed-term position:</i> If your current contract terminates before 1 April 2027, an informal statement on the part of the institute management must be submitted stating that it is the institute’s intention to continue the employment at least until the end of the project term - <i>If you are applying for funding of your temporary PI position (“Eigene Stelle”):</i> “Erklärung des Arbeitgebers” DFG Form 41.027