

---

## Leitfaden für die Antragstellung

### „Forschung zu den ethischen, rechtlichen und sozialen Aspekten hochaktueller Fragen in den Lebenswissenschaften“

vom 29.07.2009 - Abgabetermin: 02.12.2009

---

INHALTSVERZEICHNIS:	1
1. Einleitung	
2. Guidelines for Grant Application	2
3. Template for Project Description	
a. Description of Consortium (if applicable)	3
b. Description of Subprojects (or single projects, respectively)	5

---

## Einleitung

Im Rahmen seines Förderschwerpunktes zur Erforschung ethischer, rechtlicher und sozialer Aspekte (ELSA) der Lebenswissenschaften stellt das BMBF Fördermittel für inter- und multidisziplinäre Forschungsverbünde, die relevante Fragestellungen aufgreifen, zur Verfügung. Die inhaltlichen und strukturellen Randbedingungen der Förderung sind in den Förderrichtlinien des BMBF (Bekanntmachung vom 29. 07. 2009) niedergelegt (<http://www.gesundheitsforschung-bmbf.de/de/2238.php>). **Eine Durchsicht dieser Richtlinien vor dem Verfassen des Antrags wird dringend empfohlen.** Ergänzend hierzu erläutert der nachfolgende, aktuelle Leitfaden die Vorgaben zur Antragstellung und stellt eine Gliederung als Hilfestellung zur Vorlage eines beurteilungsfähigen Antrags (Vorhabenbeschreibung) zur Verfügung.

Zum Zwecke der wissenschaftlichen Bewertung der eingegangenen Anträge durch ein international und interdisziplinär besetztes Gutachtergremium sind beim Projektträger **bis zum 02. Dezember 2009** formlose Vorhabenbeschreibungen (Format: DIN A4, 1,5 - zeilig, 11 Punkt Arial, doppelseitig bedruckt) über den jeweiligen Verbundkoordinator auf dem Postweg einzureichen. Die Projektskizzen sind in 5-facher Ausfertigung als Papierversion sowie im pdf-Format auf CD-ROM oder als E-Mail-Anhang vorzulegen. Eine alleinige Vorlage per „electronic mail“ oder Telefax ist nicht möglich. Im Hinblick auf die internationale Begutachtung wird empfohlen, die Vorhabenbeschreibungen **in englischer Sprache** zu verfassen. Der Antrag muss aus sich heraus, ohne Lektüre der zitierten Literatur, verständlich sein und sollte alle Informationen beinhalten, die für ein sachgerechtes Urteil erforderlich sind.

Notwendige Literaturzitate sind als Fußnote in den Antragstext einzubeziehen. Von der Vorlage längerer Literatur- oder Quellenverzeichnisse und der CVs der Antragsteller oder anderer beteiligter Personen sollte abgesehen werden.

**Die Vorhabenbeschreibungen (Grant Applications) sind entsprechend den Vorgaben dieses Leitfadens zu gliedern. Anträge, die den Vorgaben des Leitfadens nicht**

**entsprechen, können ggf. bei der Begutachtung und Förderung nicht berücksichtigt werden. Falls Sie Änderungen von der vorgegebenen Form für Ihren Antrag für unbedingt notwendig halten, wenden Sie sich bitte an den Projektträger, bevor Sie diese Änderungen vornehmen.**

Der Leitfaden umfasst zum einen ein Gliederungsschema für die übergreifende Darstellung von Forschungsverbänden, zum anderen ein Gliederungsschema für jedes Teilprojekt in Verbänden, bzw. Einzelprojekte.

## **Guidelines for Grant Application**

Please prepare your application in English:

Applications for research consortia must **not exceed 5 pages for the consortium and 15 pages for each subproject proposal**. In case of an application for a single research project, the proposal must not exceed 20 pages in total and should be structured according to the relevant outlines for subprojects according to the given scheme. If you feel that a deviation from the given scheme would be necessary for your application please contact the project management agency prior to making amendments.

Provide an entry under every heading/subheading. Signatures of principal / coordinating investigator are mandatory.

Please refrain from adding comprehensive lists of literature / sources or CVs of applicants.

**Note:**

*Applications that fail to comply with these requirements may be considered as not eligible and may be rejected without peer review.*

# Project Description

## a) Description of Consortium

*Only to be filled out if a research consortium of several subprojects is applied for. For single projects, proceed to b). The description should not exceed 5 pages*

### 1. GENERAL INFORMATION ON THE CONSORTIUM-

<b>APPLICANT / COORDINATING INVESTIGATOR</b>	<p><i>In case of multiple applicants the principal investigator / coordinating investigator of the project who will take responsibility for conducting the entire project should be listed first.</i></p> <ul style="list-style-type: none"> <li>• First name, last name, academic title</li> <li>• Institution and department (complete name)</li> <li>• Postal address</li> <li>• Telephone</li> <li>• Fax</li> <li>• E-mail address</li> </ul>																							
<b>TITLE</b>	<p><i>The title of the project (not exceeding 140 characters) should be as precise as possible. In case of funding this title shall be quoted in the annual reports of the funding organisation. Acronym is optional.</i></p>																							
<b>OBJECTIVE(S)</b>	<p><i>Which principal research questions are to be addressed? Specify clearly the primary goal of the project. Which results are expected?</i></p>																							
<b>KEY WORDS</b>	<p><i>Maximum 6</i></p>																							
<b>PROJECT DURATION</b>	<p><i>In months</i></p>																							
<b>SUMMARY</b>	<p><i>Please give a summary of the main goals and methodological approach of the project (max. 1600 characters). The project summary serves two main purposes: i) It will inform the multidisciplinary review committee of the principal aims of the project. ii) If your project is funded the summary will be published on the internet through an electronic information system. (It should therefore be concise as well as comprehensible to a lay public). Please avoid abbreviations.</i></p>																							
<b>PARTICIPATING PARTNERS</b>	<p><i>Example:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Subproject No.</th> <th style="width: 15%;">Partner</th> <th style="width: 25%;">Title of Subproject</th> <th style="width: 20%;">Function in the consortium</th> <th style="width: 30%;">Contribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>University of X..</td> <td>Identification of key players and their roles in "bioethical" decision making</td> <td>Coordination" and „social background 1“</td> <td>Review of the relevant literature, data mining</td> </tr> <tr> <td style="text-align: center;">2</td> <td>University of Y....</td> <td>Motivations of players involved in "bioethical" decision making</td> <td>Social background 2“</td> <td>Empirical analysis</td> </tr> <tr> <td style="text-align: center;">..</td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> </tr> </tbody> </table>				Subproject No.	Partner	Title of Subproject	Function in the consortium	Contribution	1	University of X..	Identification of key players and their roles in "bioethical" decision making	Coordination" and „social background 1“	Review of the relevant literature, data mining	2	University of Y....	Motivations of players involved in "bioethical" decision making	Social background 2“	Empirical analysis	..	...	...	...	...
Subproject No.	Partner	Title of Subproject	Function in the consortium	Contribution																				
1	University of X..	Identification of key players and their roles in "bioethical" decision making	Coordination" and „social background 1“	Review of the relevant literature, data mining																				
2	University of Y....	Motivations of players involved in "bioethical" decision making	Social background 2“	Empirical analysis																				
..	...	...	...	...																				

## 2. OBJECTIVES, INNOVATION AND RELEVANCE

### 2.1 OBJECTIVES AND OVERALL CONCEPT OF THE CONSORTIUM

Should contain a description of the planned research priorities with respect to the current state of the art. Give a clearly defined thematic focus. Which research question is to be addressed? Which results are expected?

### 2.2 NOVEL ASPECT AND FUTURE IMPACT

What is the novel aspect of the proposed research work? Which impact will the results have (e.g. on development of guidelines, public understanding of life sciences, advice for decision makers)?

### 2.3 OTHER ISSUES (OPTIONAL)

You may introduce (2.3 – 2.x) additional issues which you deem necessary provided that the total page restriction is observed

## 3. STRUCTURE OF THE PLANNED COOPERATION

### 3.1 COOPERATION, COORDINATION, COMMUNICATION, AND ADDED VALUE.

Which structure is available, respectively will be implemented for an efficient cooperation within the consortium. How will the consortium be managed? What are the contributions of the individual partners? Describe measures of coordination and communication as well as structures of internal and external controlling planned or already in place. Comment briefly on the synergistic effects of interaction within the consortium

### 3.2 TIMEFRAME / MILESTONES

In which time-frame major work-packages will be achieved; what milestones are planned?

### 3.3 FINANCIAL SUMMARY

#### Example:

Subproject No.	Partner	Total costs of project	Applied BMBF Funds
1	<i>X Company</i>	500.000 €	250.000 €
2	<i>University of Y</i>	300.000 €	300.000 €
...	.....	.....	.....

## b) Description of subprojects

The following outline applies as well to subprojects of consortia as to single project proposals.

The description of each subproject should not exceed 15 pages (20 pages in case of single project proposals).

### Project N° (refer to "General information on the consortium")

#### 1. GENERAL INFORMATION ON THE SUBPROJECT

<b>PRINCIPLE INVESTIGATOR AND CO-INVESTIGATORS OF THE SUBPROJECT</b>	Name, address, telephone, fax, e-mail <ul style="list-style-type: none"> <li>• First name, last name, academic title</li> <li>• Institution and department (complete name)</li> <li>• Postal address</li> <li>• Telephone</li> <li>• Fax</li> <li>• E-mail address</li> </ul>
<b>TITLE</b>	<i>The title of the project (not exceeding 140 characters) should be precise. In case of funding this title shall be quoted in the annual reports of the funding organisation. Acronym (max 40. characters) is optional.</i>
<b>OBJECTIVE(S)</b>	<i>Which principal research questions are to be addressed? Specify clearly the primary goal of the project. Which results are expected?</i>
<b>KEY WORDS</b>	<i>Maximum 6</i>
<b>SCHEDULED DURATION WITHIN ENTIRE PROJECT</b>	<i>In months. Please quote i) the time period for which funding is requested (max. 3 years) and ii), the date when funding should begin.</i>
<b>SUMMARY</b>	<i>Please give a summary of the main goals and the methodological approach of the project (max. 1200 characters). The project summary serves two main purposes: i) It will inform the multidisciplinary review committee of the principal aims of the subproject. ii) If your project is funded the summary will be published on the internet through an electronic information system. (It should therefore be concise as well as comprehensible to a lay public). Please avoid abbreviations.</i>

#### 2. DESCRIPTION OF THE SUBPROJECT

##### 2.1 STATE-OF-THE-ART AND OWN PREVIOUS WORK

Describe the international state-of-the-art and your own previous work in the field. Give 5 of your most relevant publications of the past 3 years.

##### 2.2 AIMS

E. g. what is the hypothesis to be tested? What is the aim/purpose of the subproject? What results are expected? Which are the novel aspects of the subproject (single project)?

##### 2.3 METHODS

Please describe briefly the key methods used in the proposed project. Indicate whether methods are

established in your group or whether they will be (partially) established through collaborations within the consortium. For subtasks entirely delegated to third parties please provide a letter of collaboration.

#### **2.4 RESOURCES**

Does the project rely on resources other than those of the applicants and the funding applied for. Are potential co-founders informed? If yes, how?

#### **2.5 WORKING PLAN INCLUDING MILESTONES**

Please describe the work-packages, the milestones you plan to achieve and the necessary time-frame.

#### **2.6 NETWORKING**

What is the special contribution of the project to the goals of the consortium? How does the project benefit from the consortium?

#### **2.7 FINANCIAL PLAN**

Please structure the financial plan by completing the table "financial plan for subproject No..." as outlined in the table below.

#### **2.9 DISSEMINATION AND EXPLOITATION STRATEGIES**

Please indicate how the expected results of the subproject will be used. Describe the proposed arrangements for disseminating the results of the research to potential users. Please give an estimation on the number of expected publications resulting from your work indicating type and year of the expected publication.

#### **2.10 OTHER ISSUES (OPTIONAL)**

You may introduce (2.10 – 2.x) additional issues which you deem necessary provided that the total page restriction is observed

**Appendix: Financial Plan for Subproject No.\***

Type of expenditure	1 <sup>st</sup> year (months)	2 <sup>nd</sup> year (months)	3 <sup>rd</sup> year (months)	1 <sup>st</sup> year (EUR)	2 <sup>nd</sup> year (EUR)	3 <sup>rd</sup> year (EUR)	Total of BMBF funds applied (EUR)
<b>PERSONNEL</b>							
Scientist/Academic**	6	12	12	22.698	45.398	45.398	113.494
Graduate student*	12	12	12	22.698	22.698	22.698	68.094
Others*							
<b>CONSUMABLES</b>	---	---	---				
<b>COMMISSIONS</b> (to specify)	---	---	---				
<b>TRAVEL</b>	---	---	---				
<b>OTHER***</b> (to specify)	---	---	---				
<b>TOTAL of BMBF funds applied</b>							

\* (Insert lines according to space required)

\*\* Please use global employment rates of the BMBF for calculating the salaries

\*\*\* Please note that, as a general rule, funding may not be granted for investments such as electronic hardware, computers, business machines, and telecommunication devices.

)

### **3) ANNEX (optional)**

An optional Annex not exceeding 2 Pages may be added to the grant proposal provided that the total page restriction is observed. I.e.  $5 + n \times 15$  pages for consortia (where  $n$  is equal to the number of subprojects) or 20 pages for single project proposals. Annexes exceeding the page restriction will not be part of the reviewing procedure.