



## 1. Part – General Functionalities of elan

(this is an excerpt of the standard elan manual)

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## 2. Part – Specific Instructions for submitting your ERA-CAPS Pre-Proposal



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### Deutsche Forschungsgemeinschaft

For **subject-related inquiries** please contact  
Tel.: +49 228 885-1 / E-mail: [postmaster@dfg.de](mailto:postmaster@dfg.de)  
If you encounter **technical problems** please contact our hotline:  
Tel.: +49 228 885-2900 / E-mail: [elan-helpdesk@dfg.de](mailto:elan-helpdesk@dfg.de)

# Registration / Login

## BEFORE BEGINNING ...

Please make sure that participating applicants, spokespersons and (individual) project leaders are registered in elan ([elan.dfg.de](http://elan.dfg.de)).

This does not apply to others involved in the proposal, such as cooperation partners, etc.

Please generally allow one working day to process your request for access. You will be notified by e-mail once your account is activated.

Please see Step 6 in the ERA-CAPS-specific part for further details on registration.

## YOU WILL NEED ...

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

## PLEASE NOTE

After five failed attempts to log in, you will be blocked from accessing the service for 30 minutes. After that time you will be able to log in again.

For security reasons and to prevent system overload, your online session will expire one hour after your last entry. In this case, data that have been entered but not yet saved will be lost.

## 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.

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## elan Homepage

The navigation bar on the elan homepage lists the functions that are available to you.

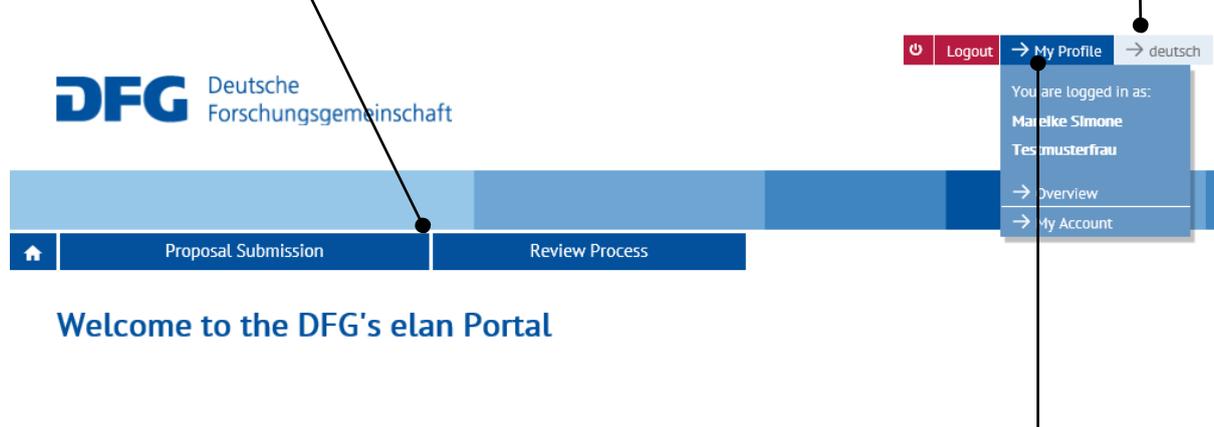
The homepage also contains information about upcoming maintenance, feature updates as well as future plans.

### 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*.



Welcome to the DFG's elan Portal

## 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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## 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 your current entries.

#### Back

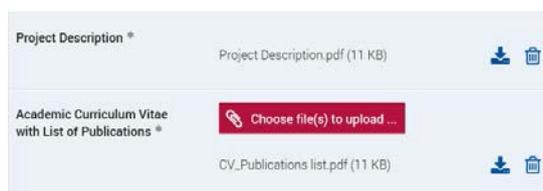
returns you to the previous page.

#### Continue

allows you to resume completing the form.

### ADDING ATTACHMENTS

At the end of the form you can add attachments, such as a description of the research project, CV, and a list of Conflicts of Interest.



### 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.**

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## Drafts

### NOTE

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.

- 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.

Proposal Submission		Review Process	
→ Proposal Overview / Renewal Proposal			
→ New Project			
→ Nominations			
→ Drafts	to the DFG are considered drafts. Your drafts are listed here. To continue completing a form,		
→ Instructions	ed by e-mail before a draft is deleted.		
→ FAQ			

To extend the deadline for another 100 days, click **Extend**. This one-time extension will allow you to extend the deadline without having to open your saved draft. To extend deadlines in the future, you will have to access your file and save it again.

Draft(s)		Last updated on	Saved until	
Proposal: Flyer eProposals	→ Continue	2016/05/02 15:07	2016/08/11	→ Delete
Antrag: elan-Flyer "eAntragsstellung"	→ Continue	2016/04/18 13:36	2016/07/28	→ Delete

## Contact

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

or

Tel.: **+49 228 885-1**

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

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

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Specific Part for the ERA-CAPS  
Pre-Proposals to be submitted via  
the elan portal by 28 September  
2016

# Important Details for Registration

(this page will be displayed after you have entered your personal data)

**Please do not register if you already have an elan account.**

## Applicant Registration

### Concluding Information

\* required fields

To ensure that your information is forwarded to the appropriate programme office, please select the classification that best describes your subject area.

Subject Area: \*

--- please select ---

plant

**Agriculture, Forestry and Veterinary Medicine**

- Plant Cultivation and Agricultural Technology**
- Plant Nutrition
- Plant Breeding

**Plant Sciences**

- Evolution and Systematics of Plants and Fungi
- Plant Ecology and Ecosystem Analysis

1600 of 1600 characters remaining

Please note: Your personal data are for internal use of the DFG/ Call Secretariat only (i.e. for identification in Elan). Your contact data (research institution and email address) may be shared with the other ERA-CAPS Call-participating funding organisations.

Personal Data	⊙
Research Institution / Contact Data	⊙
Concluding Information	●

Please note that the subject area which you indicate during registration should refer to the proposal you plan to submit. Therefore, please use one of the "Agriculture, Forestry" or "Plant Science" subject areas.

# Submitting your Pre-Proposal

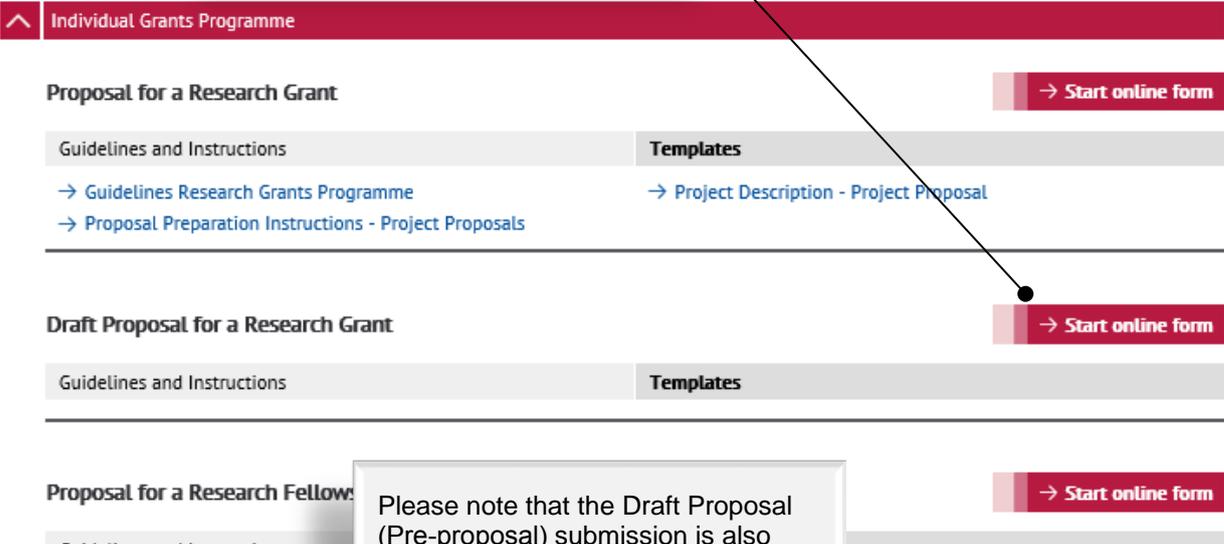
**Step 1**  
Please select the drop down menu "Proposal Submission" → "New Project"



**Note:**  
The elan portal will be down for maintenance on **Thursday, 2016-06-23 from 5:00 p.m. to 8:00 p.m.**  
If you have started working on a proposal prior to this time, please save it and continue the form once the maintenance work has been completed.

Please note that the portal is frequently down for maintenance on **Thursdays in the afternoon.**

**Step 2**  
Select "Individual Grants Programme". Click "Start Online Form" next to "Draft Proposal for a Research Grant"  
(Draft Proposal = Pre-proposal)



Please note that the Draft Proposal (Pre-proposal) submission is also accessible via 'Special Programmes for International Collaboration'.

## Draft Proposal for a Research Grant

### Initiative within a Call for Proposals or a Trilateral Project

Initiatives may only be submitted in conjunction with:

- **Calls for Proposals** (in a two-stage process). As described in the call, use this online form to submit a draft proposal. If successful, you will be asked to submit a full proposal. Further details can be found under [» Calls for Proposals - Information for Researchers](#).
- **Trilateral Projects**. For further information, please refer to [» Trilateral Projects](#).

For your proposal you will need at least the following documents. For responses to calls for proposals, please refer to the call document.

- Draft proposal
- For each applicant: a CV with publications compiled in accordance with the rules on [» publication lists](#).

Attached documents must be in PDF format (without restrictions on reading, copying or printing).

If you would like to enter funding requests for more than one applicant, please make sure that these persons have registered in elan. You will need their elan e-mail addresses when completing this form.

Click **Continue** to begin completing the form.

 Cancel	 Save ...	 Back	 Continue
--	--	--	--

### Step 3

Tab "Continue" and have your pre-proposal, the Conflict of Interest List and the merged CVs of all PIs at hand.

	
Proposal Data	<input checked="" type="radio"/>
Applicants	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

#### Step 4

Select the ERA-CAPS Call for pre-proposals from the drop down menu.

A title in German is only required if one or more DFG applicants are involved in the Collaborative Research Project (CRP). Otherwise, please enter the title in English in both boxes.

Continue.

## Draft Proposal for a Research Grant

### Proposal Data

\* required fields

If you are submitting your proposal in response to a call, 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 website at [» Announcements and Proposals](#).

Call for Proposals:

ERA-CAPS, Call 2016 (pre-proposals)

#### Proposal Data

Applicants

Concluding Information

Attach Documents

Enter the title of your research project in German and in English in the appropriate fields (up to 300 characters each, no special characters).

Title (in German): \*

300 of 300 characters remaining

Title (in English): \*

300 of 300 characters remaining

 Cancel

 Save ...

 Back

 Continue

## Draft Proposal for a Research Grant

\* required fields

### Subject Classification

Funding proposals submitted to the DFG are evaluated by review boards. The subject areas are represented (see also » [DFG subject-area structure](#)). Please select a subject area of your proposal. Optionally, you may suggest additional subject areas.

### Step 5

Please choose at least one subject area and fill in at least three keywords (you can enter the English keywords twice - no German translation required). To identify a suitable subject area, you might like to type in 'plant'; all subjects containing 'plant' in their title will be displayed.

Please do completely ignore the 'Countries' part.

Continue.

Attach Documents

**Subject Area \*** **Priority \***

- Plant Cultivation and Agricultural Technology
- Plant Nutrition
- Plant Breeding
- Plant Sciences**
- Evolution and Systematics of Plants and Fungi
- Plant Ecology and Ecosystem Analysis

New row(s)

iate keyword(s). Please enter at least one keyword:

**Keyword (in English) \***

New row(s)

### Countries

If the topic of your project relates to other countries, select the most important ones here. (Do not include international collaborations.)

New row(s)

Cancel Save ... Back Continue

## Step 6

Please add all applicants of your consortium by selecting "Add Applicant". Please note that all applicants need to have an elan account prior to submitting the pre-proposal. Please remember to register in the portal at least 48 hours before submission, as the processing of registrations takes up to one day. It would indeed be very helpful for the Call secretariat if you could try to register as soon as possible.

Please enter the PIs requesting funding and do also enter any 'self-funded' partners (if applicable).

## Draft Proposal for a Research Grant

### Applicants

Please enter only the individuals who will be applying for their own funding in a full proposal. **Note:** Applicants must be registered in elan and have verified their correspondence address in order to be entered as applicants.

No entries have been made. Click [Add Applicant](#) to add the first entry:

[+ Add Applicant](#)

When you have completed this part of the form, click [Continue](#).

[Cancel](#) [Save ...](#) [Back](#) [Continue](#)

Proposal Data	<input checked="" type="radio"/>
Applicants	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

## Step 7

Add applicants by entering the respective applicant's elan username (an email address).

## Draft Proposal for a Research Grant

### Applicant

\* required fields

Enter the elan account name for the person you are adding \*

[Cancel](#) [Save ...](#) [Back](#)

Proposal Data	<input checked="" type="radio"/>
Applicants	<input checked="" type="radio"/>
Applicants	<input type="radio"/>
Concluding Information	<input type="radio"/>

Please note:

If for some reason you encounter a problem with the elan registration of an applicant that cannot be solved before the call deadline, please submit your pre-proposal anyway (without the respective applicant listed in the elan form). The registration problem will then have to be solved after the call deadline.

Please help avoiding this situation by sending your elan registrations well in advance of the call deadline.

## Draft Proposal for a Research Grant

### Research Institution Data

Borre, Maria

Select where you would prefer to conduct the proposed project from the list of institutions you provided below. If your institution is not included in the drop-down menu, save your entries by clicking "Save..." and enter the foreign institution via the My Profile tab under New Address. Please allow one working day before continuing your proposal.

— please select —  
Bonn, Deutsche Forschungsgemeinschaft

Powered by cit intelliForm

#### Step 8

Select the research institution at which the project will be carried out. The drop down menu will provide a list of institutions entered during registration. Then continue.

If your designated institution is not displayed, please save the process and add the address via the 'My Profile' tab (see p. 3 in the general part). Again, please allow 48 hours in order for the new address to be processed in the system.

Proposal Data	<input checked="" type="radio"/>
Applicants	<input checked="" type="radio"/>
Applicants	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

## Draft Proposal for a Research Grant

### Applicants

Please enter only the individuals who will be applying for their own funding in a full proposal. **Note:** Applicants must be registered in elan and have verified their correspondence address in order to be entered as applicants.

Current entries:

Applicants:  
BO 4512 Maria Borre, Bonn  

When you have completed this part of the form, click .

#### Step 9

Please either add an applicant as described in Steps 7 and 8 or click "Continue", if you have entered all applicants.

Proposal Data	<input checked="" type="radio"/>
Applicants	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

## Step 10

Please read through the concluding information and tick the boxes to confirm that you have taken note of the terms and conditions. Continue.

After having sent your proposal, you will receive an automatically generated email from DFG ([elan@dfg.de](mailto:elan@dfg.de)) which acknowledges electronic receipt of your proposal. Please print the attached compliance form ("Confirmation Form") and have it originally signed by all applicants.

Please note that only a small section of the compliance form actually pertains to applicants from outside Germany, e.g. your contact data and information on your research project will not be published in the DFG grants database "GEPRIS", if no German partner is involved.

## Draft Proposal for a Research Grant

### Concluding Information

\* required fields

In submitting this proposal to the Deutsche Forschungsgemeinschaft (DFG),

all applicants agree to

- adhere to the rules and ethical requirements of the relevant national funding organisations and, where applicable, to submit ethics statements.

In addition, applicants to the DFG agree to

- adhere to » [the rules of good scientific practice](#).
- have adhered to the guidelines regarding » [publication lists and bibliographies](#).
- inform the DFG immediately of any changes to the information provided in this proposal.
- observe all relevant laws, regulations and guidelines that pertain to the project and in particular to attain all necessary approvals, certifications, etc., in a timely manner.
- and if applicable
  - inform the DFG immediately if funding for this project is requested from a third party. Proposals requesting major instrumentation and/or those previously submitted to a third party must be mentioned in the Project Description under Additional Information.
  - plan and conduct any experiments involving humans, including identifiable samples taken from humans and identifiable data, in compliance with the most current versions of the German Embryo Protection Act (Embryonenschutzgesetz), Stem Cell Act (Stammzellgesetz), Pharmaceutical Drugs Act (Arzneimittelgesetz), Medical Devices Act (Medizinproduktegesetz), and Declaration of Helsinki.
  - adhere to the regulations and provisions of the Animal Protection Act (Tierschutzgesetz) and the Experimental Animals Ordinance (Versuchstierverordnung).
  - if the research project, or parts thereof, are subject to the Convention on Biological Diversity, to follow the [Guidelines for Funding Proposals Concerning Research Projects within the Scope of the Convention on Biological Diversity \(CBD\)](#).
  - adhere to the provisions of the Genetic Engineering Act (Gentechnikgesetz) with regard to experiments involving genetically modified organisms (GMO).

I/we accept the foregoing conditions and obligations.\*

I/we agree to:

- the sharing of all proposal information between all relevant funding agencies for the purposes of assessing applications to reach a joint funding decision (and only for this purpose).
- publishing information on successful proposals, including the names of principal investigators and co-investigators, institutions, amounts awarded, disciplines, titles, and non-technical summaries of research projects.

Applicants to the DFG also agree to:

- the DFG's electronic processing and storage of data provided in conjunction with this proposal. This information may be passed to reviewers and the DFG statutory bodies as part of the DFG's review and decision-making process.
- the publication of all address and communication data relating to the grants holders and institutions (e.g. telephone, fax, e-mail, internet website), as well as information on the content of this research project (e.g. title, summary, keywords, international cooperation), if approved, in the DFG's project database GEPRIS (» [gepris.dfg.de/en](#)) and - in excerpts (grant holder's name, institution and location) - in the "Programmes and Projects" section of the DFG's electronic annual report (» [www.dfg.de/en/dfg\\_profile/annual\\_report](#)).
- I/we understand that the electronic publication of this information may be opposed by contacting the appropriate programme officer no later than four weeks from receipt of the award letter.

I/we accept the foregoing conditions.\*

City: \*

Date: \*



Proposal Data	<input checked="" type="radio"/>
Applicants	<input checked="" type="radio"/>
Concluding Information	<input checked="" type="radio"/>
Attach Documents	<input type="radio"/>

## Draft Proposal for a Research Grant

### Attach Documents

\* *required fields*

Attached documents must be in PDF format (**without restrictions on reading, copying**). **You cannot attach files larger than 10 MB.** If you must submit larger files, you may submit subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

If you are submitting a revised proposal, please inform us of this in a cover letter and include the reference number of the preceding proposal.

The following documents **must** be submitted:

Draft Proposal *	 Choose file to upload ...
Academic Curriculum Vitae with List of Publications *	 Choose file(s) to upload ...

**Optionally** you may also attach the following documents:

Other Attachments	 Choose file(s) to upload ...
-------------------	--

(s. [» Calls for Proposals - Information for Researchers](#))

**Important:** Please keep the original documents, as you may be required to submit them at a later date.

 Cancel	 Save ...	 Back	 Continue
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#### Step 11

Please upload your documents (as PDF). The **pre-proposal** (application form), the **Conflict of Interest List** and a **merged** file containing the **CVs of all applicants** are mandatory.

The pre-proposal and the merged CVs should be uploaded using the designated buttons. The Conflict of Interest List can be added at 'Other Attachments'.

Further required documents stated in the national annex for your country can be uploaded at "Other Attachments". Please select "Continue" when having uploaded all documents necessary.

Attach Documents

#### PLEASE NOTE

- 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.**

**Step 12**

Click "send" to submit your documents. Please note that this action cannot be reversed.

## Draft Proposal for a Research Grant

Send

Your Documents – Overview

 **PDF** Formdata\_Maria\_Borre.pdf (84 KB) 

Attachments:

Pre-Proposal.pdf (138 KB) 

CVs merged.pdf (98 KB) 

You can click individual items to open and review the documents before submitting them. The documents are listed in no set order.

Click  **Send** to submit the information electronically. This action is final and cannot be reversed.

 Cancel

 Suspend ...

 Back

 Send

### Meldung von Webseite



Would you like to submit the form/document? Please note that upon submission, any draft version will be automatically deleted.

OK

Abbrechen

The system will ask you to confirm the submission. If applicable, select OK.

The next page will inform you that you have successfully submitted your pre-proposal.

## Draft Proposal for a Research Grant

Maria Borre 

### Successful Transfer

Your information has been submitted successfully.

Your transaction number is: **20160623508480969904**

**Important:**

**A funding proposal that has been submitted electronically cannot be processed until the DFG has received a signed copy of the research compliance form.**

**This form will be generated automatically and attached to an e-mail which we will send to you acknowledging electronic receipt of your proposal.**

Please note that the compliance form can directly be forwarded to [ERA-CAPS.CallSecretariat@dfg.de](mailto:ERA-CAPS.CallSecretariat@dfg.de) by **email**.

Please make sure the Call Secretariat receives the signed form by **28 October 2016**.

 **PDF** [Formdata\\_Maria\\_Borre.pdf](#) (84 KB) 

#### Attachments:

[Pre-Proposal.pdf](#) (138 KB) 

[CVs merged.pdf](#) (98 KB) 

Please click  **Exit** to finish.



Exit