

Guidelines

for the Submission of Proposals in the DIP Programme

I. Programme Information

1. History

The DIP Programme was inaugurated in 1997 by the German Federal Ministry for Education and Research (BMBF) as a new element within German-Israeli research cooperation. Since 1997 three or four projects have been selected every year for a five-year funding. The administration of the programme was entrusted to the BMBF's International Bureau (IB). The DFG participated through the recommendation of experts for the review of the proposals and through the nomination of members for the selection committee who were then appointed by BMBF. The Committee whose chairman has always been a Vice-President of DFG has been in charge of recommending each time the best projects for funding. As from the 1st of January 2008 the DFG is taking over full responsibility for all scientific and administrative aspects of the programme.

2. Aims of the programme

DIP is an excellence programme. The aim is to strengthen excellence in German-Israeli research cooperation and to give substantial support to joint projects of outstanding quality.

3. Call for proposals

The call for proposals is published every year in September, with a deadline of 31st of March of the following year. From now on it will be found on the DFG Web site www.dfg.de. In addition DFG will send it individually to the seven Israeli institutions entitled to make proposals (see below).

4. Eligibility and Submission procedure

Each proposal for DIP project needs to feature a principal investigator (PI) at both a research institution in Israel and Germany. The Israeli PI serves as the overall coordinator for the entire project. The joint submissions can only be forwarded by the Israeli side. Eligible for the submission of proposals are the following institutions:

- Bar-Ilan University
- Ben-Gurion University of the Negev
- The University of Haifa
- The Hebrew University of Jerusalem
- Technion - The Israel Institute of Technology
- Tel Aviv University
- Weizmann Institute of Science.

Each one of these institutions is entitled to submit two proposals upon every call. To identify the two proposals the institutions organize an internal competition. The "Research Authorities" of the institutions are responsible for the process of selection among suitable proposals and for the formal correctness of the final submission to DFG to the deadline of 31st of March every year.

5. Research fields

Submissions are accepted within the full range of DFG's funding responsibility, i.e. all areas of research, basic and also applied, in as much as they are based at universities and the institutes of the Max-Planck Society, the Helmholtz Association and the Leibniz Association and the Fraunhofer Society.

6. Cooperation structure

The principal investigators from both sides jointly coordinate the project, with the Israeli PI serving as the main coordinator. Further participants from both inside and outside the lead institution within the respective country can be included in the setup of the project. Proposals shall describe the cooperation structure emphasizing for all partners the added value of the cooperation.

7. Duration of projects

All projects submitted to DIP have a standard duration of five years. The first funding period is for three years. The following two years are subject to a mid-term review.

8. Review and decision making

The DFG will conduct a review of all submissions to a call and forward the result of the review to a committee of experts (former DIP Project Committee) which is appointed by the DFG Joint Committee (Hauptausschuss). The Committee will always be chaired by a vice-president of DFG. The Committee will submit the result of its deliberations and its recommendation of projects to be funded to the Joint Committee for final decision.

II. Submission of applications

The following main guidelines have to be observed in all submissions within the DIP programme. For more general information on the format of DFG applications and all questions of doubt reference is made to the DFG Web site and the section on "Forms and Guidelines", notably DFG's general "Guidelines and Proposal Preparation Instructions" for the submission of research grants (1.02e.).

1. General Information

The length of proposals should not exceed 30 pages. CVs, lists of publications and offers on scientific instrumentation shall be attached as appendices. Proposals must be submitted in two copies.

All information on the principal investigators with their home institutions, the title of the project and a summary of the main goals of the joint research shall be given on the title page of the proposal for which a standard form is provided.

2. State of the art, preliminary work

The starting point of the project shall be set out by a concise description of the state of the art in the research field quoting the most important relevant work of other scientists. This description shall make clear in which context the project is situated and to which questions it intends to make an innovative, promising contribution. A summary of the authors' own previous work with exact references to publications should be added.

3. Project goals and work schedule

A concise description of the work programme and of the main goals the project shall be given, including possible results that may be relevant to areas other than science (policy, technology, economy, society). A detailed account shall be given of the steps planned during the duration of the project and the methods to be used. For experimental projects a plan detailing all intended experiments shall be established.

4. Funding

The total amount to be applied for in each individual project may amount to a total of 1.655.000 EUR for a maximum duration of five years. Funding may include running costs (staff, materials, travel) and instrumentation. In each project the share between the Israeli and the German partners can be freely negotiated. Normally it should be 50:50%. The German partner's contribution, however, should not be below 30% for the five year period.

Cost categories

a) Staff

Rates for fellowships and salaries need to be specified according to the scales as valid in the respective Israeli institutions on the one hand and in relevant trade agreement in Germany on the other.

- research staff:
 - post-docs
 - doctoral students
 - student research assistants (by way of lump sum indication)
 - technical staff
- b) Scientific instrumentation
The instrumentation must be advanced and highly specialized and specifically needed for the conduct of the project and not of a general kind for basic needs of the institute.
- For the German side the DFG rule on loans is valid, i.e. DFG purchases all equipment from above a cutoff point of 10.000 € and puts it to the disposal of the grant receiver as a loan.
- c) Consumables
Types or categories of consumables which are needed shall be given in lump sums.
- d) Travel
The purpose of travels within the project must be to intensify the cooperation the Israeli and the German partners. Funds can also be requested for the attendance of important international meetings relevant to the subject of the project. In indicating the frequency of the travels and number of participants an estimation of total funds which will be needed for travel cost shall be given.
- e) Publication expenses
A maximum of 1.500 € per year can be requested for publication purposes.
- f) Other types of cost, e.g. services rendered by third parties, paying research subjects, laboratory animals (species and number), documentation and scientific literature, etc.

5. Statement on available resources and the conditions for carrying out the project

In this section an account of all resources, including all types of funding which will be available to the project, shall be given, excluding the funds requested in this application.

- Composition of the team and sources of funding for the members
Names, academic titles and employment grades of participating scientists and research assistants shall be listed, as well as the number of technical employees who will be working on the project but not funded by the DFG. A separate list of the persons paid by the institution's basic funding and those paid from other grants (including fellowships) shall be added. Scientists with whom a cooperation in this project or a coordination of the research activities is planned, shall also be mentioned.
- Scientific equipment available
Larger instruments available to the project from basic equipment shall be listed. These may include large computer centres in case substantial amounts of computer time will be needed.
- The institutions' general contributions to running cost
The annual amount available from the institution's budget to the research field where the project is located, shall be given, using estimates where applicable.

6. Declarations

If you already receive funding for a project on the same scientific subject and with a similar constellation of participants or if you intend to submit a similar request for funding to other institutions, please mention details here. If this is not the case, please declare:

"A request for support of this cooperation has not been submitted to any other funding institution. In the event that one of us submits such a request, we will inform the Deutsche Forschungsgemeinschaft immediately".

If the PI on the German side is employed at a university which is a member of the DFG, please inform your university's DFG liaison officer about this application and mention this here.

If he or she is employed at a Max Planck institute, please inform the Head Office of the Max Planck Society about this application and mention this here.

7. Signatures

The application must be signed by both the PIs on the Israeli and the German side, and by the Head of the Research Authority of the Israeli institution which is responsible for the submission.

8. List of attachments

Please list all proposal attachments and mark those that you wish to have returned after completion of the review process.

9. Obligations

By submitting a grant proposal to the DFG, you agree to:

1. Adhere to the **rules of good scientific practice**.¹

In cases of scientific misconduct, the DFG may impose sanctions. Scientific misconduct is defined as the misrepresentation of facts in a scientific context, either consciously or due to gross negligence, violation of intellectual property of others, or any other infringement upon others' research activities. The circumstances of each case will be considered on an individual basis.

Depending on the nature and extent of the misconduct exposed, the DFG may impose one or several of the following penalties:

- issue a written reprimand to those involved;

¹ The rules of good scientific practice are presented in detail in the white paper *Proposals for Safeguarding Good Scientific Practice* (published by Wiley-VCH) and in the usage guidelines for research grants, DFG form 2.01 and 2.02 (available on the Internet at <http://www.dfg.de/forschungsfoerderung/formulare/gesamt.html>). They are based on the recommendations of an international commission on self-regulation in science and on a decision by the DFG's General Assembly, endorsed by the German Rectors' Conference, dated 17 June 1998. According to a decision made by the General Assembly on 4 July 2001, research institutions that have not implemented the rules of good scientific practice or do not abide by them will not be able to apply for or receive DFG funding as of 1 July 2002.

- exclude those found responsible from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
 - revoke funding decisions (complete or partial cancellation of the grant, recall the funds granted, reclaim funds spent);
 - demand that those concerned either retract the publications containing false data, correct the false data (by publishing an erratum), or include a reference regarding the DFG's retraction of funds in the relevant publication;
 - exclude those found responsible from acting as a reviewer or from membership on DFG committees;
 - deny those responsible the right to vote in DFG elections.
2. Devote the funds granted exclusively to the expeditious realisation of the research project supported by the grant. Therefore the use and accounting of funds must conform to the relevant regulations of the DFG.
 3. Submit **research progress reports** to the DFG according to the dates specified in the award letter, and document the use of the funds granted.

The DFG expects that the **results** of the research projects carried out with its support be made **available to the public**.