

Please strictly adhere to the following points:

If you do not yet have an elan user account, please note that you must register in the elan portal prior to submitting your proposal. <https://elan.dfg.de/>

This usually pertains to applicants who are submitting a proposal to the DFG for the first time. You will generally receive confirmation of your registration by the following working day. **It is not possible to submit a proposal without prior registration.**

The following **minimum** information is required for your proposal.

- **Project description (in English)**

Please **exclusively** use the **new project description template** that is available in the **elan portal** (DFG form 53.01 – **03/24**) – Link: www.dfg.de/formulare/53_01_elan

We cannot accept proposals that are drafted using an older template.

Please follow the specified structure. If some points are **not at all** pertinent to your proposal, please do **not delete them**, but rather mark them as *n/a*, *not applicable* or similar. → But please do **not** do so in **point 4.1.6 Considerations on aspects of ecological sustainability in the planning and implementation of the project**, since details regarding this are expected since spring 2024.

www.dfg.de/reflection_sustainability

- **Curriculum vitae relating to each applicant:**

Our elan portal contains the **CV template**, which must be used. Link: www.dfg.de/formulare/53_200_elan

For the list of project- and subject-related publications **within your project description (point 3) and the CV template**, please adhere to the Guidelines for Preparing Publication Lists (DFG form 1.91 – 09/22). www.dfg.de/formulare/1_91

Avoid the use of *et al.* or ... as placeholders in the list of publications for your CV and in the project- and subject-related list of publications in your project description; instead **list all authors in full.**

The project description is an essential basis for the review process. Proposals must be formulated in such a way that they can also be understood by reviewers without specific expertise in the subject matter at hand.

In the event that a **revised project proposal** is being submitted, a cover letter written in English should briefly set out the substantive revisions compared to the preceding proposal that was rejected.

Special guidelines relevant to the "DFG Priority Programme Antarctic Research": (it may be necessary to attach corresponding written information).

- **Participation in expeditions undertaken by the AWI Helmholtz Centre for Polar and Maritime Research:**
The AWI is generally not able to cover any non-institute researchers' costs associated with travel and transport to and from the deployment harbour for the research ice breaker POLARSTERN. Applications to cover funding of this and any costs relating to medical examinations and mountain training courses can be submitted to the DFG and must be specified in the proposal's cost plan. Please include the corresponding code no. in your proposal if journeys on the research ice breaker POLARSTERN are envisaged. The AWI must be notified even if you are planning a polar expedition without assistance from the AWI.
- **Participation in other national (such as BGR) or international activities:**
Applications to cover funding of corresponding costs can be submitted to the DFG insofar as they are not covered by the core support or special funding from the institute concerned and/or from the hosting institution. Please contact the coordination office in Rostock (spp-antarktisforschung@uni-rostock.de) regarding the loan of devices and equipment required.
- **Research activities at the German-French AWIPEV Arctic Research Base (formerly Koldewey Station) Spitzbergen:**
Research stays planned here must be registered by 30 September of the respective previous year at the AWI Potsdam Koldewey Secretariat, see www.awipev.eu/en/science/. Further information is available from Dr Marion Maturilli (Marion.Maturilli@awi.de).
- **Authorisation requirement relating to research activities in the Antarctic:**
The Act on "Implementation of the Protocol on Environmental Protection to the Antarctic Treaty adopted on 4 October 1991" must be observed. Research activities in the Antarctic organised in the Federal Republic of Germany or emanating from its territory are thereby subject to authorisation. Should your proposal include plans to conduct research activities in the Antarctic, the necessary notification and approval procedures by the Federal Environment Agency must be completed as far as possible prior to proposal submission to the DFG.
- **Adherence to the Antarctic environmental protection regulations:**
The Protocol on Environmental Protection to the Antarctic Treaty requires that all Antarctic researchers are familiarised with the Antarctic environmental protection regulations. The Alfred Wegener Institute accordingly holds a two-day seminar each year with a focus on environmental protection. It is mandatory for all those who conduct research activities in the Antarctic to participate. The Alfred Wegener Institute will issue a separate invitation at the required time. Should you require travel funds for this purpose, a corresponding application can be made to the Priority Programme coordinator Professor Dr. Ulf Karsten, Rostock.

Guidance on proposal submission via the DFG elan portal

Please note the difference between submitting a new and a renewal proposal and proceed as follows:

In the case of a **new proposal** → Proposal submission – New project. Proposal under a Priority Programme. Please select the corresponding Priority Programme from the list: "**Priority Programme 1158/23 Infrastructure area - Antarctic Research with comparative investigations in Arctic ice areas**"

In the case of a **renewal proposal** → Proposal submission – Proposal overview / Renewal proposal. Please select your project for which you wish to submit a renewal proposal. You can access the proposal form via the linked project title.

Please distinguish between the terms "applicants" and "other participating individuals".

Applicants are researchers who apply for/are awarded funding and therefore receive their own DFG reference number.

Other participating individuals: the elan portal provides the option of selecting the roles of co-investigators and cooperation partners.

Important! Before entering co-investigators and cooperation partners in the elan portal, please consider that the names of the researchers will be publicly accessible in the GEPRIIS project database (www.dfg.de/gepris) in the event of approval. Please reflect – also in consideration of the following aspects – on whether the contribution that the researchers are to make is sufficiently significant and whether publication of their names is desirable.

Co-investigators (generally **domestic**) are involved in managing the project. It is assumed that these individuals are eligible to submit proposals to the DFG, that they have completed their doctorate and that they themselves are not applying for funding as part of the submitted project nor are they to be financed from these funds.

Cooperation partners (generally **from abroad**): they are significantly involved in the project and are usually employed at universities and research institutions outside Germany.

In this regard, please refer to points 4.5 and 4.6 of the Proposal Preparation Instructions, in particular the information on agreements relating to cooperation / cooperation commitments that may need to be attached. **Please note when submitting your proposal that we will not forward any letters to reviewers and committee members that largely take the nature of endorsements.** Such letters should be limited to confirmation of the planned cooperation (activities that contribute to the planned project).