UK-German Funding Initiative in the Humanities
Call for proposals 2019/2020

OVERVIEW

This document is intended to support the UK-German Funding Initiative in the Humanities Call for proposals 2019/2020 funded by the Arts and Humanities Research Council (AHRC) and the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation). It should be read in conjunction with the Call Guidance Document. It is anticipated that the Frequently Asked Questions (page 8) will be a ‘living section’ that will be regularly updated in response to questions received by the AHRC and DFG. Changes will be recorded in the version control table above. It is therefore recommended that applicants refer back to the document regularly during the application process.

Where the information provided below or in the Call Guidance Document raises further questions, applicants should contact the AHRC or DFG. In the first instance, questions relating specifically to the eligibility of German applicants should be directed to the DFG. Any other questions, including those relating to wider call details, aims and objectives, areas of thematic focus and context, should be directed to the AHRC.

APPLYING FOR UK-GERMAN PROJECTS

Applicants

All applicants and their institutions must fulfil national eligibility rules for research proposals as set by the relevant funding agency (please see the AHRC Funding Guide https://ahrc.ukri.org/funding/research/researchfundingguide/ and DFG “Guidelines Research Grants Program” http://www.dfg.de/formulare/50_01/50_01_en.pdf).

Applicants will also need to ensure that their research falls within the remits of both funding agencies prior to submission:

for AHRC’s remit, please see: https://ahrc.ukri.org/funding/research/subjectcoverage/ahrc-disciplines/
for DFG’s remit, please see:
http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/index.jsp

Templates and Guidelines

• All applications must be submitted in English. Where appropriate for the research topic, applicants may also submit their proposals in both English and German, although they are not required to do so. The case for support must not exceed 10 pages in length. Applicants are obliged to ensure that the proposal contains sufficient information for evaluation.

• The UK PI must submit the proposal to Je-S, and then download a PDF of the proposal which they will need to give to the German PI so that the German PI can upload a copy of the proposal to elan.

• If the stated maximum number of pages is exceeded, or if required documents are not included, the proposal will be disqualified.

• Applicants must note that the national agencies retain the right to reject proposals where they fail to comply with the procedures set out in the guidelines. If a proposal is ineligible with one national agency, the complete project will be rejected by both agencies.

• The immediate resubmission of unsuccessful proposals from the first call under the AHRC-DFG MOU to the second call is not permitted, even if the proposal is revised. Any application judged to be a resubmission of an application under the first call will be rejected. However, applicants involved in unsuccessful applications under the first call may submit, or be involved in, different or new proposals for this second call.

• If a proposal has been previously submitted to other AHRC or DFG calls, this must be clearly stated in the case for support document (please also check AHRC and DFG rules regarding submission of a project to more than one scheme).

• All text based attachments should use an Arial or other standard sans-serif type font no smaller than point 11 and using standard (2cm) margins.

Required Call Documents

The following are a list of attachments that are permitted for this call for the Je-S submission. Please see Section 4 of the AHRC’s Research Funding Guide for further information about these attachments:

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Requirement and maximum page limits (sides of A4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae</td>
<td>Compulsory for the PI, each Co-I and any named researchers, both in the UK and Germany. Maximum of two sides of A4 each.</td>
</tr>
<tr>
<td>Publication Lists</td>
<td>Compulsory for the PI, each Co-I and any named researchers, both in the UK and Germany. One side of A4 each.</td>
</tr>
<tr>
<td>Justification of Resources</td>
<td>For UK Costs only. Compulsory. Maximum of two sides of A4.</td>
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</tbody>
</table>
Case for Support attachment (10 sides of A4)

This is the body of your integrated UK – German collaborative research proposal. You must outline clearly the rationale for the activities, the approach/methods to be taken and the context in which they will operate.

Please use the following headings to structure your Case for Support:

1. **Rationale and research context**

   Please explain briefly and precisely the state of the art in your field as it relates to your project. This description should make clear the context in which you situate your research project and the areas in which you intend to make a unique and innovative contribution.

   To develop and enhance your statement, you may refer to others’ and your own publications. Please list all cited publications in a bibliography at the end of the case for support document. Applicants should not list an unpublished manuscript. This bibliography is distinct from your list of publications which is to be uploaded separately.

   Please note that reviewers may, but are not required to, read any of the works you cite or include, and that panel members may not be experts in your field. The description of the state of the art must be intelligible to a non-specialist without reference to additional literature.

2. **Work programme including proposed research methods**

   The quality of the work programme is critical to the success of a funding proposal.

   The work programme must include:

   - a detailed account of the work packages and milestones planned during the proposed funding period (for experimental projects, a schedule detailing all planned experiments should be provided);
   - a detailed description of the methods that you plan to use in the project: what methods are already available? What methods need to be developed? What assistance is needed from outside your own group/institute?
   - information on each participant’s contribution to the project work;
   - a description of the added value of the proposed international cooperation; please note that a high level of integration will be a necessary condition for funding within the present joint funding initiative.

3. **Added value of international cooperation**
The cooperation among the partners involved and the expected added value of the planned UK-German cooperation should be described in detail.

4. Ethical issues

If there are any ethical issues raised in the research proposal, please describe how they will be addressed. If applicable, German applicants must include an ethics committee vote from the institution within which their research will be carried out. For more information about the conditions under which an ethics committee vote is necessary, please consult the FAQs under Informationen für Geistes- und Sozialwissenschaftler/innen: http://www.dfg.de/foerderung/faq/geistes_sozialwissenschaften/index.html.

5. Any additional information

Please use this section for outlining additional points of clarification about your project team and planned activities.

6. Planned and past cooperation with other researchers

Please list all researchers with whom you have collaborated on research projects or publications over the past 3 years and those with whom you have agreed to cooperate on this proposal. This information will assist the DFG and AHRC officers in avoiding potential conflicts of interest during the review process.

Curriculum Vitae (max. 2 sides of A4 each)

A summary curriculum vitae should be attached as a separate document for each Principal Investigator and Co-Investigator or named postdoctoral researcher. CVs should include basic information about education, employment history, and academic responsibilities.

Publication List (max. 1 side of A4 each)

Summary lists of publications/research outputs should be attached as separate documents for each Principal Investigator, Co-Investigator and any named researchers. These should cover major publications/outputs in the last five years. Brief articles, conference papers, etc. need not be included. You should asterisk those publications of particular relevance to your current research proposal. Unpublished publications/outputs may not be included.

Project Partner Letters of Support (max. 2 sides of A4)

You should include letters of support from all non-academic organisations entered on the Je-S form as ‘Project Partners’. A Project Partner is an organisation which contributes in cash or in kind to the project but which is not requesting any money.

Data Management Plan (max. 2 sides of A4)

A Data Management Plan should be provided in line with the requirements outlined in AHRC’s Research Funding Guide. Improving the management and handling of research data is a priority both for national and international research organisations and for research in general. Please consider existing standards and data repositories or archives in your disciplines and in UK / German national and international contexts where appropriate.

BUDGET

German Budget
Justify each item for each applicant (stating last name, first name). Follow the outline given in the relevant guidelines (Leitfäden) for the requested modules: [http://www.dfg.de/foerderung/programme/einzelfoerderung/sachbeihilfe/formulare_merkblaetter/index.jsp](http://www.dfg.de/foerderung/programme/einzelfoerderung/sachbeihilfe/formulare_merkblaetter/index.jsp) on DFG’s Research Grants Programme (Sachbeihilfe). Note that there are both general guidelines (50.01) as well as specific guidelines for each individual module (52.01–52.07). Please make sure to submit all necessary documents for the requested modules. See also the information on personnel rates (60.12) as well as the information on the payment of doctoral students (55.02).

**UK Budget**

The budget requested from AHRC may not exceed £350,000 at 100% fEC (£280,000 at 80% fEC Research Council contribution). Standard AHRC funding requirements apply to the UK component as outlined in AHRC’s Research Funding Guide. UK costs should be approved by an eligible UK research organisation in line with the requirements of full economic costing for applications to UK Research Councils.

Please note that international Co-Investigators outside of Germany may be included within the UK component, but that funding for project-linked studentships is not an eligible cost on the UK side.

**PLEASE NOTE:**

The UK budget will be entered into J-eS, the German budget will be itemized using the DFG financial form, which is available for download from the call page on the AHRC website. This should be uploaded as a 'Non UK Component’ attachment into Je-S by the UK PI.

**Justification of Resources attachment (2 sides of A4)**

This statement should be used to justify the resources required to undertake the project. **It should be for the UK costs only. Justification for the German costs should be included in the German Budget document which is to be uploaded as a Non UK Component attachment.**

Within the Justification of Resources document, you should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Please note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings: Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- In the following cases, the basis of the costing need not be justified, but the need for the resources does need justification:
  - Investigator Time
  - Use of Internal Facilities
  - Shared Staff Costs
- Please attempt to be explicit about the need for the level of investigator time sought.
- Please do not justify estates and indirect costs.

**Non UK attachment- German Budget (4 sides of A4)**

This document should be used to list and justify the resources required to undertake the German part of the project. This document is to be uploaded as a Non UK Component attachment.

Some pointers:

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• Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required.
• Do not list indirect costs. The lump sum (Programmpauschale) will be added automatically to each funded project by DFG.
• The module “Mercator Fellow” may not be requested for a UK partner.
• Carefully check the guidelines for the different modules. Some of them, e.g. the Replacement Module or the Temporary Position for Principal Investigators, require additional documents.
• You may delete positions from the template that are not applicable to your proposal.

PROPOSAL SUBMISSION

The AHRC is leading the administration of this second call and should therefore be the first point of contact for general enquiries relating to the call.

A single integrated proposal, with separate financial sections for each national agency, must be submitted by the UK PI via AHRC/UKRI’s submission system “Je-S” by 4pm on Wednesday February 26th 2020. The UK PI must provide a PDF copy of the Je-S submission to the German PI to upload to the DFG’s submission system “elan” by midnight (German time) on Wednesday February 26th 2020.

Proposals received by AHRC and DFG after the deadline will not be eligible.

The UK PI should submit the joint proposal using the UKRI’s Je-S (https://je-s.rcuk.ac.uk/).

To prepare a proposal form in Je-S:
• log-in to your account and choose ‘Documents’ from the menu;
• then select ‘New Document’;
• ‘AHRC’ as the Council,
• ‘Standard Proposal’ as the Document Type;
• ‘Development Grants’ as the Scheme;
• ‘AHRC DFG Research Grants 26 February 2020’ as the Call/Type/Mode; and
• ‘Create Document’.

Je-S will then create a proposal form, displaying the relevant section headings. Using the Blue Question Marks and the ‘Help’ link at the top of each section will provide guidance relevant to that section of the form.

Please note that selecting ‘Submit document’ on your proposal form in Je-S initially submits the proposal to your host organisation’s administration, not to AHRC. Please remember to allow sufficient time for your organisation’s submission process between submitting your proposal to them and the call closing date. In addition, please ensure that you allow sufficient time for the pdf copy of the proposal documents submitted to Je-S to be downloaded and submitted to DFG through elan by midnight on 26 February 2019 in line with the requirements below.

Please note that when submitting the proposal via “J-eS”, the German Principal Investigator and Co-Investigator(s) must, for technical reasons, be entered as “co-investigators”.

All Investigators who will be named on the application form, whether based in the UK or Germany must have a Je-S account. Where this doesn’t already exist, it can be easily set-up, but please note that it can take a number of days so it is strongly recommended that the process be started well before
the application deadline. Je-S accounts can be created on the Je-S site [here](#). During account set-up an account type of ‘An Applicant on a Standard/Outline Proposal’ must be selected. If you require assistance with the process please contact the Je-S Helpdesk at JeSHelp@je-s.ukri.org or +44 (0)1793 44 4164.

German applications will be required to submit their costings on the finance form provided as an attachment to the integrated proposal submitted to the AHRC. UK applicants should include their costs in the J-eS budget table.

**Je-S FORM GUIDANCE**

**Investigator costs and time**

No staff costs should be included for the German PI/ Co-I in the Je-S form. In the Investigator section, zero should be entered into the fields which ask for ‘Salary Rate’ and ‘Total number of hours to be charged to the grant over the duration of the grant’ for the German PI. No costs should be included on the Je-S form that will be incurred by the German members of the project team - only costs incurred by the UK team should be included. Shared costs/resources may go under either budget.

**Objectives**

Please give a concise description of your project’s research objectives with particular attention to the innovative nature of the project, its importance for the development of this particular field of study and the added value of collaboration between UK and German researchers in addressing the stated research objectives.

If the proposed research is likely to have wider benefits, applicants should describe these benefits in the case for support, for example:

- In terms of the involvement of cultural and heritage organisations, public engagement or generating other forms of economic, social or cultural value;
- Or in developing wider international networks and collaborations beyond Germany and the UK;
- Or in providing the basis for collaboration with disciplines beyond those specified as eligible in the call.

**elan SUBMISSION**

Once the UK Principal Investigator has submitted the joint proposal through Je-S, the downloaded pdf proposal documents should be submitted by the German Principal Investigator to elan. Applicants requesting funding from DFG need an elan account. One is easily set up, but registration should be completed by 19th February 2020 at the latest.

- Funding scheme: Individual Grants Programme/Research Grant (Einzelförderung/Sachbeihilfe)
- Call to select: UK DFG/AHRC-Call 2020
- Acronym: Please do NOT fill in an acronym, use it to state the ‘AH/X000000/I’ number from your proposal submission to Je-S. The funding agencies need this information to link the different submissions.
- Title and Summary: You do not have to translate either from English into German. Just copy/paste your English title and summary into the boxes that call for the information in German.
• PIs and Co-Is from the UK are to be added as “Participating Individuals” in the role of “Cooperation Partner”.
• All documents submitted to Je-S are to be uploaded to elan as well (one pdf).
• DFG-specific documents (e.g. statement from the potential employer for Temporary Positions for PI or the statement by the university for the Replacement Module) need only be submitted to elan, not to Je-S.
• The CVs are included in the pdf of the documents uploaded to Je-S, but elan is set up to reject any application that does not have at least one CV uploaded in the appropriate spot. Thus, please add the CVs here as well.

FREQUENTLY ASKED QUESTIONS
FAQ to be updated whilst the call is live

Contact Information

AHRC
For queries about this call, such as eligible activities and costs or remit of the call:

enquiries@ahrc.ukri.org
Please put DFG in the subject heading
+44 (0)1793 416060
(available Monday to Friday 8:30-16:30).

Dr James Davies, International Partnerships and Engagement Manager

For queries on using Je-S such as creating and submitting the application form or Je-S account creation, please contact the Je-S Helpdesk on 01793 444164 or jeshelp@rcuk.ac.uk

Monday to Thursday 8.30am - 5.00pm UK Time and Fridays 8.30am - 4.30 pm UK time (Excluding Bank Holidays and Other Holidays)

DFG

AHRC-Ausschreibung@dfg.de

Sigrid Claßen
Tel. +49 (0)228 885-2209

Dr Nora Böttcher
Tel. +49 (0)228 885-2693

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