Excellence Programme:
DZHK Junior Research Groups EX.2a-A

- Research proposal -

Please refer to the DZHK funding guideline for ‘DZHK Junior Research Groups’ (EX.1-A) for objectives that can be financially supported.

The research proposal consists of two parts, the ‘Description of research’ (A) and the ‘Appendix’ (B) which includes the curriculum vitae (CV) and a list of publications. Please prepare your research proposal in English. Sections 5-10 of part A, ‘Description of research’, should not exceed 10 pages including all sections and references and should be structured according to the sections listed below. The CV should be no more than two pages. The CV and the list of publications should follow the provided templates.

Comments on ethics and relevant animal protocols including documentation of approval or submission, dates and protocol numbers from relevant authorities can be annexed to the proposal (if applicable).

Please submit the research proposal as word file or in rich text format (\*.rtf).

Please delete all preparation instructions (italic) after reading!

The following information on protection and processing of personal data explains which data we may collect and what happens to any personal data. The information applies to the submission of applications for funding of projects by the DZHK e. V.

**Information to be provided pursuant to Article 13 GDPR**

We are obliged to inform you how your personal data are collected and processed:

**Controller**

The controller responsible for collection and processing of the data is:
Deutsches Zentrum für Herz-Kreislauf-Forschung e. V. (DZHK)
Potsdamer Str. 58
10785 Berlin

**Purpose of the processing**

We process your data to process proposals you submitted for the conduct and financing of a research project. If the project is funded, we also process your data to evaluate the success of the programme by tracking your professional career for up to ten years after the funding ends. Legal basis of this processing activity is Article 6 (1) point (b) GDPR.

**Categories of personal data processed**

The following personal data are processed:

Your name and first name and contact details, including postal address, telephone and fax numbers, email address and if necessary further contact details, professional qualification and career (including career breaks), curriculum vitae, ORCID-ID and publications.

**Categories of recipients**

Internally, employees of the administrative office of the Deutsches Zentrum für Herz-Kreislauf-Forschung e. V. have access to the personal data. In the course of processing your proposal, the proposal including your personal data is transferred to members of the DZHK committees and external reviewers.

**Transfer of personal data to a third country**

The personal data you provided may be transferred to recipients in third countries for the purpose of evaluation. In the case of transfer, suitable safeguards are provided to ensure an adequate level of protection within the meaning of Article 46 GDPR.

**Erasure of personal data**

The personal data are deleted after the end of processing when their storage is no longer necessary unless law requires storage of the personal data. In individual cases a storage of individual data for a longer period of time may be required. The period of storage in these cases depends on legal obligations concerning storage of data, for example the Fiscal Code of Germany (six years) or the Commercial Code (ten years).

**Data protection officer**

If you would like to receive further information about data protection, please contact our data protection officer.

Lawyer Marcel Wetzel
Theodor-Heuss-Platz 4
14052 Berlin
Email: mail(at)wetzel.berlin
Telephone: +49 30 895 66 160
Fax: +49 30 895 66 161

**Provision of personal data or no provision of personal data**

The provision of personal data is required in order to process the proposal you have submitted. Proposals cannot be processed when personal data are not provided.

**Automated decision-making**

There is no automated decision-making and profiling.

**Your rights**

As a data subject, you have the right of access to the personal data concerning you (Article 15 GDPR) and to obtain the rectification of inaccurate personal data concerning you (Article 16 GDPR) or to obtain erasure of personal data concerning you where one of the grounds of Article 17 GDPR applies, for example when the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed. You have also the right to obtain restriction of processing where one of the conditions referred to in Article 18 GDPR applies and in cases pursuant to Article 20 GDPR the right to data portability. You have the right to object, on grounds relating to your particular situation, to processing of personal data concerning you which is based on Article 6 (1) point (e) or (f). In such a case we ask you to provide the grounds. Every data subject has the right to lodge a complaint with a supervisory authority, if the data subject considers that the processing of personal data relating to her or him infringes the provisions of data protection (Article 77 GDPR).

# Description of research

## Applicant/Coordinating investigator

Name, institution, email

[…]

## Collaborating scientists/institutions

Please give contact details of project partners. Details of their contribution to the research project, either direct or indirect, should be given under section 8.

Name, institution

[…]

## Title of the project

The title of the project should be concise and brief (max. 100 characters with spaces). Please make sure that the title does not contain any confidential information because, in case of funding, it will be used in public reports.

[…]

## Lay summary

The summary may be used to help us communicate the research to supporters and the general public. Please write concisely and in simple terms describing the question being addressed, the methods to be used, and the relevance of the expected results to cardiovascular medicine. Please ensure that the summary does not contain any confidential information. Please provide the lay summary in English and German, if possible.

[…]

## Summary and objectives

Please give a concise summary of the project concept. Which principal research questions will be addressed? What are specific late translational aspects? Which major results and endpoints can be expected? Major endpoints should be defined in a quantifiable manner for follow-up and decision making. (max. 1,500 characters with spaces).

[…]

## Significance and state-of-the-art

Please describe the current state-of-the-art and the innovative aspects of the project. You may refer to your own and other researchers’ work. Please comment on translational aspects of the project.

[…]

## Competitiveness

Please benchmark the approach described in the application in the relevant competitive field. Consider major advantages and possible disadvantages of the project in relation to the state-of-the-art.

[…]

## Project plan

Please concisely describe your project’s research programme, scientific objectives, aims, deliverables and the working programme. Please provide a detailed description of the methods that you plan to use in the project and a schedule (deliverables, milestones and bar chart). Please discuss particular strengths and weaknesses of the project and include decision milestones as appropriate. Please explain the contributions of project partners to the planned research project.

[…]

## Utilization of results

Please describe planned knowledge transfer activities and provide information on the dissemination strategy. Please make an assessment of prospects for commercial and for scientific or technical success. Please describe planned scientific or commercial follow-up projects. This might include dissemination and transfer of research results to the business community, publication or presentation of data, use for follow-up studies, development of treatment, patent application etc.

[…]

## Budget plan

Please provide a detailed and comprehensible budget plan (personnel, consumables, animal costs, travel costs, etc.). The financing plan should show the financial resources required for the proposed research. Please justify all items applied for in terms of requirement.

The DZHK only covers direct research costs, and will not reimburse university or research institution overheads. Publication charges must be incurred during the term of the project.

Changes to the financing plan following approval are permitted only within certain limits. Therefore, it is important to provide accurate costings when applying for funding. The numbers in the table correspond to the numbers in the AZA/AZK form.

Funding for the proposed research requested from the DZHK shall be specified and justified in the section ‘Funding requested from the DZHK’ (up to €275,000€ per annum).

The financial contribution from the hosting institution shall be shown and justified in the section ‘Financial contribution by the hosting institution’ (at least €25,000 per annum).

#### Funding requested from the DZHK

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AZA categories** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
| 0812 Scientific staff |  |  |  |  |  |  |  |
| 0817 Technical staff |  |  |  |  |  |  |  |
| 0831 Items <800 EUR |  |  |  |  |  |  |  |
| 0832 Rentals |  |  |  |  |  |  |  |
| 0835 Awarding of contracts |  |  |  |  |  |  |  |
| 0843 Consumables |  |  |  |  |  |  |  |
|  | 0838 Consumable material |  |  |  |  |  |  |  |
|  | 0839 Business needs |  |  |  |  |  |  |  |
|  | 0841 Special expenses |  |  |  |  |  |  |  |
| 0846 Travel |  |  |  |  |  |  |  |
|  | Domestic |  |  |  |  |  |  |  |
|  | Abroad |  |  |  |  |  |  |  |
| 0850 Items/Investments >800 EUR |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

Please delete all preparation instructions (italic) after reading!

Remarks to the financial plan

* Please give brief explanations for every cost item.
* Where applicable, break down consumables or use a table.
* The costs for equipment directly attributable to the project can be applied for. Costings for equipment requested with a value exceeding €800 excluding VAT should be based on actual written quotes of the supplier. One quote per item of equipment should be included.

Staff expenditures (AZA category 0812):

When applying for medical personnel salaries: It is to be justified that a physician is necessary for the specific project. Is medical expertise required for the activities described? Beyond that, the applicant must confirm (possibly when hiring at a later stage) that the physician necessary for the project is entitled to compensation according to the collective agreement for physicians (TV-Ärzte).

[...]

Consumables (AZA category 0843):

[...]

Travel (AZA category 0846):

[...]

Items/Investments (AZA category 0850):

[...]

#### Cost covered by the hosting institution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AZA categories** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
| 0812 Scientific staff |  |  |  |  |  |  |  |
| 0817 Technical staff |  |  |  |  |  |  |  |
| 0831 Items <800 EUR |  |  |  |  |  |  |  |
| 0832 Rentals |  |  |  |  |  |  |  |
| 0835 Awarding of contracts |  |  |  |  |  |  |  |
| 0843 Consumables |  |  |  |  |  |  |  |
|  | 0838 Consumable material |  |  |  |  |  |  |  |
|  | 0839 Business needs |  |  |  |  |  |  |  |
|  | 0841 Special expenses |  |  |  |  |  |  |  |
| 0846 Travel |  |  |  |  |  |  |  |
|  | Domestic |  |  |  |  |  |  |  |
|  | Abroad |  |  |  |  |  |  |  |
| 0850 Items/Investments >800 EUR |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

# Appendix

## Curriculum vitae

### Personal information

|  |  |
| --- | --- |
| Name, academic title |  |
| Working address |  |
| Date of birth |  |

### Education

mm/yyyy MD/PhD/doctoral thesis, name of faculty/department, name of university/institution, country, name of supervisor

mm/yyyy Diploma/master/state examination, name of faculty/department, name of university/institution, country

[…]

### Current position(s)

mm/yyyy – mm/yyyy Current position, name of faculty/department, name of university/institution, country

[…]

### Previous position(s)

mm/yyyy – mm/yyyy Position held, name of faculty/department, name of university/institution, country

[…]

### Selected fellowships and awards (if applicable)

mm/yyyy – mm/yyyy Scholarship or award, name of faculty/department/centre, name of university/institution, country

[…]

### Supervision of graduate students and postdoctoral fellows (if applicable)

mm/yyyy – mm/yyyy Number of postdocs/PhD/master students, name of faculty/department/centre, name of university/institution, country

[…]

### Institutional responsibilities (if applicable)

mm/yyyy Faculty member, name of university/institution, country

mm/yyyy Graduate student advisor, name of university/institution, country

mm/yyyy Member of the faculty committee, name of university/institution, country

mm/yyyy Organizer of the internal seminar, name of university/institution, country

mm/yyyy (Co-) organization of scientific meetings, type and name of event, country

mm/yyyy Member of a committee; role, name of university/institution, country

[…]

### Selected further activities

mm/yyyy Role, name of university/institution, country

[…]

### Career breaks

*Please give the exact dates and indicate the reason and the duration in months.*

[…]

## List of publications

Please delete all preparation instructions (italic) after reading!

Please prepare your list of publications according to the following instructions:

* *Please divide between original articles, review articles and book chapters.*
* *The publication list must include only publications of the applicant which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance and book publications.*
* *For articles that have been accepted for publication but not yet published, the manuscript must be submitted along with the publisher’s acknowledgement of acceptance.*
* *Publications need to be listed in format given below.*
* *Articles listed do not need to directly relate to the proposed project.*
* *Authorship must be cited unchanged and in accordance with how it appears on the published works.*
* *Please provide the Journal Impact Factor (IF) for each listed publication.*
* *The number of listed publications is not restricted.*
* *List all authors.*
* *List references according to the date of publication; starting with the most recent one.*

### Original articles

1. Smith HJ, Allen S, Yu W, Fard S. This is the title. Circulation. 2004; 104:276-308. IF 18.88

[…]

### Review articles

1. Smith HJ, Allen S, Yu W, Fard S. This is the title. *Circulation*. 2004; 104:276-308. IF 18.88

[…]

### Book chapters

1. Meidell RS, Gerard RD, Sambrook JF. This is the title. In: Roberts R, editor. Molecular Basis of Cardiology. Cambridge, MA: Blackwell Scientific Publications, 1993:295–324.

[…]