Guideline for the online registration of a research project to the Research Commission

2026-02

The basis for the application is the current "*Richtlinie der Forschungskommission*" (version 2026-01)

The application for research funding is submitted via the online form on the homepage. The link is made available online 4 weeks before the respective deadline. Templates are provided at the bottom of the web page
www.medizin.hhu.de/forschung/foerderung/foerderlinien-der-forschungskommission

or via the intranet: www.mitarbeiter.hhu.de/med-intern/beantragung-von-forschungsprojekten

Attachments: Several documents are required for electronic submission, which can be prepared in advance. The file names including numbering are predefined. The documents must be saved as PDF files, and the file size per document should not exceed 2 MB.

1. **Abstract/Summary**
   Content: short summary of the proposed project, one PDF file in German and one in English
   PDF file (max. 2MB), each max. 1 page; Both files can be selected and uploaded at the same time
   Designation: *01 Surname – summary; 01 Surname – Zusammenfassung*

2. **Project application/proposal**
   Content: Project application in English following the application-structure template. As a rule, the DFG guidelines for the description of research projects apply, including explanatory texts that the DFG provides for individual sections.[1] The application structure templates (status 2026-02) do not apply to the two funding instruments Clinician Scientist and Medical Scientist Advanced. In case of questions, please contact the coordinator of the Research Commission
   Application template:

a) For *junior researcher*, *integration, networking funding*: approx. 15 pages, max. 20 pages!
b) *Clinician Scientist Level 1 & 2*: approx. 15 pages, max. 20 pages!
c) *Clinician Scientist Level 3*: no project description, see page 3
d) *Medical Scientist Advanced*: Individual template orientated to target position see page 4

   PDF file (max. 2MB), DFG standards are required
   Designation: *02 Surname – Proposal*

3. **Curriculum vitae/CV**
   Content: Academic CV in English according to the 'CV template' on the homepage please adapt the table layout to the content. As a rule, multiple CVs are submitted **only in the networking funding line**, one for each applicant involved in the proposal.
   PDF file (max. 2MB)
   Designation: *03 Surname - CV*

4. **Project-related publications**
   Content: List of your own **project-related** publications according to the DFG notes on publication lists. Please list only your most important publications that have a **direct relation to the proposed project** and document **your** preliminary work. This list constitutes a key basis for the project evaluation.
   If you are a first-time applicant and therefore cannot list any project-specific publications, please upload a document on which you can make a note of this.
   PDF file (max. 1 MB)
   Designation: *04 Surname – project-related publications*

5. **Letter of support**
   Content: Approval by the directors or heads of the participating institutions/clinics.
   Funding instruments except Clinician Scientist: In the letter of support, the responsible authority **must explicitly address each of points 1 to 3** of the guidelines on page 8 ff. In particular, the funding of the 3rd year and a supervision concept must be explicitly addressed in the case of a requested doctoral position. If you intend to use, for example, laboratory space in another clinic for the project, then a letter of support from the responsible person there is required.

In the Clinician Scientist programme the letter of support differs. Here, a strategic career development plan (template is provided in the mandatory meeting before submission of the application) must be attached to the letter of support.
If the correct information is missing in the LoS, this may lead to exclusion from the review process.
PDF-file (max. 1 MB)
Designation: *05 Surname – letter of support last name (second last name of the supporting person)*

6. **If required: project-relevant ethics vote (Ethikkommission Düsseldorf!)**
(or preliminary decision) **incl. study number**
Content: if applicable, ethics vote, if it includes more than once document, create one PDF file
PDF file (max. 2 MB)
Designation: *06 Surname – ethics opinion*

7. **If required: LAVE**
Content: if applicable, animal experiment authorisation or provisional decision of the LANVU together with the non-technical project outline
PDF file (max. 2 MB)
Designation: 07 *Surname* – LAVE

8. **If available: current project funding** by internal and external funders
Content: current project funding should be disclosed in a separate document
Details: Donor, grant/funding recipient, topic, duration, type and amount of funding; the distinction between the parts of the project now applied for and those already funded must be adequately explained and differentiated in terms of content. Double funding is not permitted.
PDF file (max. 2 MB)
Designation: *Surname – current funding*

9. **If required: additional documents** *(cooperation agreement, letter of recommendation, offers, etc.)*
Please name the documents clearly.
PDF file (max. 2 MB)
Designation: *09 - additional document*

Next steps:

(1) Access the online registration form (homepage, right-hand side), enter your details and upload all required documents. Sending the documents by E-Mail will not be accepted.
(2) After you have sent the form, you will receive an automatic confirmation of receipt by E-Mail. If you do not receive a confirmation, please send an E-Mail
(3) Your submitted documents will be reviewed during the meeting at the end of the month. If there are any queries regarding your application, you will be contacted by us.
(4) After submission, it takes up to six or seven weeks until you will receive further information.

When you submit your application, it can only be subsequently amended if you officially withdraw it by E-Mail to the research commission. After that, you can resubmit the revised proposal.
Only proposals that meet the formal and substantive requirements for the successful completion of the project will be considered.

Thank you for your understanding.

Advanced Clinician Scientist

Applicants for Advanced Clinician Scientist must meet the following requirements.

Eligible to apply are:

- Doctors with a doctorate who are employed at the University Hospital Düsseldorf and who have completed their specialist training in a clinical subject with direct or indirect patient care
- Who have their own competitive third-party funding by the time of application
- Who have not habilitated or whose habilitation dates back no longer than 5 years

Checklist for application submission:

The following documents are required as separate PDF files for the online portal (please not the naming of the files).

1. Confirmation of the third-party funding (financial backer, grant/funding recipients, topic, duration, type and amount of funding)
2. Brief summary (max. 6 pages) of the scientific objectives and the work programme of the externally funded project, as well as a description of the continuing research and funding strategy beyond the duration of the project.
3. Curriculum vitae/CV: including a description of your scientific career and a structured list of publications in accordance with the DFG guidelines.
4. Binding commitment by the clinic management, that

a) time off for research is guaranteed,
b) the persons responsible for the duty roster have been informed,
c) the workplaces/laboratories required for the implementation are available and
d) a readmission will take place after the expiry of the pro-rata leave of absence

Funding volume: funding is provided on a pro-rata basis for the own position (Ä2 or Ä3 30%) up to a maximum of 3 years. In the case of part-time, the relative share of funding from faculty resources may not exceed 30%.

Review: the members of the research commission carry out the review internally. The review includes a presentation in the public session in which the applicant introduces his/her project and him/herself.

Obligations of the funding recipients and performance review:

Grant recipients are expected to publish their research results in peer-reviewed journals. Reference must be made to the support provided by the Faculty of Medicine. The research commission must be informed about the departure of an applicant from the University Hospital Düsseldorf. Unused funds remain with the faculty.

Medical Scientist Advanced

Applicants must meet the following requirements.

Eligible to apply are:

- non-medical scientists with doctorates from the University Hospital Düsseldorf with substantial external acquisition of third-party funding and excellent publication performance.
- The applicant's aim is either outstanding individual funding (e.g. Heisenberg professorship, ERC funding, etc.) or, in a coordinating function, joint project funding
- The application must address the individual goal of the envisaged external funding instrument

The following documents are required as separate PDF files for the online portal (make sure that the PDF documents are clearly named):
As a rule, the same documents are required as on pages 1 and 2 of this guide, with the important exception of the template for the project description, which is usually based on the applicant's intended funding target. The application template is available on request or in the downloads on the intranet.