Advanced Projects – Registration and Submission

To open the application tool, please use the following link:
https://med-fak.rrze.uni-erlangen.de/izkf

The login page appears. Here you must first register for the system using the "Registrieren"/"Register" button. If you, for example, are a member of the Management Board or the Junior Scientist Committee, you can already enter your login data and log in directly.

1) Registration

The following page opens. Please enter your user name and assign a password.

Password specifications:
min. 8 characters, 1 capital letter, 1 lower case letter, 1 number and 1 special character
Procedure – Application for IZKF Advanced Programmes

After entering all required fields please close your registration by clicking on the button “Registrieren”/ “Register”. After completing the registration, you are unlocked for the system and can now submit your project outline in the tool.

If you register with an external email address (no FAU / UK address), you need to be activated by the IZKF administrative office after your registration. You will be informed by email.

Initially, only one primary address was filed for the clinics / departments / institutes. If this does not apply to you, please contact the IZKF administrative office (izkf-administration@uk-erlangen.de, 09131 85 46842). The office will provide the correct address.

For the Faculty of Medicine and the Department of Biology, all institutes / chairs have been deposited. Dummies were created for all other faculties and departments of the Faculty of Natural Sciences (for example, the Faculty of Natural Sciences - Dummy).

In this case, please arrange the installation of your institute by contacting the IZKF administrative office.
2) Submitting of project outline

After successful registration, please open the following link
https://med-fak.rrze.uni-erlangen.de/izkf and login with your login-data.

After successful login the following page appears. You are under the item "Meine Anträge"/"My Applications". Here you can see all created application and their statuses.

You can create a new application under the point "Neuen Antrag einreichen"/ "Submit new proposal". Please select the call for proposal for which you would like to submit your application.
The mask for the application opens.

First, you have the opportunity to add more applicants, to qualify for the call and to select the institution leading in means. A description of these points can be found below.

**Author:**

For every application, there is one “author”, who receives the writing permission for the application. The applicant who creates the application will be the author. The author may add further applicants who receive reading rights to the application. (If an application is formally rejected by the IZKF administrative office, another applicant can be used as the “editor” of the application.) This "editor" then receives the writing rights, the other applicants only the reading rights. Please contact the IZKF administrative office in this case.

**Further applicants:**

The author has the possibility to add max. 2 additional applicants via the button “Antragsteller hinzufügen”/ “Add applicants”. The following selection list appears.

Applicants must already have registered in the system to be successfully selected for the application.

Please select max. 2 other applicants and then click on the “Hinzufügen”/ "Add" button.
The selected applicants then appear in the application and, like the author, must qualify for the call to submit an application successfully.

Qualification for the call for proposal:
In order to successfully submit an application, each individual applicant must qualify for the call via the application tool by uploading the following documents:

- Grant letter from a third-party funded project running in the application year (2019) funded by a third-party agency with a LOM factor of at least two
- (DFG, assessed federal and state funding (e.g. BMBF), EU, Bavarian Research Foundation / Bavarian State Foundation, Dt. Stiftung für Herzforschung, Else-Kröner-Fresenius-Stiftung, German-Israelian-Foundation (GIF), Humboldt-Stiftung, José-Carreras-Stiftung, Mildred-Scheel-Stiftung/ Deutsche Krebshilfe, NIH-Grants, Novartis Stiftung, Thyssen-Stiftung, Volkswagen Stiftung, Wilhelm-Sander-Stiftung)
- at least two original publications as first or last author in the last 5 years (2014-2018)
- Research profile

The qualification has to be done by each applicant him- or herself. In order to qualify, the added applicant must log in to the tool and then have two options to qualify.
**Option 1 (Qualification in the application):**

Under the item "Meine Anträge"/ "My applications", the applicant can see the application for which he or she was registered as co-applicant. Unless he or she is the author of the application, the co-applicant has only reading rights. He or she has the opportunity to qualify via the button "Qualifizieren"/ "Qualify".

![Image of Antragsteller interface showing "Qualifizieren" button]

**Option 2 (Qualification in the profile):**

Under the item "Profil"/ "Profile" you can qualify for a call. You must select the appropriate call for this.

![Image of IZKF Profile interface with "Qualifizieren für IZKF-Antragsverfahren" button]

The following window opens for selecting a call. Please select a call.

![Image of Profile interface with dropdown menu and "IZKF 2015..." options]

The following window then opens (further process as in option 1).
If you have clicked on the “Qualifizieren”/ “Qualify” button, the following window appears. Please upload the required data here and then click “Sichern”/ “Save”.

Please add min. 2 and max. 5 publications as first or last author in the last 5 years (2014-2018). Here you can upload the publications directly from PubMed.

After saving, you return to the application view.

As soon as an applicant has uploaded all the documents for the qualification, a checkmark appears at “Qualifiziert”/ "Qualified" (author view). After submitting the application, the IZKF administrative office also checks the necessary qualifications of the applicants.

The qualification is valid for all applications submitted in the current procedure and can not be changed after submitting an application.

**An application can be saved at any time without all the data being entered or each applicant being qualified.**
**Project title**

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<tr>
<th>Projekttitel</th>
<th>Projekttitel kurz Deutsch (max. 50 Zeichen)</th>
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<td>Projekttitel kurz Englisch (max. 50 Zeichen)</td>
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<td>Projekttitel lang Deutsch (max. 110 Zeichen)</td>
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<td>Projekttitel lang Englisch (max. 110 Zeichen)</td>
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**Content assignment of the project (min.1, max. 5 keywords to assign)**

- Allergy
- Anatomy & Morphology
- Anesthesiology
- Biochemistry & Molecular Biology
- Cardiac & Cardiovascular System
- Cell & Tissue Engineering
- Cell Biology
- Clinical Neurology
- Cognitive Neuroscience
- Developmental Biology
- Experimental Immunology
- Experimental Pathology
- Experimental Radiology
- Experimental Surgery
- Experimental Therapeutics
- Food Science
- Forensic Medicine
- Geriatric Medicine
- Hematology
- Infectious Diseases
- Internal Medicine
- Legal Medicine
- Medical Education
- Medical Psychology
- Medical Psychology & Health Behavior
- Medical Radiation Therapy
- Microbiology
- Oncology
- Ophthalmology
- Orthopedics
- Pathology
- Pediatrics
- Psychiatry
- Public Health
- Rheumatology
- Rehabilitation Medicine
- Reproductive Medicine
- Respiratory Medicine
- Surgery
- Toxicology
- Urology
- Virology
- Vascular Biology
- Vascular Medicine
- Virology - Infectious Diseases
- Virology - Oncology
- Virology - Pathology
- Virology - Therapeutics

**Assignement to research areas**

- Wissenschaftsschwerpunkt (bitte zutreffendsten auswählen) *
  - Infektionsforschung und Immunologie
  - Nieren- und Kreislaußforschung
  - Neurowissenschaften einschließlich Schmerz- und Augen
  - Tumorforschung
  - Molekulare Medizin
  - Sonst. method. orientierte Projekte

Please select one research area in which your project is located.

**Short summary**

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<th>Kurzzusammenfassung</th>
<th>Kurzzusammenfassung deutsch (max. 500 Zeichen)</th>
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<th>Short summary english (max. 500 Zeichen)</th>
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Cooperation partner

Upload-Fields

Please upload the project outline here. The binding template can be found on the IZKF homepage.

Please adhere to the format specifications and please do not add any headers or footers, page numbers or additional points.
Personnel requirements

Under “Personalbedarf”/ "Personnel requirements", the requesting personnel positions can be assigned to the institutions. For each individual project (one institution involved), one staff position can be applied for. The requested project volume may not exceed the equivalent of a PhD position (1st project year 50%, 2nd + 3rd project year 65% E13) or MTA position as well as consumables in the amount of 15,000 € p.a. For tandem projects (joint project proposal from at least 2 institutions) you can apply for a total of two personnel positions and up to a total of 25,000 € p.a. for consumables. The application for a second postgraduate position (instead of MTA) is expressly requested.

Previous funding of the project

If you select "Yes" here, the following input mask appears.

Please fill in all fields.

You can save your application at any time, even if not all mandatory fields are filled. In order to submit the application, all fields must be filled and all applicants must be qualified. After submitting your application, you will receive a confirmation email.