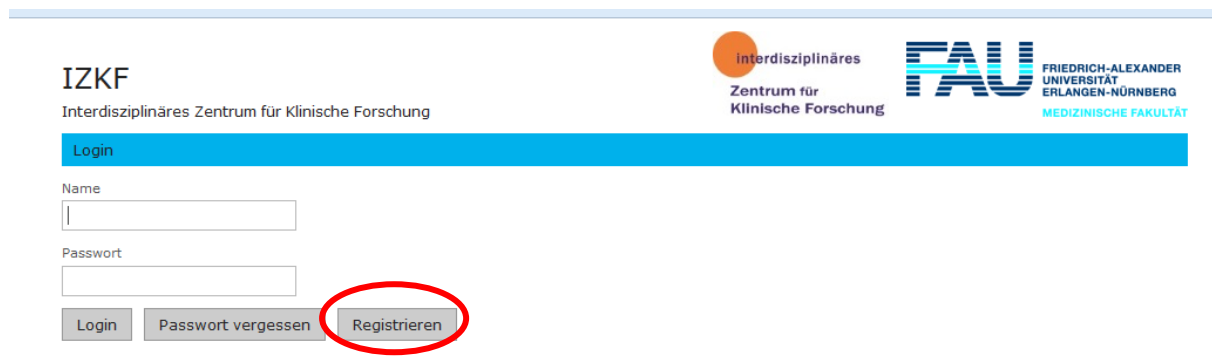


Advanced Projects – Registration and Submission

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.



IZKF
Interdisziplinäres Zentrum für Klinische Forschung

interdisziplinäres
Zentrum für
Klinische Forschung

FAU
FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG
MEDIZINISCHE FAKULTÄT

Login

Name

Passwort

Login Passwort vergessen **Registrieren**

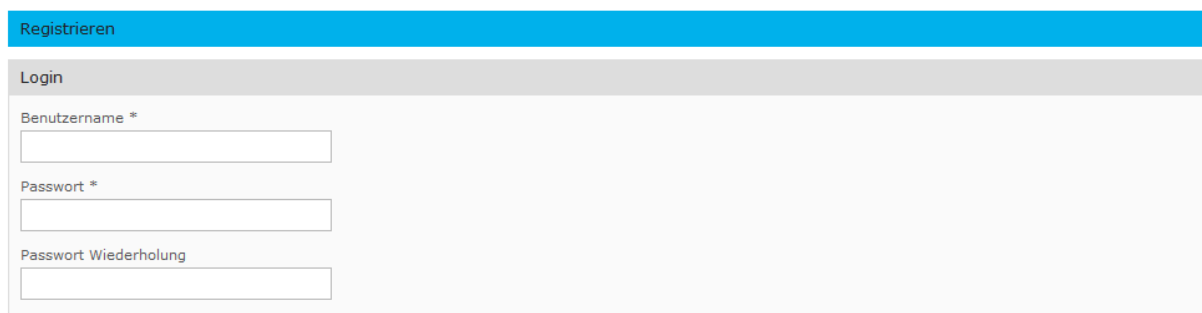
1) Registration

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

Profildienst



Registrieren

Login

Benutzername *

Passwort *

Passwort Wiederholung

Profil

Anrede *

Titel *

Vorname *

Nachname *

E-Mail *

Telefon *

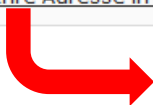
Geburtsdatum (tt.mm.jj) *

Institution *

Adresse *

Wenn Ihre Adresse in der Auflistung fehlt, senden Sie bitte eine E-Mail an izkf-administration@uk-erlangen.de.

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.

IZKF Profildaten

Absolviertes Studium *

Datum der Dissertation *

Nachgewiesene Erziehungszeit in Monaten *

E-Mails im IZKF-Workflow erhalten *

Registrieren

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.

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.

Verfahren	Einreichungsfrist	Antragsnummer	Projekttitle kurz Deutsch	Status
NP 2015	08.06.2015 24 Uhr		Test 5	Formale Prüfung
NP 2015	08.06.2015 24 Uhr		Test 1234Test 1234	Entwurf

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.

Auswahl eines Verfahrens

Antragstyp	Verfahrensnummer	Beginn der Einreichung	Ende der Einreichung
IZKF-Antragsverfahren	TEST-IZKF-2015	01.05.2015 00:00:00	30.05.2015 24 Uhr
IZKF-Antragsverfahren	IZKF_2015_Test	11.05.2015 00:00:00	20.05.2015 24 Uhr
IZKF-Antragsverfahren	IZKF 2015	12.05.2015 00:00:00	05.06.2015 24 Uhr



The mask for the application opens.



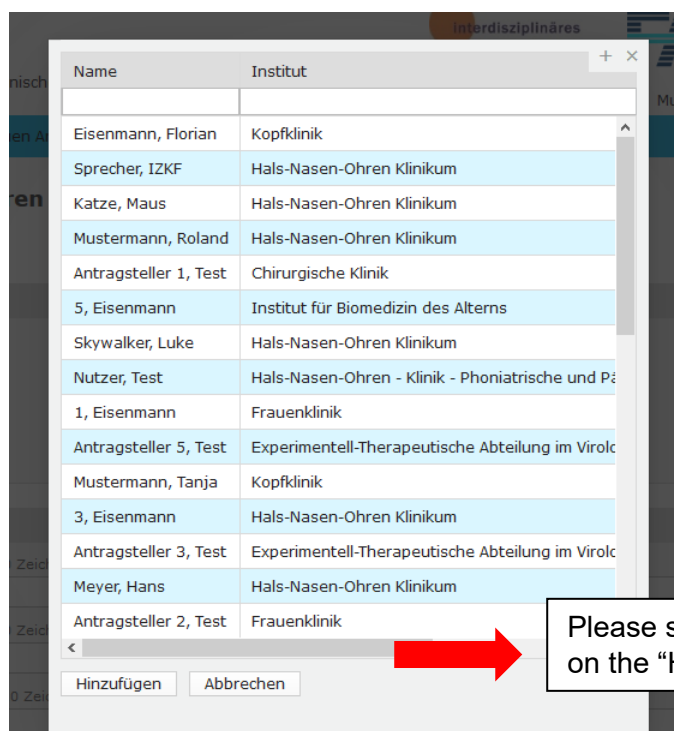
First, you have the opportunity to add more applicants, to qualify for the call and to select the institution leading in means. A description of these points can be found below.

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.

IZKF-Antragsverfahren

Autor
Frau Tanja Mustermann

author's view

Antragsteller	
<input type="button" value="Antragsteller hinzufügen"/>	
Institut Frauenklinik <input type="checkbox"/> Mittelführende Einrichtung	Antragsteller Herr Test Antragsteller 2 <input type="button" value="Löschen"/> <input type="checkbox"/> Qualifiziert
Institut Hals-Nasen-Ohren Klinikum <input type="checkbox"/> Mittelführende Einrichtung	Antragsteller Herr Hans Meyer <input type="button" value="Löschen"/> <input checked="" type="checkbox"/> Qualifiziert
Institut KopfKlinik <input checked="" type="checkbox"/> Mittelführende Einrichtung	Antragsteller Frau Tanja Mustermann <input checked="" type="button" value="Qualifizieren"/>

not yet qualified
(no checkmark)

Already qualified
(checkmark)

Qualification for the call for proposal:

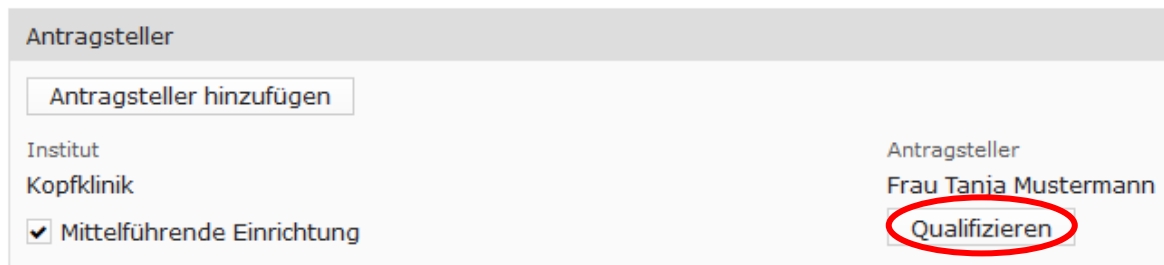
In order to successfully submit an application, each individual applicant must qualify for the call via the application tool by uploading the following documents:

- Grant letter from a third-party funded project running in the application year (2022) funded by a third-party agency with a LOM factor of at least two (*DFG, begutachtete Bundes- und Landesmittel (z.B. BMBF), EU, Bayerische Forschungstiftung/ Bayerische Landesstiftung, 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 (2017-2021)
- 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".

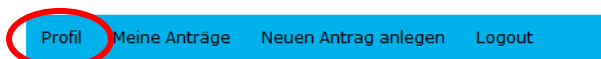


Option 2 (Qualification in the profile):

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

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Profile



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



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”.

The screenshot shows the 'Qualifikation als Antragssteller für IZKF-Projekte' window. It is divided into two main sections: 'Publikationen aus PubMed als Erst- oder Letztautor' and 'IZKF-Antrag'.

Publikationen aus PubMed als Erst- oder Letztautor (min. 2, max. 5) aus den letzten 5 Jahren

There is a button 'Publikation aus PubMed hinzufügen' with a red arrow pointing to a text box that says: "Please add min.2 and max. 5 publications as first or last author in the last 5 years (2017-2021). Here you can upload the publications directly from PubMed." Below this, it states 'Es sind keine Publikationen aus PubMed vorhanden'.

IZKF-Antrag

The section is titled 'Bescheinigung über ein laufendes Drittmittelprojekt bei einem externen mindestens 2-fach LOM-gelisteten Mittelgeber'. It contains two identical upload sections, each with a 'Durchsuchen...' button, 'Keine Datei ausgewählt', and 'Hochladen' button. Below each is a box with 'Upload Grant letter' and 'Upload Research profile' respectively. At the bottom left of this section is a 'Speichern' button circled in red.

Publikation aus PubMed einfügen

This is a sub-window with fields for 'Titel', 'Autor', 'von Jahr', and 'bis Jahr'. A 'finden' button is circled in red. At the bottom of this sub-window is a 'Hinzufügen' button circled in red. A red arrow points from the top of this sub-window to the 'IZKF-Antrag' section.

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

Projekttitel

Projekttitel kurz Deutsch (max. 50 Zeichen) *

Projekttitel kurz Englisch (max. 50 Zeichen) *

Projekttitel lang Deutsch (max. 110 Zeichen) *

Projekttitel lang Englisch (max. 110 Zeichen) *

Content assignment of the project (min.1, max. 5 keywords to assign)

verfügbar

- Allergy
- Anatomy & Morphology
- Anesthesiology
- Biochem & Molecular Biology
- Cardiac & Cardiovascular System
- Cell & Tissue Engineering
- Cell Biology
- Clinical Neurology

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v

Ausgewählt

Assignment to research areas

Wissenschaftsschwerpunkt (bitte zutreffendsten auswählen) *

- Infektionsforschung und Immunologie
- Nieren- und Kreislaufforschung
- 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

Kurzzusammenfassung

Kurzzusammenfassung deutsch (max. 500 Zeichen) *

Short summary english (max. 500 Zeichen) *

Cooperation partner

Interner Kooperationspartner

Es sind keine Kooperationspartner eingetragen

Externer Kooperationspartner

Es sind keine Kooperationspartner eingetragen

Interner Kooperationspartner

Name * Institute *

Methodische Zusammenarbeit * Inhaltliche Zusammenarbeit *

Inhalt *

Upload-Fields

Projektskizze *

Keine Datei ausgewählt

Maximale Dateigröße: 5 MB
Zulässige Erweiterungen: pdf

Ethikvotum *

Keine Datei ausgewählt

Maximale Dateigröße: 5 MB
Zulässige Erweiterungen: pdf

nicht notwendig noch zu beantragen beantragt genehmigt

Tierversuchsgenehmigung *

Keine Datei ausgewählt

Maximale Dateigröße: 5 MB
Zulässige Erweiterungen: pdf

nicht notwendig noch zu beantragen beantragt genehmigt

Sonstige Dokumente

Keine Datei ausgewählt

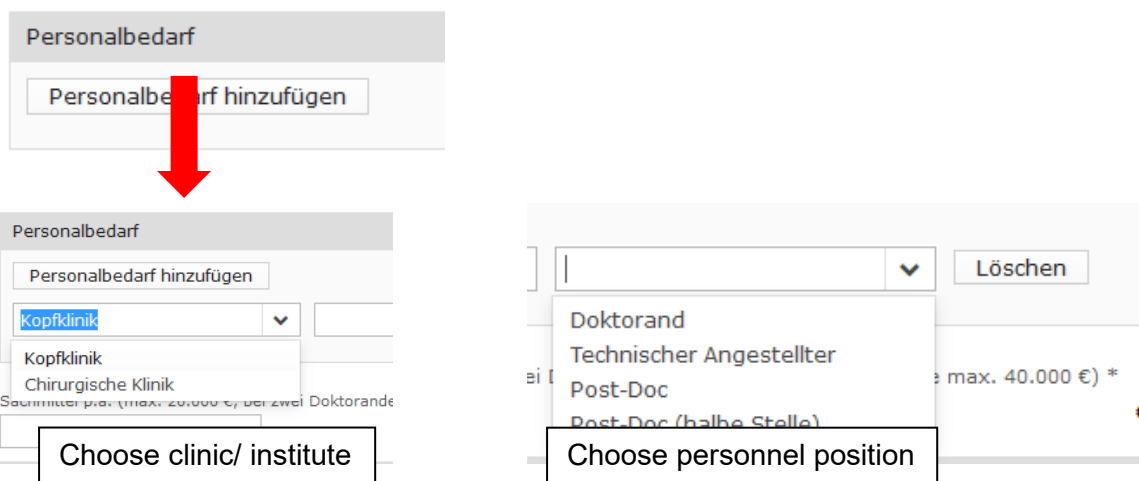
Maximale Dateigröße: 5 MB
Zulässige Erweiterungen: pdf

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

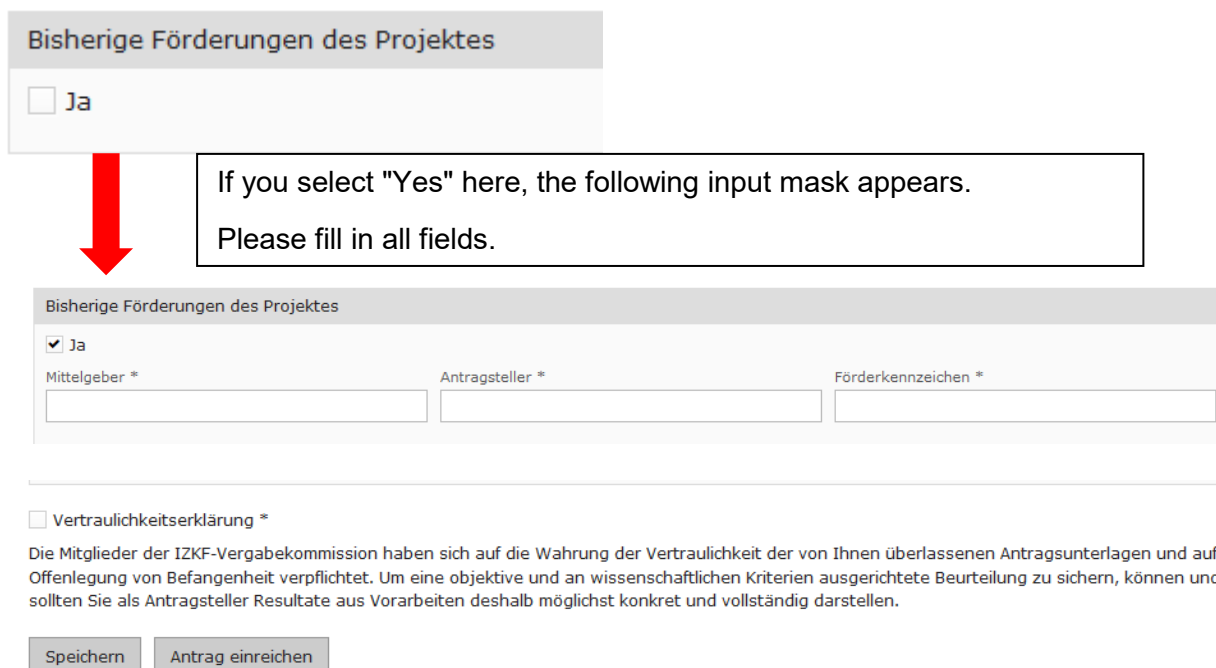
Please adhere to the format specifications and please do not add any headers or footers, page numbers or additional points.

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 (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 35,000 € p.a. for consumables. The application for a second postgraduate position (instead of MTA) is expressly requested.



Previous funding of the project



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.