

APPLICATION GUIDELINES

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I. INTRODUCTION AND GENERAL PREFACE

This guide provides you with all the relevant information you need to apply for funding from the Wilhelm Sander Foundation (hereinafter referred to as the Foundation).

Funding objective

The Foundation awards grants for research projects that are limited in terms of both subject matter and duration, exclusively within the scope of its foundation purpose:

- [Funding medical research, in particular cancer research](#). Priority is given to projects that serve the research and treatment of tumour diseases.
- [Only clinical or clinical-experimental research projects and application-oriented basic research](#) with a foreseeable connection to clinical application are eligible for funding. A mere connection to human-relevant research is not sufficient for this purpose.
- Funding is granted on a [personal basis](#). The main applicant bears overall scientific and administrative responsibility for the implementation of the project and for the proper use and accounting of the approved funds.

Language

We recommend submitting [applications in English](#). Alternatively, applications may also be written in German.

Deadlines

The foundation does [not have fixed submission deadlines](#). Funding applications may be submitted at any time.

Coordination with funding from other sources

Double or mixed funding with other funding providers is not permitted. Applications with identical or similar topics may therefore not be submitted in parallel to other agencies or already be receiving funding from them.

The Foundation reserves the right to make enquiries to third-party funding providers for verification purposes. The following data may be transmitted for this purpose: name of the applicant(s), title/topic and summary of the application. Upon request, the Foundation will also make this data available to other third-party funding providers.

Continuation applications

Information on applying for continuation projects can be found in the document '[Information on continuation applications](#)' on the Foundation's website.

Note on data protection

The protection of personal data and privacy is of great importance to the Wilhelm Sander Foundation. Therefore, compliance with the provisions of data protection laws and other relevant laws and regulations for the protection of privacy is a matter of course for the Foundation.

Users may object to the use of their data at any time, provided that this is not necessary for the processing of a grant. The Foundation will, of course, comply with requests for information, additions or corrections to personal data.

The following data is collected for the purpose of processing applications:

- Title, academic title, first name, surname
- Institution and department
- Work address
- Telephone number and email address
- Date of birth

Further information may be provided on a voluntary basis.

To ensure the best possible professional and objective assessment, the foundation uses a data-secure AI-supported process to select its reviewers.

Activity report and anonymised evaluations

The foundation regularly publishes an activity report and an overview of all approved funding projects on its website. For approved applications, the name, title and institution are listed, as well as the topic of the project. Graphics and evaluations are anonymised and do not contain any personal references.

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II. SUMMARY OF THE APPLICATION PROCESS

The entire funding process is conducted via the foundation's research funding portal. It is **not** necessary to send application documents by post.

Step 1: Register on the research funding portal

To begin with, register on the research funding portal with your email address and a password of your choice. You will then receive an email with an activation link. Once you have confirmed your registration, you can log in with your access details. Please start by filling in your personal profile with the required information.

Step 2: Preliminary enquiry before submitting the application

Before submitting an application, you must first submit a preliminary enquiry via the research funding portal. This brief project outline allows us to ensure that your planned research project fits within the foundation's funding scope and, if necessary, provide you with initial guidance on how to submit your application. You will usually receive a response promptly. Please also note the list of **exclusion criteria**. No preliminary enquiry is required for continuation or revised applications.

Step 3: Submitting your application via the research funding portal

Once your preliminary enquiry has been approved, you will be able to submit a full application via the portal. The initial details from your preliminary enquiry will be transferred, but you can adjust them at any time. When submitting your application, please refer to this **guide** and the information on continuing or revised applications, and follow the steps specified in the research funding portal.

Step 4: Scientific assessment

Once your application is complete, it will be forwarded to external experts by a member of the Foundation's medical committee as part of an **independent peer review process**. These experts are bound in advance to maintain data and business confidentiality.

Applicants may indicate any potential conflicts of interest or refusals by experts in the cover letter accompanying the application.

The following factors are decisive for the assessment of applications:

- the scientific quality of the project,
- and the appropriate and economical use of the foundation's funds, so that optimum results can be achieved with economical use of resources.

Step 5: Decision-making phase

Processing an application usually takes **4 – 5 months**. We kindly ask you to refrain from making enquiries during this period. You will be notified by email as soon as a decision has been made.

III. EXCLUSION CRITERIA

The foundation only supports research projects in [Germany or Switzerland](#). Projects whose funding is not covered by the foundation's statutes are excluded. The following are also generally excluded from funding:

- Salaries of (co-)applicants
- Main applicants without doctoral/PhD studies
- Research projects in which employees of commercial enterprises that could derive economic benefit act as (co-)applicants
- Research projects that could be financed by industry on the basis of commercial interests
- Multicentre therapy studies and clinical care and therapy optimisation studies (well-founded follow-up and accompanying research is possible)
- Double and mixed financing ([please see Coordination with funding from other sources](#))
- Increase in general budget estimates or coverage of budget shortfalls
- Reimbursement of pre-financing granted elsewhere
- Work on scientifically solved problems
- Evaluation of patents
- Establishment of clinics for the purpose of patient care
- Acquisition or expansion of collections
- Scholarships and grant increases
- Projects with an overly long funding period
- Projects from the area of other funding agencies

Non-eligible costs are

- General administrative costs, overheads, salaries for administrative staff
- Operating and maintenance costs for equipment, even if this was provided by the Foundation
- Construction and equipment measures
- Support for conferences and exhibitions
- General institute and clinic facilities and basic equipment
- Publication costs and travel expenses for conferences [not](#) related to the funded project

[Note on project-related publication and travel costs:](#)

These cannot [initially be applied for and are therefore not displayed on the research funding portal](#). However, they can be applied for separately during an ongoing, approved funding project. Please refer to our funding agreement for details of the applicable conditions.

IV. REGISTRATION ON THE ONLINE PORTAL AND TERMS OF USE

The Foundation's research funding portal is your central point of contact for all funding-related activities. You can use it to submit applications and preliminary enquiries, process scientific reviews, communicate with the Foundation and upload relevant documents during the funding phase.

Registration

To begin with, register on the research funding portal using your email address and a password of your choice. You will then receive an email with an activation link for your user profile. Once you have confirmed this, you can log in with your access data.

If you have already created a profile with us (for example, through a previous review for us), this step is not necessary – the creation of a review, submission of a preliminary enquiry or application, and all other functions are collected for you in one profile.

After logging in, you will be taken to your profile's home page. Please first click on 'Profile' and fill it in with your personal details.

Terms of use

The portal automatically and continuously saves the data you enter, so you can pause at any time and resume editing later. Therefore, there is no 'Save' button.

Many fields in the research funding portal are marked with an 'i' symbol. Click on this to obtain further information on the following section/field.

Incorrect or incomplete information (e.g. exceeding the word count or leaving mandatory fields blank) is indicated by an error message at the top of the page. Please correct these entries accordingly.

We will inform you by email if new information becomes available on your portal (e.g. feedback on a preliminary enquiry or a decision on an application) or if new functions are activated (e.g. a request for an expert opinion).

V. BEFORE SUBMITTING AN APPLICATION – MAKE A PRELIMINARY ENQUIRY

Before submitting your detailed application, please submit your preliminary enquiry regarding your research project via the Foundation's portal. To do so, click on 'Submit a new preliminary enquiry' and read the introductory information. You can view this information in English by clicking on 'Pre-proposal information'.

1. Personal details (main applicant)

- If you have already entered this information in your profile, this step will be skipped automatically.
- Note on the main application: As the main applicant, you are responsible to the foundation for implementing the project, as well as managing and accounting for the funds. Equal co-applicants are not permitted.
- The main applicant must be employed at a scientific institution, university or hospital based in Germany or Switzerland, and must have completed a doctorate/PhD.

2. Content information

- Title: Short and precise description of the project (max. 160 characters).
- Summary: Generally understandable description of the problem, the basic hypothesis, the methodological approach and the expected results (max. 4,600 characters including spaces).
- Application period: Period for which funding is requested (**maximum 24 months**).
- Expected total duration: Planned total duration of the research project.

3. Content-related classification of the research focus

For each organ system, method and pathomechanism, please provide at least one and no more than three keywords (select from the table below).

Organ system	Method	Pathomechanism
• Mammary gland • Endocrine system • Gastrointestinal tract, oral cavity and salivary glands • Male genital tract • Female genital tract • Skin and malignant melanoma • Heart and blood vessels • Immune system and haematopoiesis • Liver, bile ducts and pancreas (exocrine) • Lungs and respiratory tract • Bones, connective tissue and muscles • Nervous system and sensory organs • Kidneys and urinary tract • Miscellaneous	• Bioinformatics and statistics (epidemiology) • Genetics (human, cytogenetics and molecular genetics) • (Patho-)histology / molecular pathology • Immunotherapy (including monoclonal antibodies) • Mouse models and animal experiments • Nucleic acid analysis • (DNA chips / sequencing) • Protein analysis (proteomics) • Radiological diagnostics / imaging • Radiotherapy Therapy studies (clinical) • Tumour markers (e.g. direct: antigens / indirect: serum markers) • Therapy-oriented research (drug development, etc.) • Cell and tumour biology • Miscellaneous	• Inflammation • Infections (except tumour virology) • Leukaemia and immunodeficiency • Metastasis and paraneoplastic syndromes • Pain • Signal transduction, membrane-bound (membrane receptors, oncogenes) • Signal transduction, intracellular (oncogenes, kinases, transcription control) • Metabolism • Toxicology (including toxic carcinogenesis), radiation biology • Trauma • Tumour virology • Cell death (necrosis/apoptosis/degeneration) • Cell growth/differentiation (regulation and disorders) • Miscellaneous

4. Information on co-applicants

- Please complete all the displayed fields. Up to two co-applicants can be added using the 'Add' button at the bottom of the page.
Note: The application will not be displayed in the co-applicants' profiles.

5. Intended funds

- Personnel resources: Select the pay scale/pay grade for the position you are applying for. Then enter the level (if not applicable, select 'unknown'), the percentage of full-time employment (e.g. 65%), the duration, the place of employment and the planned costs.
You can add further positions using the 'Add' button. The total personnel costs are calculated automatically.
- Consumables: Please provide a rough breakdown into categories (e.g. 'plastic goods', 'sequencing'). The total consumption costs will be calculated automatically.
- Equipment costs: Provide a brief description of the equipment, its location of use, and its estimated cost. A cost estimate may only be required once the application is complete.
- Animal costs: This cost item is divided into three categories: purchase of animals, animal husbandry and consumables/freight costs. The purchase and consumables/freight cost categories are free text fields. Please provide a brief description (including the species of animal), the location of the husbandry or experiments and the estimated costs. The Foundation only covers part of the costs of keeping animals, at a rate of €0.70 per week for mice and €1.40 per week for rats. Therefore, please first select the animal species. Based on this selection, as well as the number of animals and the duration in weeks that you enter, the estimated cost is calculated automatically.
- Cooperation costs: Cooperation costs: If travel to a cooperation partner is essential for implementing the project, you can apply for these costs here. Please provide a brief description and the estimated costs.
- Additional costs: For funds not covered by the previous points, a detailed description and justification are required.

6. Publications

- Please list a maximum of five key publications on the topic of the application, including DOI.

Once you have followed the above steps in the portal, you will be taken to the control view. If all the information is complete, all the displayed tiles will be highlighted in blue. If information is missing, however, the corresponding tile will be coloured orange. Return to this section of the preliminary enquiry by clicking on the relevant tile, then complete or correct the missing information.

You can then click the 'Check details and submit' button to go to the overview page, where all the information you have entered is displayed under the drop-down bar. You can now submit your preliminary enquiry, edit it or return to it at a later date (all details are saved automatically, so you can leave the page at any time).

Once we have processed your enquiry, you will receive a notification by email. You can then view our response and further information in your profile on the research funding portal. You can return to the preliminary enquiry at any time and view its status by clicking on 'Overview of preliminary enquiries'.

VI. APPLICATION

Once the Foundation has reviewed your preliminary enquiry and approved your application, the functions required to submit your application will be activated in your personal research funding portal. Please submit your funding application [exclusively via the research funding portal](#). You can access the application form via the 'Submit a new application' menu item on the home page, or via the function bar under 'Application'.

Please note that an application can only be submitted on the basis of an approved preliminary enquiry. The subject of the application must therefore correspond to that of the preliminary enquiry. Applications should be submitted no later than [six months after the preliminary enquiry](#) has been approved.

The portal form follows the structure listed in this guide and will guide you step by step through the process. The thematic part of your application (point 3) should not exceed 20 pages.

[All entries provided in the preliminary enquiry will be transferred automatically, but you have the option to adjust them.](#)

Click 'Submit application' to start creating your application.

1. Information on submitting an application

The [portal automatically and continuously saves the data](#) you enter, so you can pause at any time and continue editing later. The following information is requested during the application process:

- Personal details of the main applicant
- Details of the content
- Content classification
- Co-applicants
- Description of the research project
- Requirements for implementation
- Cooperation partners
- Planned funding
- Declarations
- Mandatory attachments
- Publications
- Additional attachments

After reading the information page, you will see your preliminary enquiry again. Please read the feedback carefully and take any recommended or requested changes into account.

2. General information

2.1 Details of the content

Application type and preliminary enquiry number:

This information is assigned automatically and cannot be changed.

Title

Please check that the title taken from the preliminary enquiry is correct. It should provide the most precise description of the project possible, containing no more than 160 characters.

Summary

Provide a description of the problem, the basic hypothesis, the project's methodological approach and the expected results that is generally understandable. This will serve as a template for discussion in the committees. The summary should not exceed 1,400 characters (including spaces).

Objectives

Describe the objectives you wish to achieve with the planned project and specify the methods you have chosen to implement them.

Application period

This is the period for which funding is being requested. The application period may not exceed two years. This information is taken from the preliminary enquiry.

Expected total duration

The total period of time that the planned research project is expected to take. This information is taken from the preliminary enquiry.

Planned start date

Information on when the research project can begin and when the approved funds will be made available.

2.2 Classification of organ systems, methods and pathomechanisms according to content

Please check the content classification of your application as taken from the preliminary enquiry. At least one and at most three terms should be assigned from each of the categories 'organ system', 'pathomechanism' and 'method' (see table under II. Preliminary enquiry).

2.3 Co-applicants

Please check and/or complete the information provided in the preliminary application regarding co-applicants. A maximum of two co-applicants may be listed. Unlike the main applicant, co-applicants may be based outside Germany or Switzerland, but in this case, they cannot submit the main application or receive funds from us.

3. Presentation of the research project

This step involves providing a [description of the content of your research project](#). Please read the provided instructions. Then click on 'Template' to download the Word document. You can insert text, as well as graphics and images. Please retain the default layout and ensure that the file size does not exceed 10 MB. The document must be uploaded as a [PDF file](#); any other format will result in an error message.

3.1 Current State of research

Critically evaluate and present the hypotheses and findings that are currently the focus of research in your chosen field. Briefly outline the most important and relevant works of other authors. Explain where you see your own work fitting in, and which upcoming questions you wish to address. If you are submitting a continuation application on the same topic, please highlight the changes in the state of knowledge.

- List the works of other authors mentioned in the bibliography. You should upload these in a later step under '8. Mandatory attachments'.
Please note that this bibliography does not count as a list of publications. Reading the works listed here is optional for the reviewers. The application text remains the sole basis for evaluation and must be comprehensible without reference to the cited literature.

3.2 Own previous data

Summarise the most important results of your (or your working group's) work to date in the field of the proposed programme here.

- In a later step, you can upload a maximum of five key publications or submitted manuscripts under '8. Mandatory attachments'.
- List your own publications on the application topic in a [project-related publication directory](#) (original works, conference contributions and other publications). You should upload these in a later step under 'Mandatory attachments'. If you have not yet published any project-specific work, please indicate this.

3.3 Detailed research plan

Provide a detailed description of the planned procedure during the working period and outline the methods that will be used to carry out the work.

You should also provide conclusive evidence in this work programme of how the requested funds will be used, to enable the reviewers to assess their appropriateness and economic efficiency.

For experimental projects, please also provide a [timetable for the experiments](#). Please also indicate whether [animal experiments](#) are planned. In this case, upload the relevant animal experiment licence in the later processing step '8. Mandatory attachments'. This can also be submitted at a later date.

If studies are conducted on humans, please explain in particular:

- ethical/legal aspects of the study design
- selection criteria and justification for the number of subjects
- possible risks and corresponding precautionary measures
- procedure for informing subjects and obtaining their consent

If other working groups are involved in the project, explain their contribution as well.

4. Requirements for the implementation of the project

4.1 Composition of the working group

Please provide the following information about employees/persons from your institution/clinic who are participating in or cooperating with the project.

Indicate separately those who are paid from the institution's/clinic's funds and those who are paid from third-party funds (including scholarship holders).

- Academic title, first name, surname
- Position/intended role in the project

4.2 Equipment

Please list any large devices available on site that could be used for the project.

If suitable equipment is available on site but cannot be used for the project, please explain why it is being requested below.

If the basic equipment of your institution/working group/institute/department has been expanded in the last five years through other funding, please list the corresponding equipment.

4.3 Current available funds

Please indicate here what funds are made available to you on an ongoing basis (e.g. annually) from the institution's budget or from third parties for work on this project.

4.4 List of funding received over the past five years

Please list here the third-party funding that you/your co-applicants/your institution/your working group/your institute/your department have acquired in the last five years.

4.5 Other requirements

If your research project has specific requirements that could not be covered under points 1.3 – 4.4, you have the opportunity to add further details here.

4.6 Enquiry about animal experiments

Please tick the box if you wish to conduct animal experiments. If you have, you will be asked to upload the relevant licence later. This can also be submitted at a later date, but it must be available before the first funds from the foundation are released, should your application be successful.

5. Collaboration with other scientists

Tick the box if it is a collaboration within your own institution. You do not need to submit a confirmation of collaboration in this case. If the [researcher is from outside your institution](#), you will be asked to upload the relevant [confirmation](#) at a later stage in the application process (step 8: Mandatory attachments).

It is considered a collaboration if

- there is a specific agreement to collaborate on the project in question.
- the research project depends on the expertise, use of equipment or materials of the collaboration partner.

Please fill in all the displayed fields.

6. Intended Funds

The following cost categories are now queried step by step: personnel resources, consumables, equipment costs, animal costs, cooperation travel costs and other costs.

6.1 Personnel resources

This information is initially taken from the preliminary enquiry – you can now adjust it.

- Salary/pay grade including level (if applicable, select 'unknown'): based on TVöD/TV-L. If you are applying for personnel funds for Switzerland, select the "Other" option and provide further information in the free text field 'Description' (e.g. PhD student, student assistant, etc.).
- Percentage factor (example: employment of a doctoral student working 65% of full-time hours)
- Duration in months and location of employment in this project
- Personnel costs: Please coordinate this section with the Human Resources department. If you add further personnel positions using the 'Add' button, the total personnel costs will be calculated automatically.

- Description: Please provide the following additional information:
 - Job characteristics and necessary qualifications for the project
 - Explanation of the extent and organisational environment in which the person(s) funded in the project will be supervised by you as the applicant
 - If you have already identified a specific person for the task, please provide the surname, first name and age of the desired candidate

Please note the following information when applying for personnel funds:

- The [employment contract](#) for the person to be hired will be concluded with the organisation to which you belong as the applicant.
- It is not possible to apply for your own staff position.
- If one of the prospective employees is eligible for promotion to a different remuneration group during the application period, please indicate this explicitly.
- The [budgeting](#) of personnel costs is based on the information provided in the application.

6.2 Consumables

This information is initially taken from the preliminary enquiry – you can now adjust it. Please list consumables categories (see examples below) individually.

- Describe each item as precisely as possible. Individual items should be listed if they exceed €10,000. Please also note the exclusion criteria mentioned above.
 - Example: plastic goods, sequencing costs, funds for cell cultures, etc.
- Also indicate the location of consumption or the third-party funding agency requesting the funds, as well as the estimated costs.

6.3 Equipment costs

This information is initially taken from the preliminary enquiry – you can now adjust it. If you are applying for equipment, please make sure you are fully informed about the current offers before submitting your application.

- Provide a description of the equipment, including where you intend to use it. Justify your choice of equipment and accessories, if necessary.
- Provide an overview of the price, including VAT, transport costs and any customs duties or similar costs that may be incurred.

For equipment costing more than €500, upload a detailed cost estimate at a later stage of the application process under 'Mandatory attachments'.

If you are applying for large equipment costing over €50,000, please also upload quotes for leasing or rental agreements for the duration of the application period.

6.4 Animal costs

This information is initially taken from the preliminary enquiry – you can now adjust it. The application for animal funds is divided into three sections, and individual sections can be deleted if necessary.

- Purchase of animals: Specify which animals are to be purchased, how many, where they will be kept, and the estimated costs.
- Keeping animals: The foundation does not cover the full costs, but rather project-specific partial costs, based on a rate of €0.70 per week for mice and €1.40 per week for rats. First, select the animal species. Based on this selection, as well as the number of animals and the duration in weeks that you enter, the estimated cost is calculated automatically.
- Consumables/freight costs: Please provide a brief description of the cost item, the location of the animal husbandry or experiments, and the estimated costs in the free text fields.

6.5 Travel expenses for cooperation

This information is initially taken from the preliminary enquiry – you can now adjust it. If a visit to a cooperation office is necessary for the project to be implemented, you can apply for these costs here.

- Provide a brief description and the estimated costs.
 - Example: Trip to Munich to visit cooperation partner Dr. Sander to carry out animal experiments.
- As the location, enter the location of the third-party funding agency that would draw down the funds if the application is approved.

6.6 Other costs

Here you have the opportunity to apply for funds that do not fall under points 6.1 – 6.5. To apply for these funds, you will need to provide a detailed description and justification. A cost estimate is not necessary at this stage. However, the foundation reserves the right to request one in individual cases.

- Provide a description and the estimated costs.
 - For example, this could include project-specific IT costs (e.g. data storage costs, user licences), project-specific costs for surveys and test groups, and so on.
- As the location, enter the location of the third-party funding agency that would draw down the funds if the application is approved.

Note on publication and travel expenses:

These cannot initially be applied for and are therefore not displayed on the research funding portal. However, they can be applied for separately during an ongoing, approved funding project. Please refer to our funding agreement for details of the applicable conditions.

7. Declarations

Before submitting your application, please read and agree to the following declarations. The consent process itself takes place in the research funding portal.

1) Double funding/mixed funding:

'No identical or thematically similar application for funding for this project has been submitted to, or is already being funded by, any other institution. Until the Wilhelm Sander Foundation has communicated its decision in writing, I/we will not submit this project to any other funding institution.'

2) Enquiry with other funding institutions

'The Wilhelm Sander Foundation is entitled to independently enquire with other funding institutions, or respond to enquiries, as to whether funding applications with similar or identical topics have already been submitted. The Foundation may also request or forward relevant documentation to the enquiring funding institution.'

3) Statutory declaration

'I hereby certify, on behalf of myself and my co-applicants, that all information provided regarding our preliminary work, that of third parties, the work programme, collaborations, and all other facts relevant to the project and its evaluation, is correct and has been provided to the best of our knowledge and belief.'

I / we undertake to comply with the principles of good scientific practice in accordance with the DFG Code of Conduct, which can be accessed in full at the following link: [Grundsätze guter wissenschaftlicher Praxis](#)

Applicants confirm that they are responsible for obtaining all necessary approvals and complying with relevant research, institutional, and legal requirements within the framework of the proposed research project. They will provide the Foundation with appropriate evidence upon request.'

4) Guideline

'I / we declare that this application has been prepared in accordance with the current guidelines of the Wilhelm Sander Foundation. The exclusion criteria were checked prior to submission and do not apply to the presented project.'

8. Mandatory attachments

Please upload any mandatory attachments to your application via the research funding portal. Italicised notes indicate attachments that may not be required based on your entries and therefore will not be displayed (e.g. if there are no co-applicants or planned cooperation). Please note that the maximum file size is 10 MB, and do not use umlauts in file names. Documents must be in **PDF format**; other formats will not be accepted.

- Scientific CV of the applicant and, *if applicable, co-applicants*¹
- List of publications relating to the scientific CV of the applicant and, *if applicable, co-applicants*²
- Bibliography on the state of research (Appendix to 3.1 State of research)
- Project-specific list of publications relating to the application (Appendix to 3.2 Own preliminary work)
- Confirmations of cooperation (for cooperation with external institutions as described in 5)
- Cost estimate for equipment (if requested under 6.3 Equipment)
- Animal experiments licence (if specified under 4.6)
- Declaration of consent from the institute or clinic management

Explanations

¹ Academic CV: You may optionally mention circumstances such as childcare, illness, etc. that have interrupted your academic work in order to enable an appropriate assessment of your CV.

² List of publications for your CV: List a maximum of 10 key publications, divided into: a) publications with scientific quality assurance, b) book publications, c) other publications, d) patents (broken down into applications and grants).

9. Publications

This information is initially taken from the preliminary enquiry – you can now adjust it. Enter a maximum of five key publications on the topic of the application here. This will help the reviewers to access the relevant publications more quickly.

- Please also include the DOI in the bibliography.
- You are welcome to upload the publication as a PDF file, but this is not mandatory.

10. Additional attachments

If you wish to provide us with any additional documents, you can do so via the 'Additional attachments' section. Please note, however, that you must upload **all** mandatory documents under section 8. Mandatory attachments, otherwise, you will not be able to submit your application.

- Please provide a meaningful title for each document and upload them as PDF files.
 - Example: Document containing recommendations and information on the exclusion of reviewers

11. Submission of the application

After completing the above steps in the portal, you will be taken to the control view. If all the information is complete, all the displayed tiles will be highlighted in blue. If information is missing, however, the corresponding tile will be coloured orange. Click on the relevant tile to return to this section of the application and complete or correct the information.

Click on the 'Check and submit application' button to go to the overview page, where all the information you have entered will be displayed under the drop-down bar. You can now submit your application, edit it or return to it at a later date. All information is saved automatically, so you can leave the page at any time.

Your application and that of any co-applicants is considered signed upon submission via the research funding portal. A handwritten signature is not necessary.

And now?

Once you have successfully submitted your application, the fourth step of the funding process (scientific assessment) will begin. We will formally review your application and send you confirmation of receipt. If we have any questions, we will contact you by email. You can check the status of your application at any time in the research funding portal, via the menu bar on the left-hand side and the 'Application' tab.