



IZKF Würzburg

Information for project application and for the online application platform OPI 2024

Funding period 2025 - 2027

In this document you will find mandatory information about the application process for the IZKF project funding.

Guidelines and help in filling out the application forms can be found in the individual application forms.

Please note that applications that do not meet the formal requirements cannot be forwarded to the review process.

a) Information on entries on the IZKF online portal "OPI"

Requests and queries	Worth knowing:
Who can submit a project proposal?	<p>Eligible to apply are postdoctoral researchers</p> <ul style="list-style-type: none"> » of the Würzburg University Hospital (budget 1518) and » of the University of Würzburg (budget 1517), but only in collaboration with applicants from the University Hospital. <p>In general, two to max. three applicants from at least two different institutions submit an application (a sole application is not possible!). If you plan to admit further applicants, please contact the IZKF-office. The programme is particularly aimed at researchers who do not hold a chair. We recommend that department chairs serve as mentors in the proposal.</p> <ol style="list-style-type: none"> a. Employees who are financed by third-party funds can submit an application in certain cases. Please contact the IZKF office! b. The number of proposals per applicant is limited to a maximum of two proposals. Within the IZKF project funding, you can have max. two projects that are funded at the same time c. In order to increase the number of women in our project funding, we highly encourage the participation of female scientists
How can I submit a proposal?	<p>If you do not have access to OPI from prior applications, please undergo the registration process at opi.ukw.de and wait until a staff member of the IZKF office activates your account. This may take until next business day.</p> <p>Please note: All applicants of the project must register with their own work affiliated email address! You can submit future proposals with this one-time registration. Please refrain from multiple registrations with different email addresses.</p> <p>After you are logged in, please select "IZKF-Projektförderung" unter "Neuer Antrag".</p> <p>Please note: Only the applicant who opened a new proposal can edit and add other applicants! Each co-applicant can edit their profile, add profile details, and receive reading authorization to the proposal. However, they <u>cannot</u> edit anything aside from their persona data and they <u>cannot</u> submit the proposal!</p>
Weitere Angaben zu den AntragstellerInnen/ Additional Applicant Information	<p>Please upload the following documents under „weitere Angaben zum/ zur AntragstellerIn“ in OPI:</p> <ul style="list-style-type: none"> • Annex_3 Curriculum Vitae (DFG form 3/23) Please use Annex_3 for your CV. • Annex_4 Third party funding: Please use the template "Annex_4 Third party funding" to list your third-party funds. Please list the third-party funds you have received within the last five years. <p>All templates/ annexes can be downloaded in OPI (in German) or on the IZKF- homepage (English versions available) at https://www.med.uni-wuerzburg.de/en/izkf/forschungsfoerderung/izkf-project-funding/</p>
Antragsart/ Application type	Please specify whether your proposal is for a new grant or a continuation of an already ongoing IZKF project.
Laufende und kürzlich abgeschlossene IZKF-Förderungen// Current and recently completed IZKF grants	If applicable, please list your current IZKF grants or those completed in the previous year. Please also upload the most recent report(s).
Projektstart/ -ende/ Start/end of the project	In general, up to three years. Maximum funding period: 01.01.2025 - 31.12.2027
Thematischer Schwerpunkt/ Thematic focus	Please select the thematic research focus of this proposal. If your proposal matches more than one topic, please choose the one with the largest amount of overlap. Further information about the new thematic focus areas can be found at https://www.med.uni-wuerzburg.de/en/izkf/forschungsfoerderung/izkf-project-funding/
Language	Please write your whole application in a way that allows reviewers from other fields to understand your proposal! You can submit your proposal in both English and German. Proposals in English are particularly welcome, because it allows English-speaking reviewers to participate the review process.
Kurzzusammenfassung/ Short summary	Brief description of your proposal (background, research rationale and objectives, methodology, expected significance, relation to the collaborative theme). Max. 2,000 characters incl. spaces, both German and English.
Keywords	Please select all keywords that apply to your proposal. This helps us to match your proposal to suitable reviewers.
Interne und externe Kooperations-partnerInnen/ Local and external collaboration partners	<p>Please list all local and non local researchers who are involved in your project and describe the methodological and/ or content-related collaboration. Please upload an informal letter of collaboration signed by the collaborating partners. (!) Please do not list any applicants!</p> <p>Example: I hereby confirm collaboration on the project with the title -__XXX__.</p> <p style="margin-left: 40px;">Name of the internal / external cooperation partner University/institution or similar Date and signature</p>
Uploads	<p>Please upload the following attachments in OPI in "Uploads":</p> <ul style="list-style-type: none"> - Annex_1 ProjectDescription (PDF and Word) - Annex_2 Funding - Annex_5 Project_declaration (one PDF for each applicant) - If applicable: Existing approvals for investigations requiring approval (see 4.4. Descriptions of proposed investigations..). - If applicable: "Sonstiges"/ other documents (e.g. publications in press - PDF) <p>Please upload the following documents under „Weitere Angaben zum/ zur AntragstellerIn“ :</p> <ul style="list-style-type: none"> - Annex_3 CV and list of publications - Annex_4 Third party funding

Finalize your proposal

You can download your proposal for proofreading before submission.

Please note:

The final proposal only includes the following list of annexes:

Annex_1_ProjectDescription
Annex_2_Funding
Annex_3_CV
Annex_4_Third_party_funding

Any other documents will not be embedded in the print version of the proposal, however, reviewers will have online access.

After proofreading, you can submit your proposal by selecting „**Antrag einreichen**“. Subsequently, you will receive an e-mail confirmation with a PDF-file with your full proposal. Please submit the print version of your proposal together with all signed originals of „*Annex_5_Project_declaration*“ to the IZKF-office.

Postal address:

IZKF-Geschäftsstelle
Josef-Schneider-Str. 2
97080 Würzburg

Visitor address:

Ref.3.4.2 IZKF Geschäftsstelle
Beethovenstr.1A
97080 Würzburg

Once submitted, proposals cannot be revised.

However, we offer the possibility to withdraw submitted proposals irreversibly.

If you have any further queries, please do not hesitate to contact us:

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