



Internal Research Funds

Funding guidelines and general conditions for the funding of the internal research funding programmes of the German Sport University Cologne

A) General requirements

With the submission of an application and in the case of approval within the University's internal research funding programme, you agree

- to, when planning and carrying out experiments on humans, on identifiable human material and on identifiable data, comply with the Declaration of Helsinki, adopted by the World Medical Association (WMA) in June 1964 (original title: DECLARATION OF HELSINKI - Ethical Principles for Medical Research Involving Human Subjects) in its currently valid version and also the provisions of the Embryo Protection Act and the Stem Cell Act (StZG), the Medicines Act (§§ 40 - 42 A MG) and the Medical Devices Act (§§ 17 - 19 M PG) in their currently valid versions (Information on the ethics application can be found on the [website of the ethics commission](#)).
- to comply with the provisions of the Animal Welfare Act in the case of animal experiments and, in the case of a permit requirement, not to commence work until a corresponding permit has been obtained.
- in the case of genetic engineering experiments, to observe the provisions of the Act on the Regulation of Questions of Genetic Engineering of 20 June 1990 (BG BL. 1990 I, p. 1080) and not to commence work until the permits required under this Act and the ordinances issued in connection therewith have been obtained.
- to fulfil the teaching obligations associated with a grant, if applicable.
- to adhere to the [principles of good scientific practice](#).

The principles of good scientific work include, for example, working *lege artis*, maintaining strict honesty with regard to one's own and third parties' contributions, documenting results and consistently self-doubting all findings.

- To recognise as binding the [Rules of Procedure for Dealing with Scientific Misconduct](#).

Scientific misconduct shall be deemed to have occurred in particular if, in a context relevant to science, false statements are made deliberately or through gross negligence, the intellectual property of others is infringed or their research activities are impaired in some other way. The circumstances of each individual case are decisive. The German



Sport University Cologne may decide on one or more of the following measures, depending on the type and severity of the scientific misconduct found, in accordance with the above-mentioned rules of procedure:

- Exclusion from eligibility to apply for the university's internal research funding programmes.
- Written reprimand of the person concerned;
- Withdrawal of funding decisions (full or partial withdrawal from the funding agreement, reclaiming of spent funds)
- Request to the person concerned to withdraw the incriminated publication or to correct incorrect data (in particular by publishing an erratum) or to include a reference to the withdrawal of funding by the German Sport University Cologne in the incriminated publication.

B) FIS and determination of the project start date

As soon as a project has been approved, the basic data of the project will be created in the Research Information System (FIS) by the Department of Research and Scientific Qualification. Please complete the planned start of the project within **10 days** and then set the project to "public". Only then will the project account be set up.

C) Project duration

The approved duration of the project results from the approval letter. The approved funds are only available until the end of the funding period specified in the approval letter. The project must start no later than 3 months after receipt of the approval letter. The start date must be determined via the FIS entry.

D) Changes in the research project

Changes in the research project that affect the duration, funding, methodology, research question or objective of the project must be communicated to the Department of Research and Scientific Qualification **BEFORE** implementation.

In the absence of notification of changes in accordance with the [guidelines of good scientific practice](#) the GSU reserves the right to reclaim funds.

E) Project account und use of funds

- For each HIFF-funded project, a project account is set up by Department 3, to which the project leaders have access during the approval period. Each account will have a PSP-element. Please note that the account can only be opened once the entry has been made in FIS and a start date has been entered (see above).
- The project leaders are authorised to sign for the account (in funding lines 1 and 2, the supervisors must also sign).



- Project funds may only be used for the project described in the application. Notes in the letter of approval that refer to the content or scope of the project must be followed.
- The approved funds may only be used in the interest of the purposeful realisation of the funded project. The budgetary regulations of the GSU must be followed in the acquisition of projects as well as in the use and accounting of project funds. The purchasing guideline can be found on the [intranet](#).
- For the accounting of travel expenses, the current provisions of the [State Travel Expenses Act](#) apply.
- Funds that have not been spent by the end of the project period will automatically expire and can no longer be used.

F) Reporting requirements

The following output is required:

- FL1: Submission of a manuscript or Master-thesis
 - FL2: Submission of a manuscript.
 - FL3: At the end of the funding period, submission of a proposal for third-party funding to a funding organisation within the framework of a competitive procedure.
 - FL4: Submission of a manuscript.
- ➔ The results of the project must be published as manuscripts in one of the following categories:
- Original articles in an internationally accepted journal, i.e. the journal is part of the SCImago journal rank (SJR) list or
 - Original articles in an edited book (no book of abstracts of a congress) or
 - a theory-based textbook with applied focus
- ➔ As proof of submission of the manuscript, a confirmation e-mail from the publisher or the journal or, in the case of submission of an application, the confirmation of receipt from the funding organisation must be sent to the Department of Research and Scientific Qualification by the last day of the funding period at the latest (forschung-dshs@dshs-koeln.de). In the course of the proof of submission, you will receive a link to a questionnaire on the general conditions of funding and project implementation. Participation in this survey (approx. 10 minutes) is mandatory.

If a finished manuscript cannot be submitted by the end of the funding period, at least a draft of the article must be submitted with information on the current status or planning of the submission.

When publishing findings that arise within the funded project, a corresponding reference must be made to funding by the internal research funds of the German Sport University Cologne.



For this purpose, use the PSP element assigned by Dep. 3: "This project was funded by the Internal Research Funds of the German Sport University Cologne, grant agreement number L-11-XXXXXXXXXX".

The project leader is required to submit an "erratum" to the publisher so that the funding can still be inserted subsequently if the reference to the funding was not included. When publishing, please also note the [publication policy of the German Sport University Cologne](#).

The project must be maintained and published in FIS (see above).

G) Teaching obligations

If WMA positions or job shares are financed from the project funds, these are associated with a teaching obligation. To organise and plan teaching, please contact the teaching staff at your institute or department at an early stage.

H) Change of institution of termination of the project

In case of project termination, a project report must be submitted describing the project status at the time of termination and the reasons for termination. From the time of the project termination, the project account will be blocked and no further funds will be retrieved.

If the required output is not submitted on time at the end of the project, the following applies: The project leader is blocked from further applications or approvals until the output has been submitted.