Welcome to ELFI



The purpose of ELFI is to collect relevant information on research funding programmes, such as open calls for tender, scholarships, competitions etc.. The main concept is to gather information, keep it up to date and to provide it as accessible and reliable data in an online-database.

For research coordinators of the universities and research institutions this information can precisely be shared with scientists of the same institution.

However, ELFI also addresses scientists, who would like to research funding opportunities themselves.

ELFI allows their clients, for example funding consultants and scientists, to get an overview of the available funding opportunities existing for different subjects and scientific disciplines as well as to explore programmes more specifically according to their own special profile.

With our new software, we are consistently pursuing the path we took a few years ago towards a unified and flexible web service. The previous subdivision into "Research for Students" and "Research for scientists from costumer institutions" are omitted. Our server recognizes from which network an access is made. These are the different possibilities:

- 1. Access from an unlicensed network.
- 2. Access from a customer network.
- 3. Access from a customer network with specified access by the institution.

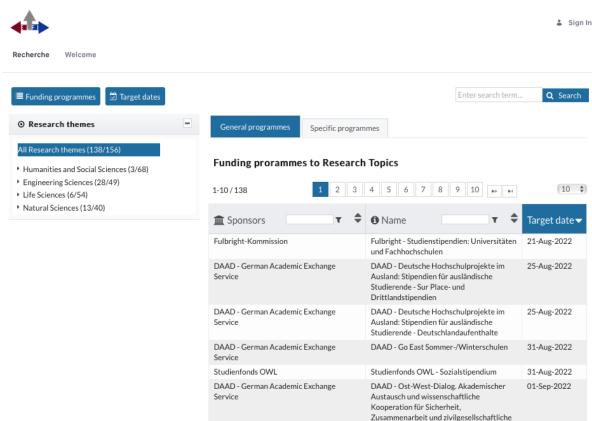
Case 1 is answered by our server with a list of all funding opportunities for students, ensuring to keep providing students with all information as we did since 2006.

01-Sep-2022

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Service

Deutsche Universitätsstiftung

Deutsche Universitätsstiftung 🕝

DHV - German Association of University Professors and Lecturers 🕞

Professors and Lecturers DAAD - German Academic Exchange

Heinrich-Böll-Stiftung

DHV - German Association of University

Fig. 1: Case 1 Access from an unlicensed network.

With the latest update, we grant registered users access to ELFI with all functions from outside their institution. A registration from outside licensed networks is not possible.

In Case 2, the software behaves just as in the ELFI 2.0 Version (2012-2018). All categories are accessible and can be easily selected by mouse click. Selective and communicative functions are only available to registered users. Further, registered users have additional functions, such as the administration of subprofiles. If available, the stored information from the research department can be accessed (Dossier, see below).

Entwicklung in Europa

Welcome 🕝

DHV/Deutsche Universitätsstiftung -

DAAD - Hochschulkooperationsprojekte im

Rahmen des Programms "EU4Dialogue"

DHV/Deutsche Universitätsstiftung -

TANDEM Stipendienprogramm

Böll-Stiftung - Studienstipendien

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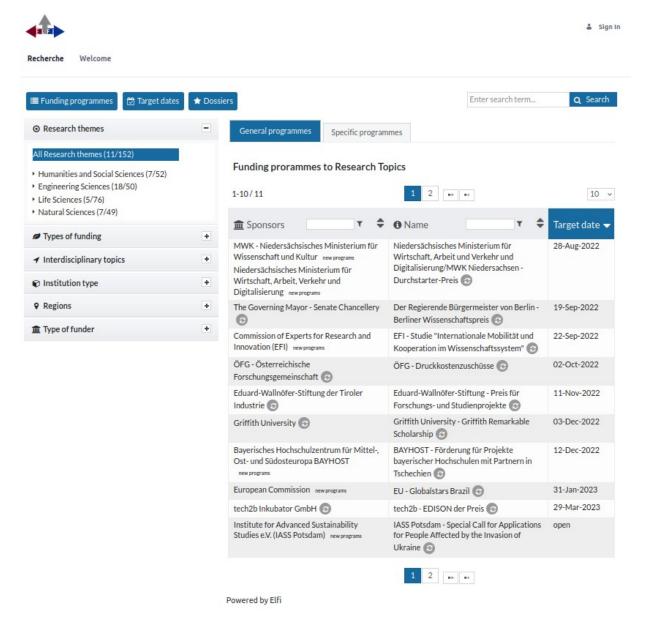


Fig. 2: Case 2 Access from a customer network.

Case 3 is a special case. It is based on an institutional profile, which e.g. may be limited to funding opportunities for a specific institution type. Further, specific sponsors may be highlighted or hidden. Registered users have to possibility to skip these defaults. Unfortunately it is not yet possible to illustrate this case with an example image. Just ask us.

Screen layout

The ELFI user interface consists of two main parts: The selection trees on the left side and the display results on the right side. When in search of funding opportunities, you basically use the selection trees on the left, which enable you to combine different categories, like research topics, types of funding, participating countries, types of institutions, etc.. For a detailed description of these functions, see "Profile-oriented selection of categories".

You can determine the number of funding programmes that are displayed per page. Further, it is possible to use the individual selection trees without prior registration. However, the full functionality of our service is only available for registered users. As a registered user you can combine the selection of multiple trees and use the message option to share information from the

database with interested users.

Selecting your preferred language

Users with an English-preferring browser automatically enter the English version of ELFI. If requested, you can switch to German by changing the default language in your browser settings. Afterwards you only need to reload your web page.

Become an ELFI customer

If you belong to an institution with no ELFI license, registration is not possible. You will find information on how to get a license on our homepage. Single-user licenses are not available. The minimum term for licenses is one year. The price for an institution-related annual license depends on type and size of the organisation. For detailed information please call our office or send us an email.

Creating a Profile

Prior to the first login, registration is necessary. Clicking on "Login" at the top right, the login window will open.

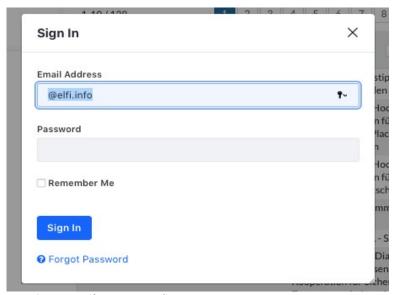


Fig. 3: Login (from external).

When accessing ELFI from an unauthorized network, you will only have access to the funding programmes in the "Scholarships for students" category. In this situation, the registration of a user profile is not possible, as you have access ELFI from the network of a licensed institution. If you already are registered, you can log in with your e-mail adress and password and get full access to all funding programmes and functions ELFI offers.

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Fig. 4: Login (from internal).

If you do not have an ELFI user profile yet, you can register by clicking on "+ Create Account" and fill in the registration form completely. Username and password are freely eligible (the username is restricted to an amount of 20 characters, the password has to contain 8 to 20 characters). If the form has not been filled in correctly or the username is already taken by someone else you will get a corresponding error message.

Please note, that the password in the first step of the registration (Fig. 5) is only used once. With the completion of the registration (Fig. 8) you will set your account's password. When logged in, you can change your password at any time in your settings.

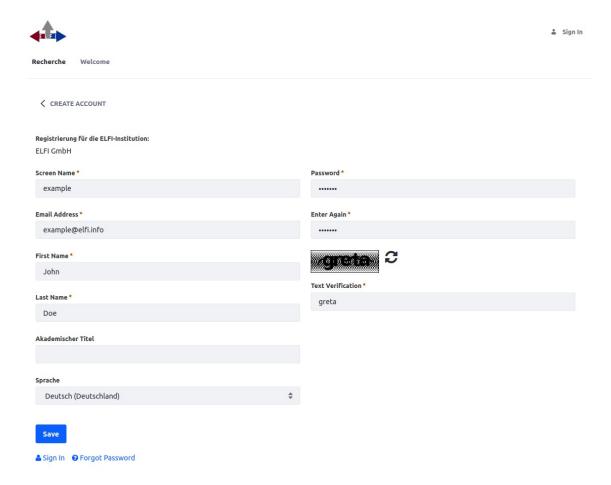


Fig. 5: Registration mask with temporary password.



Fig. 6: Login with temporary password.

After logging in, you are required to accept the terms of use and give consent to the storage of your personal data.



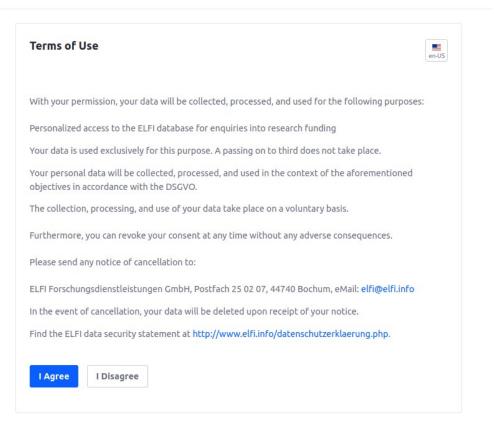


Fig. 7: Consent for data storage.

After agreeing to the Terms of Use, the next form will ask you for your final password. Please enter identical characters in both lines and click "save".



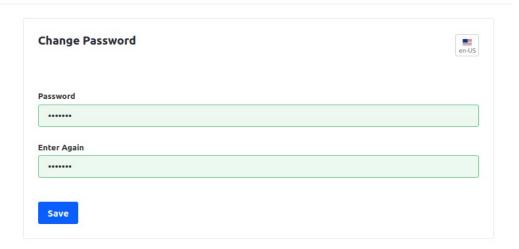


Fig. 8: Assign a password.

In the last step of the registration process you will be asked to enter a password question. You can choose from different specifications or formulate your own question.



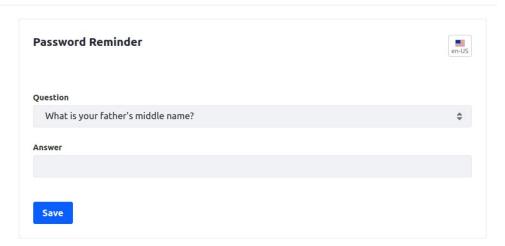


Fig. 9: Password Question.

Login

The button "Login" will lead you to the full scope of research opportunities. Checkboxes beneath the trees and additional applications like "Settings" or "Dossier" will appear on the screen. After logging out, your last selections are stored automatically, so after a new log-in the ELFI screen will be the same as before leaving. The interval for working with ELFI covers a time of 30 minutes, if in this time frame no actions are registered by the system, you will be logged out automatically.

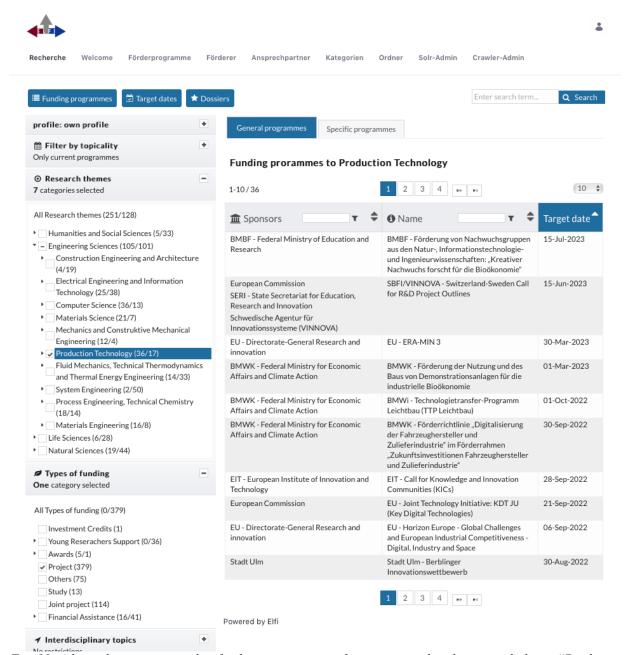


Fig. 10: A logged in user researches funding opportunities for projects within the research theme "Production Technology".

Settings

The button "My Account" reveals information about your personal data. These settings can be changed at any time.

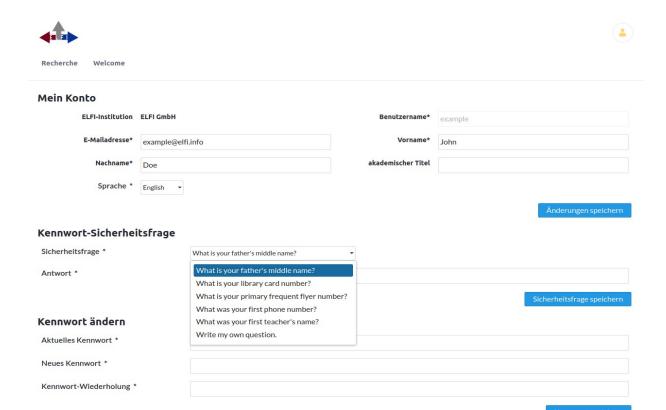


Fig. 11: Settings "My Account".

Overview

After the login you will find an overview of "Current Programmes".

You can display the programmes according to the following three categories:

- 1. Only new and updated programmes
- 2. Current programs
- 3. Expired programs.

You can specify the time frame for the current programs (default: two weeks). Depending on the time frame, the respective programs are marked as **neu** (new) or **geändert** (updated).

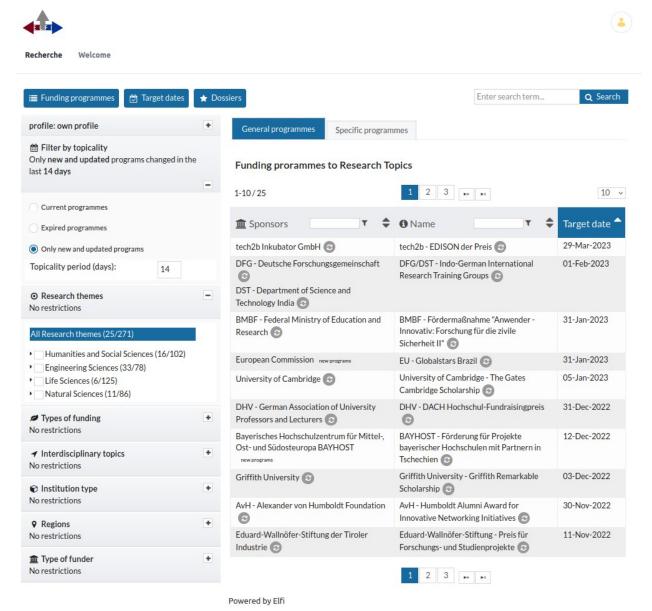


Fig. 12: Only new and updated programmes within the last 14 days.

Tip: Once you have put together the checkmarks for your ELFI profile, the selections will be saved. For example: When "new and updated programmes" is selected and you log in after some time, only those programmes will be shown, that were added since your last login.

Please note: The option of setting a time frame is only applied for "new and updated programmes". Click on the respective tab for the new settings to take effect.

There are the following distinctions:

- "New and updated Programmes"

This category shows the new or modified entries listed in the database (for example updated information on substantial changes, deadlines, etc.). Note: If you receive the message "*No Funding Programmes*" the selected time frame may too narrow (default setting: 2 weeks).

- "Current Programmes"
In this list you can find all currently active programmes whose deadlines have not expired yet.

- "Expired Programmes"

A programme archive that only includes programmes with deadlines which have already passed. Most of these programmes may be announced once again at a later date.

General and Specific Programmes

Within the list of results you will find a differentiation between "General" and "Specific" programmes. This classification can also be found among the respective category, e.g. "History" (90 General / 49 Specific). The sorting "General" always refers to the superordinate category (here: "History") while "Specific" refers to respective sub-categories (e.g. "History of Science"). When visiting each sub-category belonging to "History", there will not be any further subdivision because you are already at the bottom of differentiation.

Selection and Browsing

"Selection" and "Browsing": These two operations are the most important steps when working with ELFI. Both functions must be used successively to ensure that the results will be displayed as requested. With "Selection" we mean a pre-selection by marking checkboxes, with "Browsing" we mean the focusing you get, when you click on an individual term within a selection tree. Whenever you click on a term, you activate a tree at a certain point (e.g. Life Sciences in the Research Topic category). Other trees can now be used as a filter by using the checkboxes to get a more precise result. This is achieved by selecting one or more non-active trees with the help of the checkmarks next to the categories (Type of funding, region, etc.).

1. Selection: Pre-selection by marking checkboxes

2. Browsing: Concrete display of results, at your current position within a selection tree

You are in the tree "Research Topics".

If a specific research theme is of interest its checkbox should be marked (see step 1). It needs to be activated by clicking in order to expose corresponding results - the category is highlighted in blue. In case of more than one topic highlighted, you have to go up or down on each single topic and highlight it in blue.

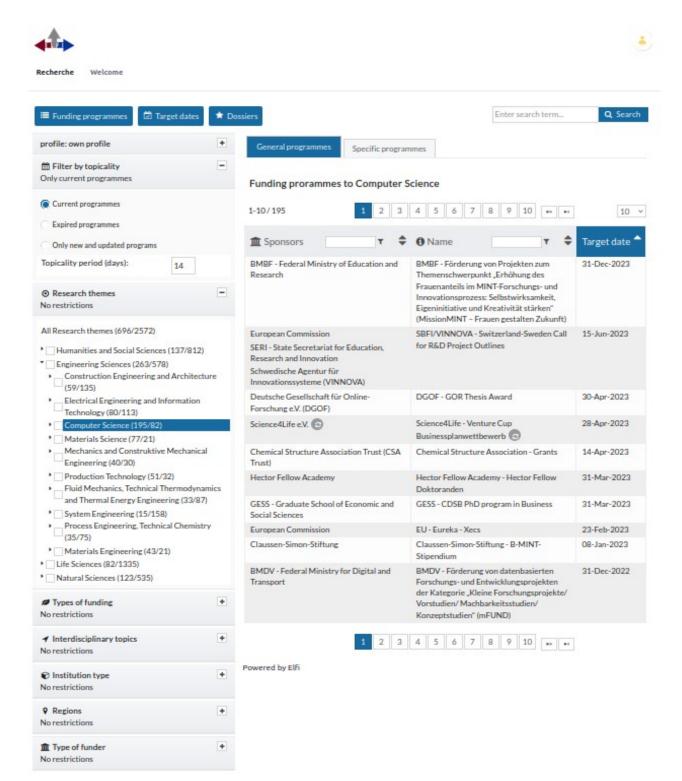


Fig. 13: Selectable options within the category "Research Topics" on the left half of the screen, corresponding results on the right half of the screen (sorted by deadline, descending).

Note: You may notice that if you add up the total number of subcategories does not correspond to the sum noted as "special" in the main category. The reason lies in the fact that many programmes are simultaneously assigned to several subcategories.

Research options within ELFI

Profile-oriented selection of categories

When researching with ELFI, six selection trees are combined to filter the programmes.

1. Research Themes

This selection tree is the most important one where the main research subjects can be set. Altogether, there are four main categories:

- Engineering Sciences
- Humanities and Social Sciences
- Life Sciences
- Natural Sciences

Subjects forming the ELFI selection tree "Research Themes" are created on the basis of the "DFG Review Boards", see: http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/index.html. Further, there is a list of "Interdisciplinary topics".

2. Types of Funding

This selection opportunity provides you with the possibility of setting limits to selected types of funding, e. g. project, postgraduate studies, scholarship etc..

3. Interdisciplinary Topics

This tree serves as an addition to the selection tree "Research Topics". Among this category interdisciplinary topics like "Gender Studies" or "Human Rights" can be chosen.

4. Institution Type

An open call can be addressed to one or more interest groups eligible for funding. Several distinctions can be made, for example: companies, public research or other institutions like non-profit organisations.

5. Regions

Among this section, you can choose between different countries or regions that are eligible for funding. This selection opportunity may be useful for collaborative / joint research projects.

6. Type of Funder

Among this category you will find all sponsors registered on ELFI together with their funding opportunities.

Sorting the list of results

The result list can be sorted by sponsor, programme or deadline either in an ascending or descending way. To make use of another sorting, you have to click on the respective category at the top and the sortation arrow will appear.

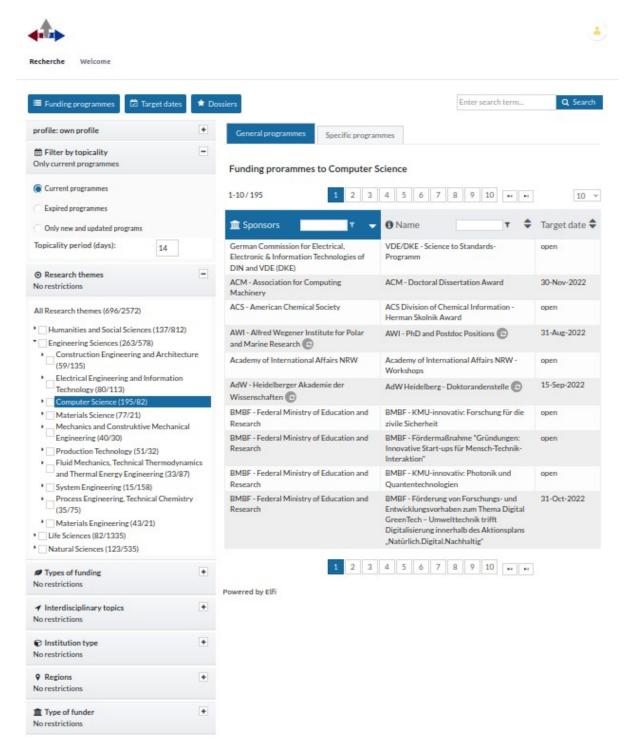


Fig. 14: Results sorted by sponsor, ascending.

The text boxes above the lists may help you to find specific sponsors and funding programmes. As a result, you e.g. will receive a list of funding programmes by a specific sponsor (see Fig. 15).

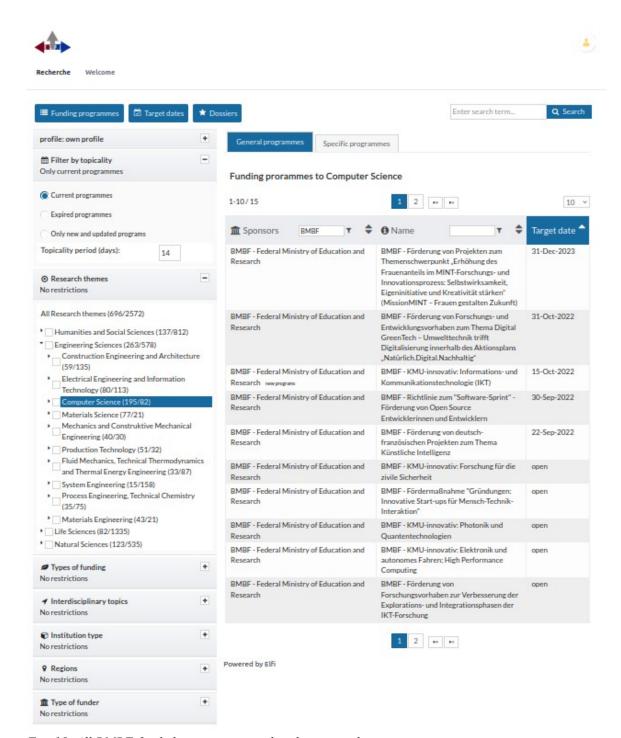


Fig. 15: All BMBF-funded programmes within the current list

Paging withing the result list

To support the user in finding structured results, the list of results is divided into several pages providing fifteen entries per page. The number of programmes shown per page can be defined manually. By clicking on an arrow or the respective page number you can switch between pages.



Fig. 16: List Navigation.

Scrolling back and forth within the result list

Scrolling back and forth between programmes is also possible by using the header within the detailed view of a programme. The blue arrow leads you to the previous or following item.

Target Dates

A new feature we are offering with our new software is a calendar where you find the deadlines for the funding programmes considering your personal selections. It is intended to support you in particular planning your activities. Programmes with an "open" deadline will not be found. You can click directly on a funding programme and will receive the corresponding program view. If you click on "+ x more" a list of funding programmes with the same application deadline will open.

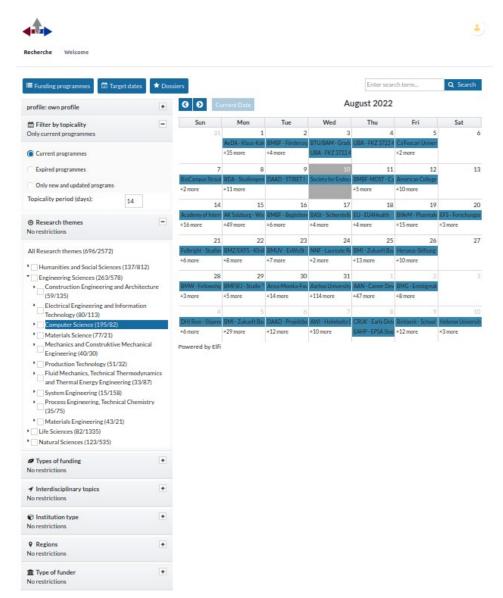


Fig. 17: Target Dates.

Profile

In addition to your own profile, you are invited to create further profiles for the benefit of third parties. This function is especially useful to funding consultants who wish to generate and work with profiles for different scientists they work for. Once a new profile has been generated, it may serve as a template you always can go back to for future investigations. You switch back to your own profile by clicking at "Your own Profile".

Once created a profile also can be deleted by the user himself at any time. Please note: To be able to delete one of your sub-profiles you have to change to the mode "Your own profile".

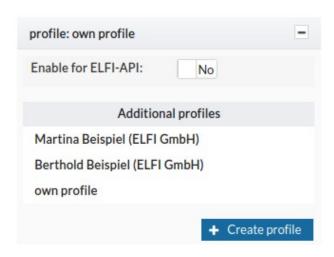


Fig. 18: Profile-Menu.

Recommend Funding Programmes

This function is used to mail sources of information directly. If you forward relevant findings to your own e-mail address, you will receive a useful link that can be used to integrate these information within your own web pages.

Within the forwarding process, a separate editing window appears. Via e-mail you can send your findings to any recipient.

If you want to receive a copy, please mark the field "Obtain a Copy". The e-mail editor also allows you to set individual formatting options. The symbol "Editor maximieren" helps to maximize the editor to the full scope of your screen. Via e-mail, the addressee receives an URL pointing at the corresponding programme within ELFI. Please take into consideration that this is only possible within authorized networks.

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Fig. 19: Forward funding programme.

Full-text search

Powered by Elfi

The input field for full text search (top right) can be used from all positions within the ELFI database. The search terms may be entered in English or German. Within the result list you can switch from the headline to see the entries' detailed view. The full text search works with a truncation and is case insensitive. The combination of search terms is automatically interpreted as a conjunction.

Full text search by entering keywords into the search field

After entering a search term, a result list will be displayed. By clicking at the headline of an extract, you will find a more detailed description:

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| > | | ew - School of Geography atterns as response to change: | & Sustainable Development - PhD Funding Opportunities in weather and pollution. |

Fig. 20: With a "search term" the full-text search is activated

Detailed View

The detail view reveals further information on the following objects: Funding Programme, Sponsor and Contact Person.

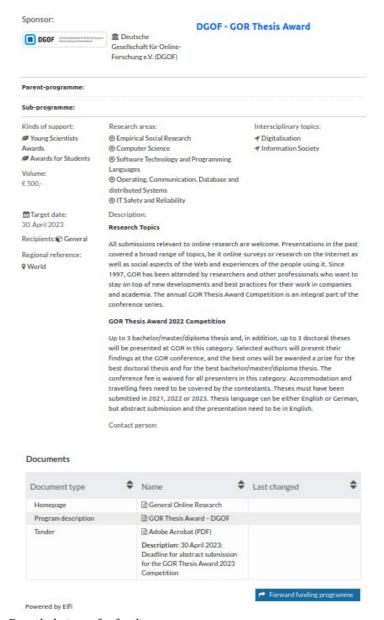


Fig. 21: Detailed view of a funding programme.

Detail view "Funding Programme"

The detailed view of the funding programme contains information on the following features:

- *Sponsors* with logo.
- *Name* of the funding programme.
- *Link to the original announcement* (programme homepage)
- Leading partner programmes: If a programme is part of a leading funding programmes, it will
 - show you the higher-level programme.
- *Sub-programmes*: Any sub-programmes of a subsidy programme are displayed here.
- *Project sponsors*: Some sponsors name content and administrative support of their programmes a project sponsor. In this case, the project sponsor is the point of contact for more information.
- Funding type: List of possible funding types.
- *Volume*: As far as known, information on the funding volume is given here. Either on project basis or based on the total volume.

- *Target date (application period)*: Specification of possible application periods (no guarantee).
- Recipients: List of types of institutions or forms of organisation that are allowed to participate in the programme. The range extends from universities, possibly subdivided into Universities and universities of applied sciences, research institutions, authorities up to Company. Small and medium-sized enterprises (SMEs) are distinguished separately.
- Regional reference: Describes the regional reference of the programme, i.e. the eligible countries.
- Research areas, interdisciplinary topics: The ELFI service center will assign the research areas and interdisciplinary topics of each programme. Items highlighted in blue indicate that they match your selection.
- *Description* of the program that gives you an idea about the research topic and goal setting of the funding program.
- Contact person: The contact person for a funding program will be (if known) given here.
- *References* to further information in the "Documents" section, such as the current call, Program description, background information etc.

Detail view "Sponsor"

The detailed view of a sponsor contains a summary of all data of a sponsor:

- *Name* of the sponsor with reference to their homepage.
- Description of the sponsor and information on their funding topics, funding procedures, etc.
- *Funding programmes:* List of programmes financed by the sponsor or being refered to as project manager.
- References to documents describing the sponsor and its activities.

Detail view "Contact Person"

The detailed view contains information about a contact person

- Information on the employer (sponsor).
- Name of the person with reference to the homepage.
- Information on contact address, such as phone number and email address.
- List of supported funding programmes.

Roles and possibilities in ELFI

The new ELFI role-model

In contrast to our 2.0 version, nobody is turned away in our new version. This has to do with the underlying access configuration.

There are four options:

1. Unregistered from an unknown network

- Read access to the ELFI-guest-profile, equivalent to the student-Elfi-profile.
- Access to funding programs that fit the ELFI-guest-profile. Other funding programs will no be shown.
- Possibility to navigate in the research topic tree, other trees are locked.
- Possibility to log in.
- No possibility to register.

2. Unregistered from a known network

- Read access to the organisation-default-profile (provided by the research coordinator of the respective organisation) or to the default-ELFI-profile (all trees, current programs, no limitation).
- Read access to dossier entries (provided by the research coordinator of the respective organisation) for current funding programmes, if available.
- Access to all programs and all trees.
- No possibility for filtering.
- Possibility to log in.
- Possibility to register. Registration is done for the recognized organisations.

3. Logged in normal user

- Read access to the organisation-default-profile (provided by the research coordinator of the respective organisation) or to the default-ELFI-profile (all trees, current programs, no limitation).
- Read access to the public profiles (provided by the research coordinator of the respective organisation)
- Read access to the organisations public dossiers (provided by the research coordinator of the respective organisation)
- Read access to dossier entries for the current funding program, if available.
- Access to all programs and all trees
- Possibility to manage own profiles
- Write access (filter setting options) to your own profiles.
- Possibility to forward funding programs, sponsors and contact persons.
- Manage your own account.

If the user is assigned to an organisation, he receives read access to the organisation profiles and public profiles as well as the public dossiers and dossier entries of the recognized organisation. If no organisation is recognized (= foreign network) this option does not exist. The case where a user is not associated with any organisation should not happen.

4. Registered Research Coordinator

A research coordinator is always a research coordinator for an organisation. The research coordinator has the same options as a normal, registered user. In addition, he can administer an organisation profile (for the whole organisation) and any number of other public profiles.

• Administrate dossiers and dossier entries. For each dossier and dossier entry it is possible to decide whether or not it should be publicly accessible (in the organisation).

One becomes a research coordinator by getting assigned this role for an organisation through the ELFI service point. If you are interested, please contact us!

The new dossier

(In the ELFI-2-0 version there was a dossier function that we closely linked to our user base for the new version and developed significantly. We want to offer you this tool to enable organisation-specific communication).

Depending on whether you access ELFI as a registered research coordinator or a (registered or unregistered) user, the dossier provides different functions. A research coordinator can use the dossier to point certain things, funding programs, appointments, events, etc. out to members of his

organisation. Members from the respective organisation can be notified of certain funding programs, sponsors or other things such as dates, events, news, etc. via the dossier.

ELFI records a great bandwidth of programmes. Nevertheless, if you are missing an entry or need help with operating functions, please do not hesitate to write an e-mail to: elfi@elfi.info.