HELMHOLTZ

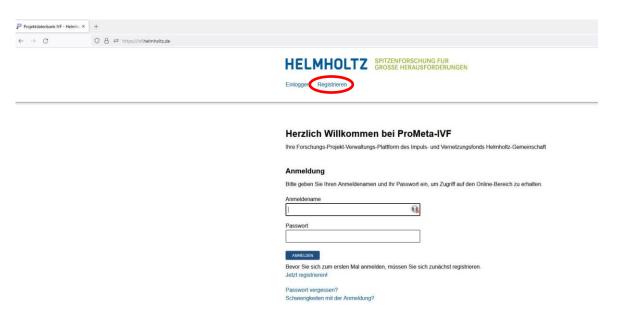# Submitting Helmholtz Enterprise Proposals via ProMeta

04.07.2024

A new project management solution

All projects supported by the Initiative and Networking Fund (INF) are managed with the ProMeta project management solution from the application to the completion of a project in order to make the application and project management process more digital and user-friendly.

In this handout, we would like to inform you about the procedure for submitting applications for the "**Helmholtz Enterprise"** instrument.

Access to ProMeta

You can register on your own via the website ivf.helmholtz.de. You will then receive an e-mail with your user name and a request to set a new password. When logging in, please note that the user name is not your e-mail address, but is generated automatically and communicated in the confirmation e-mail.
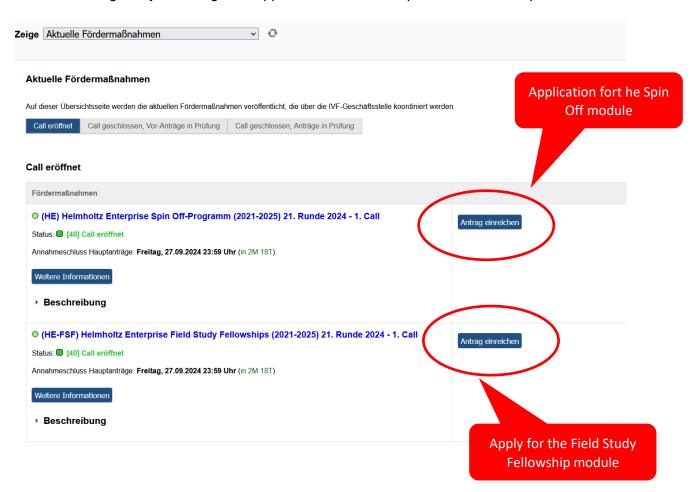

If you are already registered with ProMeta, you can log in with your login name and password.

When you log in, you will be automatically redirected to an overview page where you can see all currently open calls. Select the call with the title "(HE) Helmholtz Enterprise Spin Off Pro-gramm (2021-2025) 21. Ausschreibungsrunde 2024 – 1. Call" or "(HE-FSF) Helmholtz Enter-prise Field Stdy Fellowship (2021-2025) 21. Ausschreibungsrunde 2024 – 1. Call" and click on

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Spitzenforschung für
große Herausforderungen.

"**Antrag einreichen**". The wizard for submitting a new application will open in a new browser window. It will guide you through the application submission process in nine steps.

To submit the application, we recommend that you have the application documents ready. Some data must be copied into ProMeta.

Application submission process

The process comprises nine steps through which the application wizard will guide you. To complete and save a step, click on "Vor" at the bottom of each page. You can interrupt the process at any time ("Eingabe unterbrechen"). All data saved up to that point (i.e. the data on the previous page) will be saved. The process can then be continued at a later time. You can also delete the data you have entered by clicking on "Abbrechen und Eingaben löschen". Mandatory fields are marked with an asterisk. If information is missing, the corresponding fields are marked in red. You can use the navigation bar at the top of the page to jump between the various steps.
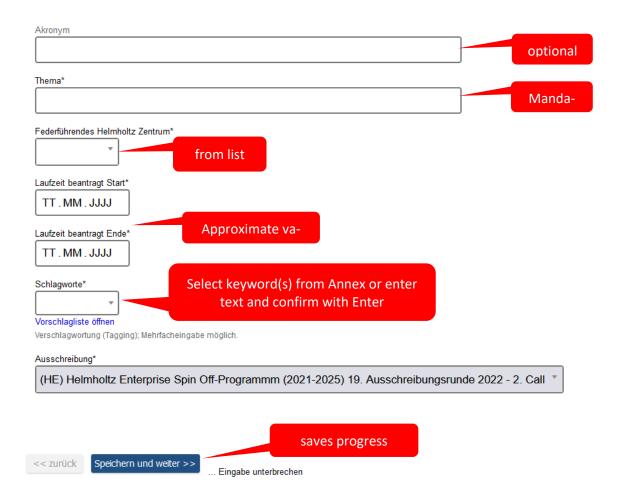
Step 1: Information on the project
In step 1, basic data on the planned project is requested.

Enter the planned start and end dates. These are only for an initial assessment and are not binding in the event of funding. Enter the keywords that are relevant to you under "Keywords" by typing them in and pressing "Enter". Then click on "Speichern und Weiter" to save the data you have entered. You will be forwarded to step 2.

Schritt 1: Angaben zum Vorhaben

Akronym

[   ]   → optional

Thema*

[   ]   → Manda-

Federführendes Helmholtz Zentrum*

[▼]   → from list

Laufzeit beantragt Start*

[TT . MM . JJJJ]

Laufzeit beantragt Ende*   → Approximate va-

[TT . MM . JJJJ]

Schlagworte*

[▼]   → Select keyword(s) from Annex or enter text and confirm with Enter

Vorschlagliste öffnen
Verschlagwortung (Tagging); Mehrfacheingabe möglich.

Ausschreibung*

[(HE) Helmholtz Enterprise Spin Off-Programmm (2021-2025) 19. Ausschreibungsrunde 2022 - 2. Call ▼]

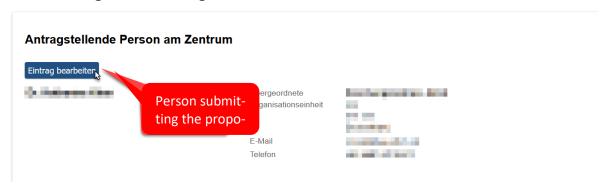<< zurück   [Speichern und weiter >>]   → saves progress
... Eingabe unterbrechen

Step 2: Details of the applicant at the center

In the next step, the data of the person submitting the application at the center (this is the person who is currently submitting the application via ProMeta, i.e. you). You are automatically entered as the person submitting the application.

Schritt 2: Angaben zur antragstellenden Person am Zentrum und zur nominierten Person

Antragstellende Person am Zentrum

Person submitting the propo-

If you want to edit the data (e.g. the telephone number), you can click on "Edit entry". A new window for entering data will open. There you can edit your data or enter another person as the applicant.
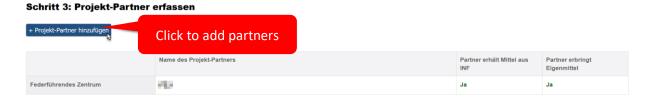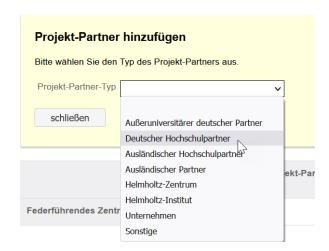
To finalize the change/entry, click on "Speichern" to return to the main page of step 2. Click on "Vor" to complete step 2 and continue to step 3.

Step 3: Record project partners

In step 3, you can enter any project partners if you are planning to involve them. The lead center (i.e. your center) is already listed as a project partner. Click on "Projektpartner hinzufügen" to add further project partners (e.g. Helmholtz institutes or similar). This step is optional for this call for proposals and can also be skipped. If you wish to enter project partners, please note that project partners are only institutions or companies that are significantly involved in the project. Subcontractors, service providers etc. are not included.

Schritt 3: Projekt-Partner erfassen

+ Projekt-Partner hinzufügen   **Click to add partners**

	Name des Projekt-Partners	Partner erhält Mittel aus INF	Partner erbringt Eigenmittel
Federführendes Zentrum		Ja	Ja

An input form will open in a new window.

Projekt-Partner hinzufügen

Bitte wählen Sie den Typ des Projekt-Partners aus.

Projekt-Partner-Typ   ▾

schließen

Außeruniversitärer deutscher Partner
Deutscher Hochschulpartner
Ausländischer Hochschulpartner
Ausländischer Partner
Helmholtz-Zentrum
Helmholtz-Institut
Unternehmen
Sonstige

Federführendes Zentr

Select the type of project partner from the list. Click "Eintrag bearbeiten" to enter the data for a new project partner.

	Name des Projekt-Partners	Partner erhält Mittel aus INF	Partner erbringt Eigenmittel
Federführendes Zentrum	**FZJ**	Ja	Ja
Deutsche Hochschulpartner	**NAME**		
	Es wurden noch keine Daten erfasst!		
	Eintrag bearbeiten Eintrag löschen		

Click to edit information about the partner

In the next step, specify whether the partner receives funds from the INF or provides their own funds. Click on save to return to the main window.
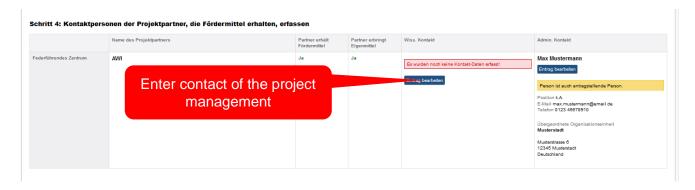
The institution will now appear in the list of project partners. Add further partners if additional partners will be involved in the planned project. Once you have entered all project partners, click on "Vor" to complete step 3 and proceed to step 4.

Step 4: Record contact persons of project partners who receive funds from the INF

In step 4, the contact persons of the respective project partners who receive funds from the INF are recorded. The person submitting the application is automatically entered here. However, you can also make changes here via "Eintrag bearbeiten". Then return to the main page and click "Vor" to complete step 4 and proceed to step 5.

In this step, you must also enter a "Scientific contact" for your center, i.e. a person who will be responsible for the content of the project. This information can also be changed later.

Step 5: Financing

In step 5, information on the funding of the project is requested. First click on "Finanzierung bearbeiten" under "Budget INF of Partner" to access the detailed view for IVF funding.
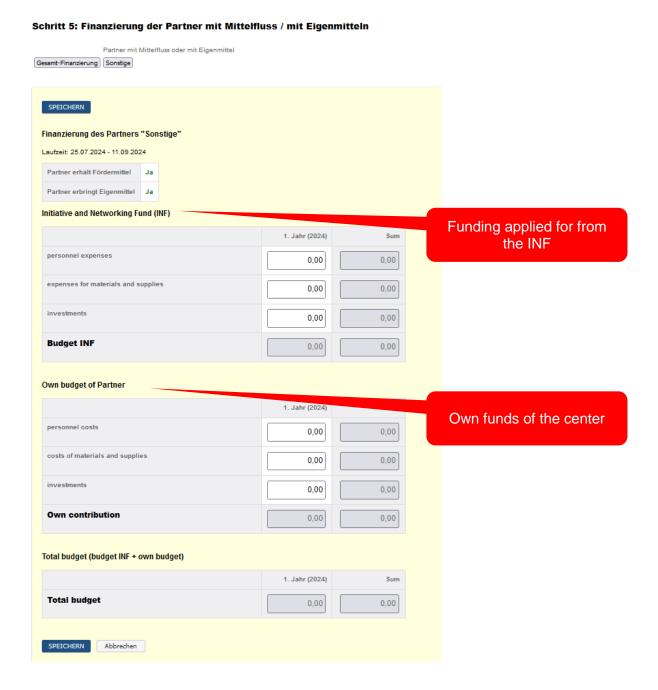
Schritt 5: Finanzierung der Partner mit Mittelfluss / mit Eigenmitteln

Partner mit Mittelfluss oder mit Eigenmittel

[Gesamt-Finanzierung] [Sonstige]

Gesamt-Finanzierung der Partner mit Mittelfluss / mit Eigenmitteln

Beantragte Laufzeit: 25.07.2024 - 11.09.2024

Budget INF of Partner

Anzahl Partner mit Mittelfluss: 1 von 1

	1. Jahr (2024)	Sum	
Sonstige Helmholtz-Zentrum - Federführendes Zentrum	0,00 €	0,00 €	Keine Fördermittel erfasst! [Finanzierung bearbeiten]
Total budget INF	**0,00 €**	**0,00 €**	

Own budget of Partner

Anzahl Partner mit Eigenmittel: 1 von 1

	1. Jahr (2024)	Sum	
Sonstige Helmholtz-Zentrum - Federführendes Zentrum	0,00 €	0,00 €	Keine Eigenmittel erfasst! [Finanzierung bearbeiten]
Total own budget	**0,00 €**	**0,00 €**	

Total budget (budget INF + own budget)

	1. Jahr (2024)	Sum
Total budget	**0,00 €**	**0,00 €**

[<< zurück] [Speichern und weiter >>] ... Eingabe unterbrechen

... Abbrechen und Eingaben verwerfen

> **Open detailed view**

Then enter the amount and purpose for which you wish to apply for funding from the INF for each funding year. Please subdivide - as requested below - into personnel costs, material costs and investment costs. Then add the proportion of the center's own funds to the project costs. Then click on "Speichern und weiter".

Schritt 5: Finanzierung der Partner mit Mittelfluss / mit Eigenmitteln

Partner mit Mittelfluss oder mit Eigenmittel

Gesamt-Finanzierung | Sonstige

SPEICHERN

Finanzierung des Partners "Sonstige"

Laufzeit: 25.07.2024 - 11.09.2024

| Partner erhält Fördermittel | Ja |
| Partner erbringt Eigenmittel | Ja |

Initiative and Networking Fund (INF)

	1. Jahr (2024)	Sum
personnel expenses	0,00	0,00
expenses for materials and supplies	0,00	0,00
investments	0,00	0,00
Budget INF	0,00	0,00

Funding applied for from the INF

Own budget of Partner

	1. Jahr (2024)	
personnel costs	0,00	0,00
costs of materials and supplies	0,00	0,00
investments	0,00	0,00
Own contribution	0,00	0,00

Own funds of the center

Total budget (budget INF + own budget)

	1. Jahr (2024)	Sum
Total budget	0,00	0,00

SPEICHERN | Abbrechen

Step 6: Brief description

In step 6, please enter the project summary in German and English. Please briefly outline the strategic objectives of the project and the most important planned measures.

Schritt 6 Zusammenfassung / Summary

Zusammenfassung in deutsch*

Summary in English*

<< zurück | Speichern und weiter >> | ... Eingabe unterbrechen

... Abbrechen und Eingaben löschen

Then click on "Save and continue" to complete step 5 and go to step 7.

Step 7: Questionnaire

This step is not relevant for Helmholtz Enterprise and can be skipped.

Step 8: Upload documents

In step 8, the document is uploaded in the specified file format. The following document in pdf format must be uploaded to ProMeta:

Helmholtz Enterprise Spin Off application
HE 2024 21. Runde – 02 Call Template – Deutsch (Antragsformular)/ HE 2024 – 21. Runde – 02 Call Template – English (Proposal)

Helmholtz Enterprise Field Study Fellowship Application
HE-FSF 2024 21. Runde – 02 Call Template – Deutsch (Antragsformular)/ HE-FSF 2024 – 21. Runde – 02 Call Template – English (Proposal)

Schritt 8 Dokumente zum Antrag einstellen

Bitte laden Sie die entsprechenden Dokumente hoch.

▸ **Hilfestellung: Probleme beim Hochladen von Dokumenten?**

Wenn Sie Probleme beim Hochladen von PDF-Dokumenten haben, und die Hilfestellungen unter "Probleme beim Hochladen von Dokumenten?" nicht weiter helfen, wenden Sie sich bitte an die verantwortliche Personen der Ausschreibung.

Antragsdokument (PDF)*

▸Drop files to upload
(or click)

Bitte beachten Sie, dass die maximale erlaubte Dateigröße 600.0 MB beträgt. Folgende Datei-Typen sind **erlaubt**: .pdf

`<< zurück`   `Speichern und weiter >>`   ... Eingabe unterbrechen

... Abbrechen und Eingaben löschen

Step 9: Message to the IVF team

In step 9, you can write a message to the INF team if you would like to tell us more about the application or the application submission. This is optional. Click on "Speichern und weiter" to complete step 9 and proceed to the final step.

Schritt 9 Nachricht an das IVF-Team

Hier können Sie dem IVF-Projekt-Team eine Nachricht hinterlassen.

Meine Nachricht an das IVF-Projekt-Team

Summary application

In the final step, you can view a summary of all the data entered and documents uploaded so far. Check the data you have entered for completeness and accuracy ("1"). If you wish, you can print out the summary ("2"). This is optional. You also have access to ProMeta after submitting the application and can continue to view the application here. If all the data is complete and correct, click on "Antrag einreichen". ProMeta will then compile all the data and create the necessary links in the system. This will take a while. Please be patient at this point, this is not an error.

`<< zurück`   `ANTRAG EINREICHEN` **3**

Zusammenfassung

Bitte überprüfen Sie Ihre eingegebenen Daten. Mit der Aktion "Antrag einreichen" schließen Sie die Erfassung ab. **1**

Sie können den Antrag nun mit der Aktion "Antrag einreichen" einreichen. Bitte haben Sie etwas Geduld bis der Antrag vollständig im System eingepflegt ist. Im Anschluss erhalten Sie eine Eingangsbestätigung und das FKZ Ihres Antrages.

1: Eingegebene Daten im Überblick überprüfen.
2: Zusammenfassung auf Wunsch ausdrucken.
3: Antrag per Klick einreichen.

`Zusammenfassung drucken` **2**

You will be automatically forwarded to completion.

The funding code is now created, which identifies the project throughout the selection and funding process. This concludes the application submission process.

Fertigstellung

Vielen Dank für Ihren Antrag.

Ihr Antrag wurde erfolgreich eingereicht und hat das Förderkennzeichen "VH-NG-19-01" erhalten. Der Antrag wird im nächsten Schritt formal geprüft; wir melden uns nach dem Abschluss der Prüfung erneut bei Ihnen.

You can now close the browser window in which the application wizard is displayed and return to the main ProMeta window. Select "Meine Anträge/Meine Projekte" from the selection list to display your submitted applications. Here you can also view all the information stored for the application/project at a later stage in the selection procedure and in the funding process.
You can now log out of ProMeta.

Contact persons

Julian Alexandrakis (julian.alexandrakis@helmholtz.de, Tel.: +49/30 206329-77), who is responsible for the program, is available to answer any questions you may have about the selection process for the "Helmholtz Enterprise" call.

If you have any questions about submitting applications via ProMeta and would like to give us feedback on the overall process, please contact Anne Jordan (impulsfonds@helmholtz.de, Tel.: +49 30 206329-226). As head of the Initiative and Networking Fund, she manages the entire content and technical implementation in ProMeta.