

Terms of reference to the joint call between the Pontificia Universidad Javeriana Colombia and the German Research Foundation - DFG.

Funding of research projects.

Objective.

With the aim of promoting research cooperation between the Pontificia Universidad Javeriana Colombia and the research centers in Germany, and within the framework of the agreement signed with the Deutsche Forschungsgemeinschaft (DFG), the Vice-Rector for Research of the headquarters in Bogotá and the Research and Development Office of the Sectional in Cali, invite you to participate in the joint call for research Javeriana Colombia - DFG, which seeks to strengthen research capacities in all areas of knowledge, through collaborative work between Javeriana and German researchers in basic or fundamental research.

Application

- Proposals are encouraged to be submitted jointly by at least three (3) researchers (one for each institution) as follows:
 - a) Researchers attached to DFG-eligible research institutions or universities in Germany.
 - b) Faculty members of the Pontificia Universidad Javeriana Bogotá.
 - c) Faculty members of the Pontificia Universidad Javeriana Sectional Cali.

Participation of faculty members of both Pontificia Universidad Javeriana campuses is required if it is scientifically appropriate and based on already existing partnerships. If not applicable, at least one PI from the Javeriana should submit the project jointly with its German partner.

- The proposal will be presented in parallel to the DFG and Javeriana, which must be written in English. It is important to note the "Research Grant Program Guidelines" (form 50.01) and the "Instructions for Proposal Preparation – Project Proposals" (form 54.01), which can be found at this [link](#). Please note that the documents submitted to the PUJ and DFG must not differ with regard to the scientific content of the proposal or with regard to the applicants involved.

- Each submitted proposal must designate a single principal investigator affiliated with Javeriana Colombia. This person will be responsible for registering the project in the Investigar PUJ system and managing the resources allocated by each campus, if the proposal receives funding. Please submit your proposal in accordance with the standard Investigar PUJ guidelines for internal projects and following the instructions provided below:
 - If the principal investigator is from the central headquarters, he/she must register the project here: "[Investigar PUJ](#)".
 - If the principal investigator is from the Cali section, he/she must register the project here: "[Investigar PUJ Cali](#)".
- In the project summary field, the area of knowledge in which the main contribution of the project is expected must be specified.

In the "attachments" section of *Investigar PUJ*, the following documents must be included:

- The pdf of the 53.01 form that the German PI will generate when submitting the proposal to the DFG.
- Certificate of clearance from research commitments of the principal investigator issued by the Vice-Rector of Research of the Central Headquarters or by the Office of Research and Development of the Cali branch campus. This must be requested by the principal investigator at least one month before the application to the following link or email, as appropriate:
 - Headquarters: [form](#)
 - Cali branch campus: investigacion@javerianacali.edu.co
- Researchers must present the current certificate of completion of the course of responsible conduct in research of the [CITI Program \(Collaborative Institutional Training Initiative\)](#).
- Submit the Responsible Conduct in Research, Innovation and Creation (FCR, acronym in Spanish) Form along with the letter of technical approval. The FCR Form can be found at the following [link](#). Be sure to upload both PDFs to *Investigar PUJ*.
- For the researchers of the Cali branch campus: Unified endorsement with the approval of dedication to the project (hours/week) (Click [here](#)).
- If the project includes activities with ethnic communities, a [letter of endorsement signed](#) by the representative of the community must be attached, specifying that the activities of the project were socialized with its members. The document should use clear language that allows participants to understand the scope of the project.
- Javeriana professors who are part of the project must have their profile updated in "[Perfiles y Capacidades Javeriana](#)". It is expected that at least it has: Photograph, description of the profile (in Spanish and English), published products, links to the academic networks, and at least one of the following digital identifiers: Scopus ID, ORCID ID and Web of Science (Wos).
- Proposal according to the following format: ([format 54.01](#))

Note 1: The budget requested from the Javeriana University must be requested in Colombian pesos.

Note 2: The call for proposals will not fund student fees or scholarships regarding student participation in the projects.

Intellectual property and confidentiality minutes and agreements.

If the project is funded, an intellectual property and confidentiality agreement will be established between the institutions involved. Once the application is funded, the co-researchers must register the project in *Investigar PUJ from their campus*, so that it appears in their work plans and applicable budgetary transfers can be made.

Commitments.

- Each project must produce, at minimum, one new knowledge output—either a research article or a research book—published in a journal indexed in internationally recognized databases or by an academic publisher acknowledged by the scientific community for its quality and impact. German researchers remain subject to the DFG's rules and open access guidelines.
- The databases generated during the project must be deposited in the institutional research data repository "Dataverse". The Vice-Rector for Research (Main Campus) and the Office of Research and Development - OID (Cali branch campus) will provide information and support to professors for the use of this platform.

Note: The authors of the products must have the Pontificia Universidad Javeriana as an institutional affiliation (without translating or abbreviating it), in accordance with the guidelines for institutional affiliation and related matters with implications for institutional positioning ([Circular No. 01 of 2022](#)).

- Credits or acknowledgments must be granted to the Pontificia Universidad Javeriana and DFG in accordance with [Circular No. 01 of 2022](#) of the Vice-Rector for Research of Javeriana, and [DFG's Funding Guidelines](#), section 13.
- In the event that the professor who has the role of principal investigator leaves the University before fulfilling the agreed commitments, the department director must assign another professor to fulfill them. This change must be reported to the Research Directorate / Office of Research and Development at PUJ and to DFG, as appropriate.
- The principal investigator identified in the system as "Responsable PUJ" will be in charge of:
 - (i) the presentation of the financial report, which will have the support of the Faculty Secretary ([Circular No. 3 of 2016](#)) and
 - (ii) the presentation of the commitments and products resulting from the investigation.
- The academic unit to which the principal investigator belongs will be responsible for the administration of the funds allocated to the project. It is important to clarify that any redistribution to the budget that incurs technical-scientific risks for its execution must have the approval of the dean of the faculty or director of the institute. These modifications and their approval must be attached to the final report.

- Any possible extension in the duration (not cost extension) of the project must be requested at least six months prior to the project's end and must be justified and approved by the Research Directorate (Bogotá) or the OID (Cali) at Javeriana and the DFG.

Other conditions of participation.

- Professors with the role of principal investigator may not have more than two projects in execution with funding from the Vice-Rectoría for Research, Office of Research and Development in Cali.
- At the time of application, the principal investigator (with a responsible PUJ role) and the co-researchers must have updated the CvLAC (Curriculum Vitae for Latin America and the Caribbean) and have participated in the *National Call for the recognition and measurement of research, technological development or innovation groups and for the recognition of researchers of the National System of Science, Technology and Innovation – SNCTel, 2024 of Minciencias*. Participation in the call applies only if the professor was linked to the University at the time of closing this measurement call.

If the project is funded, bear in mind:

- The participation of external institutions, including the German universities involved, requires the signature of agreements between the parties according to the roles within the project.
- In case of carrying out activities with ethnic communities, before starting activities, you must consult with the manager of the Research Directorate or the Office of Research and Development if it is necessary to sign an agreement that contemplates aspects such as the intellectual property of the results of the project, the use of traditional knowledge of the communities, among others, according to the characteristics of the research.
- Likewise, the PI must verify with the Research Directorate/OID if it is necessary to process a concept of determination or admissibility of prior consultation with the Ministry of the Interior.
- Depending on the type of research, other documents may be required, for example: endorsement from CICUA (Institutional Committee for the Care and Use of Animals) when the project involves the handling of vertebrate or cephalopod animals; inclusion in the framework collection permit for projects involving the collection of wild species; informed consent form when information is collected from human participants, among others.
- Fill out the Data Management Plan (DMP), which corresponds to the planning and management of the data that will be collected during the execution of the project. Research Directorate/OID will accompany its construction according to the [DMP](#)

[guidelines](#). Likewise, the DFG recommendations and guidelines on the topic should be observed.

Evaluation of the proposal.

This call will be evaluated in Colombia and Germany by academic peers. The number of funded projects is subject to the results of the evaluation and the resources available in the Vice-Rectorate for Research (Main campus), the Office of Research and Development - OID (Cali branch campus) and the German Foundation for Scientific Research - DFG.

Schedule.

There are no yearly deadlines as proposals will be evaluated when the German and the Colombian researchers submit their proposals to DFG and PUJ respectively.

The parallel review process can take up to ten (10) months for Research Project proposals.

Financing.

- Each project may receive funding for a maximum duration of three (3) years, with a total allocation of up to COP 120,000,000, or a proportional amount based on the proposed project duration.
- The financing of the Javeriana may only be used for the components of the project developed in Colombia.
- It is important to have the support of the Faculty Secretaries in the preparation of the budget ([Circular No. 3 of 2016](#)). In the Cali section, the OID will support this work.
- These calls do not finance staff bonuses.
- The payment of ARL must be budgeted for Colombian personnel who are hired for the provision of services whose work is classified as a risk level IV or V in accordance with the provisions of the Administrative Vice-Chancellor's Office.
- Publishing fees for articles and books should not be included in the PUJ budget.
- Bibliographic resources can be acquired through the General Library. Check with your Department or Institute. Avoid including them in the budget for this call.
- The purchase of equipment may require technical concepts from other dependencies of the University ([Circular DSU-002 of 2013 of the Administrative Vice-Chancellor's Office](#)), and may be exempt from the payment of VAT. In the Cali Section, you may

require a concept from the Purchasing Office or the Computer Services Center – CSI.

- If specialized software is required, it is recommended to check with [the DTI's Servir-T](#) or with the Computer Services Center – CSI (Cali Section), if the University already has licenses available before including it.
- If the project requires the purchase of imported equipment or material, it is necessary to consider in the schedule the estimated time of approval, importation and nationalization, as well as possible costs involved in these processes.

Contact Information.

Main Campus: Carla Ramírez, International Project Manager ramirez-carla@javeriana.edu.co –

Kewin Cárdenas, Project manager, cardenas-k@javeriana.edu.co

Cali Branch Campus: Mayra Alejandra López, Coordinator of External Resources malejandra.lopez@javerianacali.edu.co

Hesam Sadeghian Rios, International Cooperation Manager
hesam.s@javerianacali.edu.co