

Status: 05.2026

## Application and processing of BMFTR projects and other federal funding projects at Heidelberg University


### I. Application procedure

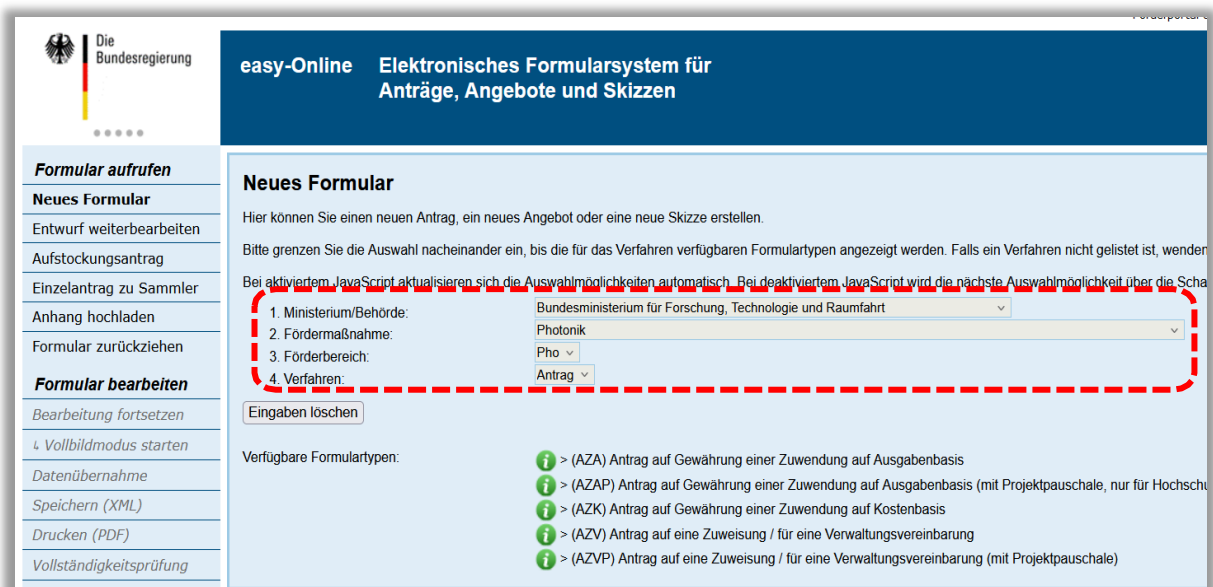
You can obtain initial information on suitable calls via:

- the electronic information service for research funding INFOR-News of the Research Division  
<https://www.uni-heidelberg.de/en/research/research-service/electronic-research-funding-information-service>
- the staff of the Heidelberg Research Service HRS (Department 6.2)  
<https://www.uni-heidelberg.de/en/institutions/university-administration/division-6-research/heidelberg-research-service>

#### 1) Select the desired call via Easy Online

Applications to federal funding bodies are submitted exclusively online via the EASY ONLINE portal  
<https://foerderportal.bund.de/easyonline/>

- Selection of funding provider, funding measure, funding area and procedure as well as selection of the required form type.  
 **IMPORTANT:** BMFTR projects involve so-called **AZAP** forms; here, a project overhead of 20% of the direct costs applied for is granted exclusively for universities [see also <https://backend.uni-heidelberg.de/de/dokumente/programmpauschalenkompensation/download> ]; other federal funding bodies generally do not pay indirect costs, which is why EASY ONLINE only offers **AZA** forms in these cases.



The screenshot shows the 'easy-Online' portal interface. The header includes the German Federal Government logo and the text 'easy-Online Elektronisches Formularensystem für Anträge, Angebote und Skizzen'. A sidebar on the left lists navigation options like 'Formular aufrufen', 'Neues Formular', and 'Formular bearbeiten'. The main content area is titled 'Neues Formular' and contains a form for creating a new application. The form includes a list of steps: 1. Ministerium/Behörde (selected: Bundesministerium für Forschung, Technologie und Raumfahrt), 2. Fördermaßnahme (selected: Photonik), 3. Förderbereich (selected: Pho), and 4. Verfahren (selected: Antrag). A red dashed box highlights these selection fields. Below the form, there is a list of 'Verfügbare Formulartypen' with information icons and descriptions for AZA, AZAP, AZK, AZV, and AZVP forms.


## 2) Creation and completion of an application form

- Creation of a draft application in the form of an \*.xml file in EASY ONLINE.
  - IMPORTANT:** To fill out the AZA/P forms correctly, please use the handout from the Research Division, available at the following link: <https://backend.uni-heidelberg.de/de/dokumente/aza-beispielantrag-uhei-basisangaben-zur-information-fuer-antragsteller-stand-0526/download>
- Please fill in all open fields under the specified tabs, in particular the section Total financing. Current personnel cost rates are available on request from Department 6.2.
  - IMPORTANT:** Personnel costs must be stated in the form of the actual budget costs respectively as the employer's gross amount, as otherwise there is a risk of the project being under-budgeted.
- To save your draft application, you must first **SAVE** it (see left menu page) as an \*.xml file. You can also **PRINT** a watermarked draft as a \*.pdf file. As part of the **COMPLETENESS CHECK**, missing or incorrect information is automatically marked. The final release for the submission of applications (**SUBMIT FINAL DRAFT**) is only possible after all error messages have been corrected!
- The editing of the draft file can also be continued at a later date and/or by other authorized persons. To do this, please click on **CONTINUE EDITING DRAFT** on the EASY ONLINE start page and upload the previously saved \*.xml file.

The screenshot shows the 'easy-Online' web interface. At the top, there's a blue header with the title 'easy-Online - Elektronisches Formularsystem für Anträge, Angebote und Skizzen'. Below the header is a navigation bar with tabs: 'Übersicht', 'Basisdaten', 'Vorhabenbeteiligte', 'Personen', 'Gesamtfinanzierung', and 'Erklärungen und Informationen'. The 'Basisdaten' tab is selected and highlighted with a red dashed box. On the left side, there's a sidebar menu under 'Bitte beachten:' with a '0 Meldung(en)' indicator. Below that, there's a 'Formular bearbeiten' section with a 'Bearbeitung' sub-section. The 'Bearbeitung' sub-section has several buttons: 'Vollbildmodus starten', 'Datenübernahme', 'Speichern (XML)', 'Drucken (PDF)', 'Vollständigkeitsprüfung', 'Endfassung einreichen', 'Bearbeitung beenden', and 'Hilfe'. The main content area is titled 'Kerndaten' and contains several sections: 'Bearbeitungshinweise', 'Zuordnung des geplanten Vorhabens', 'Antrag auf Erstzuwendung, Anschlusszuwendung oder Aufstockung der Zuwendung', and 'Planlaufzeit'. The 'Zuordnung des geplanten Vorhabens' section has a table with columns for 'Empfänger des Antrages\*', 'Fördermaßnahme', 'Förderbereich', 'Formulartyp\*', and 'Kennung des Verfahrens\*'. The 'Antrag auf Erstzuwendung...' section has a dropdown menu for 'Art des Antrags\*' and a checkbox for 'Handelt es sich um eine Anschlusszuwendung?'. The 'Planlaufzeit' section has input fields for 'von\*' and 'bis\*'.

### 3) Transmission of the application as a draft to HRS (\*.xml file and pdf version)

- Please note that the signature always required for applications to be submitted can only be made directly via Heidelberg University as the applicant.


 **IMPORTANT:** Only the chancellor or a legally authorized deputy is authorized to sign. All applications must therefore be submitted via the university administration.

### 4) Review of the draft application by the HRS

- The HRS project managers check the information, modify the draft document if necessary, or provide feedback to the principal investigator with a request for correction and resubmission to Department 6.2.


### 5) Approval of the AZA/P application & submission via EASY ONLINE by the principal investigator


- After a successful check, final approval is given by the HRS.
- In the next step, the principal investigator submits the AZA/P application him/herself via EASY ONLINE (**SUBMIT FINAL APPLICATION**).

 **IMPORTANT:** An official AZA/P file in the form of a pdf is only generated by EASY ONLINE (without a watermark) once the submission has been completed. Only this official pdf can later be signed by the chancellor.

### 6) Transmission of the final version to HRS, signature of the chancellor and dispatch

- The final version of the AZA/P application must be sent to the HRS together with all accompanying documents (Excel tables, project description, etc.) as a pdf **by e-mail**. The Research Division prepares the application for signature by the chancellor. After signature and return, the HRS will send the documents to the project management organization.
- Please submit the explicit address details of the contact person at the project management organization to the HRS together with your final version of all documents so that immediate and correct delivery can be guaranteed.

 **IMPORTANT:** Obtaining the chancellor's signature may take several days, depending on the workload. The Research Division therefore requests that the documents be submitted to the project management organization with a sufficient time buffer, **but at least 1 week before the applicable submission deadline**. The University accepts no responsibility for late submission after the deadline due to the principal investigator's noncompliance to provide a sufficient time buffer!

 **IMPORTANT:** As a rule, your application consists not only of a signed AZA/P form, but also of a project description and various accompanying documents (e.g., bar chart, declarations, etc.; see "Declarations and information" tab in the AZA/P). These documents **must also be electronically sent to the HRS**.

## II. Project administration and processing manual

### 1) Receipt of the grant notification

- Notification from the Research Division to the principal investigator about receipt of the grant notification if it arrives shortly before the start of the project. The confirmation of receipt and the application for access to the **PROFI ONLINE** web portal are carried out automatically by Department 6.2.
- The account assignment object data is created in the Research department by the responsible administrator. At the same time, the key data of the project is entered in the research database.

### 2) Account assignment object data and project overhead account

- As soon as the principal investigator has the account assignment object data, the project can be started.
- The project overhead account is created automatically by the Research Division (if it does not already exist).

### 3) Forms

- Together with the account assignment object data (see II.2), you will receive the following form from the responsible administrator in department 6.2:
  - *Notification of third-party grants and research contracts (Annex )*
- Please complete, sign and return this form **within 14 days** to Department 6.2.

Universität Heidelberg

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Einrichtung

Universität Heidelberg  
Zentrale Universitätsverwaltung  
Dezernat für Forschung und Projektmanagement (D6)  
Seminarstr. 2  
69117 Heidelberg

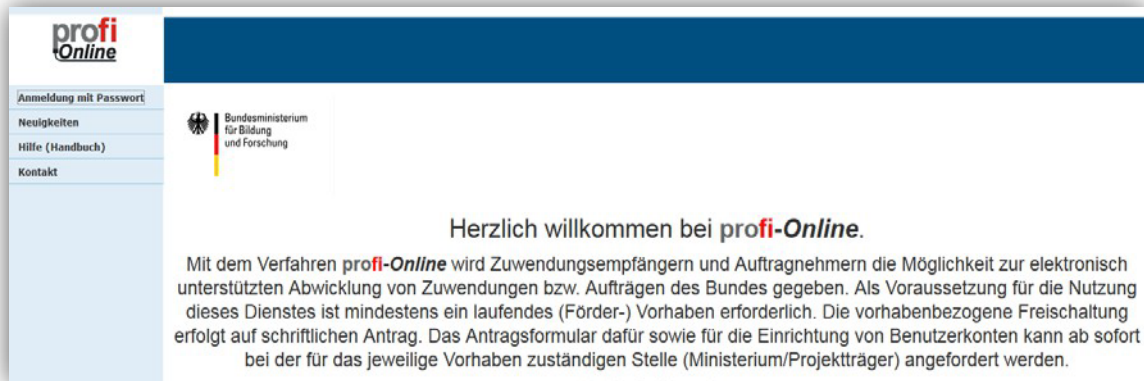
#### Anzeige von Zuwendungen und Forschungsaufträgen Dritter (§§ 13 und 41 LHG, DMRL 2010)

##### Allgemeine Angaben

Antragsteller*in (Name, Telefonnummer)	
Projektsachbearbeiter*in (falls abweichend vom Antragsteller)	
Zuwendungsgeber*in/Auftraggeber*in	
Mittelherkunft	<input type="checkbox"/> öffentlich <input type="checkbox"/> privat (Zusatzangaben Rückseite)
Nur bei ausländischen Geldgebern:	Erfolgt die Mittelvergabe entsprechend dem Vergabeverfahren öffentlicher Drittmittelgeber Deutschlands? (z.B. Wissenschaftliche Begutachtung)
	<input type="checkbox"/> ja <input type="checkbox"/> nein
Kurzbezeichnung des Forschungsvorhabens (max. 80 Zeichen)	
Förderkennzeichen (soweit bekannt)	

#### 4) Requests for funds

- Requests for funds can only be made via the **PROFI ONLINE** portal <https://foerderportal.bund.de/profionline/>



- The request for funds is created online by the decentral office. The request must then be printed out, signed by the principal investigator and submitted to Department 6.2. In the Research Division it is checked, countersigned and returned to the principal investigator.
  - If a digital form of the funding request is sufficient for the project management organization, this step is not necessary.
- ⚠ IMPORTANT:** Please be sure to submit the acceptance order (Annex 1) with a copy of the request for funds at the same time as the payment request. The project overhead will be transferred automatically.

<https://www.uni-heidelberg.de/universitaet/beschaeftigte/service/finanzen/buchhaltung/downloads/>


**Annahmeanordnung** *Anlage 1*

Drittmittel:  Ja  Nein

1	Anordnende Stelle <b>Institut</b> <b>Frau Mustermann</b>	Telefon, Fax, E-Mail <b>54-XXX</b> <b>mustermann@uni-heidelberg.de</b>	Eingangsstempel
2	Einzahlungspflichtiger <sup>1)</sup>  <b>Projektträger angeben (z.B. DESY, DLR)</b>	Von der Finanzbuchhaltung auszufüllen	
		Beleg-Nr.	
		Debitoren-Nr.	
3	Anzunehmender Gesamtbetrag <sup>1)</sup>  (bei BgA Bruttobetrag)	In Ziffern <sup>1)</sup>  <b>Betrag brutto</b>	Euro Cent  Anlagen-Nr.
		In Buchstaben <sup>1)2)</sup>	

## 5) Interim statements and proof of use

- Interim statements and proof of use must also be created and submitted via **PROFI ONLINE**. Here too, the principal investigator's signature must be followed by an additional check and signature from Department 6.2. Please note that the figures entered in the statements must match the figures in SAP.

 **IMPORTANT:** Interim reports can be sent directly to the project management organization.

## 6) Adding or deleting employee accounts in PROFi ONLINE

- New project members who require access to the project within PROFi ONLINE can be activated at a later date without any problems. To do this, please send an e-mail to Ms Braunecker [ines.braunecker@zuv.uni-heidelberg.de](mailto:ines.braunecker@zuv.uni-heidelberg.de)
- The same applies to the deletion of accesses by former employees.

## 7) Term extensions and carryovers


- An extension of the term or a carryover can be made via an informal letter from the principal investigator to the project management organization. After signature by the principal investigator, please send this first to Dept. 6.2, where it will be forwarded by post after countersignature.

## 8) Acknowledgements of receipt of the change notices

- Acknowledgements of receipt of the change notices are sent directly from Dept. 6.2 to the project management organization.

## 9) Project completion

- **Unspent funds** that are still available after the end of the project must generally be repaid (see grant notification). A corresponding payment authorisation must be created for this purpose, which can be sent directly to the financial accounting department ([http://www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/d4\\_3.html](http://www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/d4_3.html)).

 **IMPORTANT:** In certain exceptional cases, unspent funds may be retained. After notifying Dept. 6.2 accordingly, a "free funds fund" can then be created for the principal investigator.

- If the **project fund is in the red after the end of the project, it must be balanced** by the principal investigator. Please note that a cross-title group transfer (e.g., from DFG to BMFTR) is not possible. If the fund is not balanced, the debit account procedure is initiated.
- If the project fund is at zero at the end of the project, please send a brief notification by e-mail to Department 6.2 ([braunecker@zuv.uni-heidelberg.de](mailto:braunecker@zuv.uni-heidelberg.de)). Here, the fund is closed so that no further bookings can be made.