

## Submitting proposals via ProMeta

Strategy / INF | Version: 15.04.2025

### Project management solution

ProMeta, the database for the Initiative and Networking Fund (INF), allows the administration of the projects of the INF to be more digital and user-friendly. All administrative processes, from the submission of proposals to the interim reports, are handled by this program.

The purpose of this guide is to provide information on the proposal submission process.

### Access to ProMeta

You can register independently via the website [ivf.helmholtz.de](https://ivf.helmholtz.de). You will then receive an e-mail with your login name and a request to assign a new password. When logging in, please note that the login name is not your e-mail address, but is automatically generated and communicated in the confirmation e-mail.

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



[Log in](#) [Sign up](#) [Deutsch](#)

#### Log in

Please enter your loginname and password.

Loginname

Password

LOG IN

You are not registered at ProMeta yet?

[Sign up now!](#)

[Forgot your password?](#)

[Difficulties with login?](#)

After logging in, you will automatically be taken to an overview page where you can select current funding measures to see all open calls for proposals.

The screenshot shows a user interface for Helmholtz funding measures. At the top, a greeting reads "Good morning, Max Mustermann!". Below it, a dropdown menu is set to "Current funding measures". A callout box points to this dropdown with the text: "Here you can select what you want to see: e.g. projects, messages, deadlines...".

The main content area is titled "Current funding measures" and includes a sub-header: "The current funding measures, which are coordinated via the IVF office, are published on this overview page." On the left, a sidebar menu lists options: "Call opened", "My current pre-proposals", "My current proposals", "Call closed, pre-proposals under review", and "Call closed, proposals under review".

The main content area displays a table with the following structure:

Funding measures	Documents	My proposals
<p>(VH-NG) Helmholtz Nachwuchsgruppen (2021-2025) 22. Runde 2025</p> <p>Status: <span style="color: green;">●</span> (40) Call opened</p> <p>Main proposal deadline: Wednesday, 30.04.2025 23:59 o'clock (in 150)</p> <p><a href="#">more informations</a></p> <p>▸ Description</p>	<p>Related documents (Count 11) ▾</p>	<p>My submitted proposals (Count 0) ▾</p>

Callouts on the table:

- A callout points to the "submit proposal" button in the "Funding measures" column: "Click here to submit the proposal directly".
- A callout points to the "Description" link in the "Funding measures" column: "Click here to open the project".

To open a project, click on the project name. The project dashboard will open in the same browser window.

There you will find key information about the project, such as duration, funding amount and contact persons. A menu bar allows you to access more detailed information such as the call for proposals or the contract, or to start administrative processes such as a request for payment or the submission of interim reports.

## Submitting a proposal

After clicking on the **Submit Proposal** button, a new window will open and guide you step by step through the submission process. Fields marked with an asterisk are mandatory, all others are optional.

### Step 1: Information about the project

The first step is to enter general information about the proposal. The acronym and the full project title, the leading Helmholtz Centre and the planned duration must be provided here. You will find a list of suggestions under **Keywords**, but you can also enter your own keywords as free text. At least one keyword must be provided.

#### Step 1: Information about the project

Please note that the planned / applied release period must start from 01.01.2026.

Acronym

Subject\*  **Full title of the project**

Leading Helmholtz Center\*  
IIPP x

Start of applied duration\*  
01.01.2026

End of applied duration\*  
31.12.2031

Keywords\*  **At least one keyword (free text possible)**  
open suggestion list  
Tagging: Multiple entries allowed.

### Step 2: Information about the applicant at the main centre

In the second step, information about the applicant is entered. This information is automatically transferred from the profile information in ProMeta. If the submitter and the applicant are not the same person, the details must be manually adjusted.

#### Step 2: Information about the person applying at the center and the nominated person

**Applicant at the leading center**

[edit entry](#)

**Max Mustermann**

Parent organizational unit: **Musterstadt**  
Musterstrasse 6  
12345 Musterstadt  
40862  
E-mail: max.mustermann@email.de  
Phone: 0123 45678910

**Nominated person** **Only for person-related funding (e.g. prizes)**

[edit entry](#)

No data has been recorded yet!

VORNAME NACHNAME	Einrichtung	K.A. / N.A.
		K.A. / N.A.
		K.A. / N.A. / K.A. / N.A.
		K.A. / N.A.
	E-mail	K.A. / N.A.
	Phone	K.A. / N.A.

## Step 3: Project partner

In the third step, project partners are entered, if available. By default, the lead centre specified at the beginning is already listed here. If further centres or partners are involved in the project, they can be added at this point.

### Step 3: Project partner

The lead center is expected to provide its own budget.

[+ add project partner](#)

	Partner name	Partner receives funds	Partner provides own budget
Leading center	IPP	Yes	Yes

To add a project partner, click the **+ add project partner** button. The screen below then opens. First, the 'partner type' must be selected, for example, another Helmholtz Centre.

### Step 3: Project partner

The lead center is expected to provide its own budget.

[+ add project partner](#)

**add project partner**

Please select the type of the project partner.

Type of the project partner

- Non-university German partner
- German university partner
- Foreign university partner
- Foreign partner
- Helmholtz-Center
- Helmholtz-Institut
- Company
- Other address
- HIDA Institute Address
- HIDA - Host Institution

	Partner name	Partner receives funds	Partner provides own budget
Leading center	IPP	Yes	Yes

The name of the partner institution is then entered. Furthermore, it must be indicated whether the partner receives funding and whether the partner contributes matching funds.

## Step 4: Enter contact persons

In the fourth step, the contact persons of the individual project partners must be entered. Particular care should be taken to ensure that the information is correct so that system notifications reach the right people. Admin contacts are informed about all administrative processes and deadlines in the project.

### Step 4: Record contact persons of project partners who receive release

	Partner name	Partner receives funds	Partner provides own budget	Scientific contacts	Admin. contacts	Admin. contacts Management Center
Leading center	Sonstige	Yes	Yes	<div style="border: 1px solid red; padding: 2px; display: inline-block;">No contact data has been entered yet!</div> <input type="button" value="edit entry"/>	<div style="border: 1px solid blue; padding: 2px; display: inline-block;">Add Admin contact</div> <input type="button" value="+ add contact"/> <b>Henri Marschall</b> Person is also applicant. Position k.A. / N.A. E-Mail: henri.marschall@helmholtz.de Phone 030 206329224 Higher-level organizational unit <b>Helmholtz-Gemeinschaft deutscher Forschungszentren e. V.</b> Anna-Louisa-Karsch-Str. 2 10178 Berlin 40862(DE) Germany <input type="button" value="edit contact"/>	The management team of the center is managed through a central office. Please contact the instrument responsible persons of the office in case of changes.  Personen (Count 0) ▶
Additional collaborating Centers - Helmholtz-Center	AWI Helmholtz-Center	Yes	Yes	<input type="button" value="+ add contact"/> Recording not required, but possible!	<input type="button" value="+ add contact"/> Recording not required, but possible!	The management team of the center is managed through a central office. Please contact the instrument responsible persons of the office in case of changes.

## Step 5: Financing

In the fifth step, the financial plans are recorded. To do this, two overview tables are displayed first: the upper table shows the funding budget from the INF, while the lower table shows the matching funds contributed.

### Step 5: Financing of partners with funds / with own budget

Please enter the financing details of the individual partners according to their individual financing plans. The overall financing plan results from the sum of these individual plans.

Name	Financing plan	Partner receives funds	Partner erbringt Eigenmittel
Total financing	<a href="#">open total financing plan</a>		
Sonstige	<a href="#">open financing plan</a>	Yes	Yes

### Total financing of the partners with funds / with own budget

Requested runtime: 01.05.2026 - 02.01.2027

### Initiative and Networking Fund (INF)

#### Budget of the partners

Number of partners with release: 1 from 1

	1. year (2026)	2. year (2027)	Sum	
Sonstige Helmholtz-Center - Leading center	0,00 €	0,00 €	0,00 €	No funds recorded! <a href="#">edit financing</a>
<b>Total budget</b>	0,00 €	0,00 €	0,00 €	

Click here to edit the financial plan

#### Own budget of Partner

Number of partners with own budget: 1 from 1

	1. year (2026)	2. year (2027)	Sum	
Sonstige Helmholtz-Center - Leading center	0,00 €	0,00 €	0,00 €	No own budget recorded! <a href="#">edit financing</a>
<b>Total own budget</b>	0,00 €	0,00 €	0,00 €	

#### Total budget (budget INF + own budget)

	1. year (2026)	2. year (2027)	Sum
<b>Total budget</b>	0,00 €	0,00 €	0,00 €

The detailed financial plans then open and can now also be adjusted. The upper table again shows the funding from INF funds.

Important: ProMeta records the funding by calendar years, not by project years. If a project begins in October, for example, only the months October to December are recorded in the first year. The funds from January of the following year are assigned to the second year.

The individual annual funds are divided into the following categories: personnel costs, material costs (including third-party services and travel expenses), and investments.

### Initiative and Networking Fund (INF)

	1. year (2026)	2. year (2027)	Sum
personnel expenses	0,00	0,00	0,00
expenses for materials and supplies	0,00	0,00	0,00
investments	0,00	0,00	0,00
<b>Budget INF</b>	0,00	0,00	0,00

### Own budget of Partner

	1. year (2026)	2. year (2027)	Sum
Personnel costs	0,00	0,00	0,00
Costs of materials and supplies	0,00	0,00	0,00
investments	0,00	0,00	0,00
<b>Sum of own contribution</b>	0,00	0,00	0,00

The same structure is applied to matching funds in the lower table.

## Step 6: Summary

In the fifth step, a summary of the project must be provided. If available, this can be copied from the proposal. In ProMeta, both English and German are mandatory fields, but the summary in one language is sufficient. A placeholder can then be entered in the corresponding other field, e.g. X

## Step 7: Questionnaire

In some calls, questions are asked here; these may vary and usually relate to the proposal. In many calls, however, this step can be skipped.

## Step 8: Documents

In the eighth step, all required documents must be uploaded. This can be done either by dragging and dropping them onto the corresponding area or by selecting the files using the file browser. Please ensure that you upload your proposals in two copies:

- 1) A consolidated PDF file containing the template for the overall theme project (incl. annex) and all templates for the sub-projects
- 2) Each sub-project template as an individual file.

Submit proposal "VH-NG) Helmholtz Nachwuchsgruppen (2021-2025) 22. Runde 2025" [#19626]

• Notice

1. Infos about project | 2. Applicant | 3. Project partner | 4. Contact persons | 5. Financing | 6. Summary | 7. Questionnaire | 8. Documents | 9. Message | Summary of proposal

<< back | save und continue >> | open draft settings | saved as: "TPP - y", clearance for: 1 Persons

### Step 8: Documents for the proposal

Please upload the relevant documents.

**Center cover letter\***

**Drop files to upload**  
(or click)

The maximum allowed file size is: 600.0 MB  
The following file types are allowed:  
Dokumenten-Typ: Projekt-Antrag  
Letter from the board: Please provide a brief letter of recommendation for the candidate and an outline of the strategic importance of the research proposal to the Helmholtz Center and PCF.

**Application\***

**Drop files to upload**  
(or click)

The maximum allowed file size is: 600.0 MB  
The following file types are allowed:  
Dokumenten-Typ: Projekt-Antrag  
Please submit the following document in one PDF file: Research proposal, CV, List of publications incl. h-index.

**General data (Annex 1)\***

**Drop files to upload**  
(or click)

The maximum allowed file size is: 600.0 MB  
The following file types are allowed:  
Dokumenten-Typ: Projekt-Antrag  
Please provide the general data requested in Annex 1.

## Contact persons

If you have any questions about the submission via ProMeta or would like to give us feedback on the submission process, please contact the administration team of the Initiative and Networking Fund ([impulsfonds@helmholtz.de](mailto:impulsfonds@helmholtz.de)).