FAQ elane

1. General

How does the electronic application system work?

The elane platform allows you to fill out the necessary application forms online and to upload the necessary attachments to the FWF server.

In order to do so, you first have to create an elane account (i.e. register on the platform). Once you have registered, you can log in to the elane platform and create electronic funding applications. For each application you create, the platform will automatically show all required and optional forms and attachments. You do not have to fill out the forms and upload the attachments in the sequence shown in the overview of application forms.

Once you have entered all necessary data and uploaded all attachments, you can finalise your application.

2. Account

How can I reset my password?

You can reset your password by clicking the “Forgot your password?” link on the elane start page. Once you have entered the e-mail address associated with the account, you will receive an e-mail containing a link to reset your password.

I reset my password / changed my e-mail address, but I have not received a message from the system. Why?

In such cases, please check whether the message ended up in your e-mail programme's spam or junk mail folder. If you still cannot find the message, you may have mistyped your e-mail address. Please click "Forgot your password?" or "Change e-mail" again and re-enter your e-mail address.

What effect does my choice of a language have when I register?

When you choose your language, you set the language in which elane will send you e-mail messages and the default language of the platform when you log in to the system.
3. General information on applications / Application overview

Can I delete an application?

Applications that have not yet been completed can be deleted.

Already completed requests cannot be deleted. The following distinction is made:

- **ad personam**: The application remains in the system, but is only processed when the signed cover sheet is received by the FWF.

- **PROFI**: If you have any questions, please contact the responsible research service at your research institution for application approval. They may reject an application that was completed by mistake.

How can I change the funding programme (project type) in a funding application?

Once you have created the application, it is no longer possible to change the funding programme to which it is assigned. Please create a new application if necessary.

What does my application status mean?

In the overview of applications, the status of each application indicates the stage of the process that particular application has reached.

How can I submit an additional application?

It is possible to submit additional applications through the elane platform. As soon as your application has received a project number there is an option to submit an additional application.

What is my project number?

Your application will not be assigned a project number until the FWF processes it. The project number will then be displayed in the blue bar to the left of the application in the overview of applications. Before that, each application is assigned a unique ID which is also visible in the blue bar. However, this ID is not the same as the project number.

4. Forms/attachments

How do I save my entries in a form?

All data entered in elane forms are saved automatically, which means that you can interrupt the process at any time without losing your data.
Can I interrupt the process of filling out the application forms and continue later on?

Yes. All data entered in the forms are saved automatically, so you can interrupt the process at any time without losing your data.

Which forms are required?

Required forms are shown in bold in the overview of application forms. If any data are missing in these forms, you will not be able to finalise your application.

Which fields are required in each form?

Required fields are not labelled in the application forms. Instead, you can use the Validate input button at the bottom of each form to validate the data you have entered. This function checks whether all required fields have been filled in and shows possible errors in your entries. Any required fields that have been left blank are shown with a red border along with an error message.

How do I enter information on multiple research partners / cooperation arrangements?

In the overview of forms for a given application, you will see a drop-down list box labelled Add forms. You can use this function to add a form for each additional research partner, cooperation arrangement or piece of equipment.

Are the notes in the overview of application forms submitted to the FWF along with the application?

No. The notes entered in the overview of forms are for your own use and will not be included as part of the application.

5. Finalising your application

How do I generate an application in English?

In the top right-hand corner of the elane portal, you will see a link ("English version" / "Deutsche Version") which allows you to change the language of the portal. When you switch to the English version, all file downloads will be made available in English.

How do I know whether the FWF has received my application?

Once the FWF has received your completed and signed cover sheet, the status of your application will be changed to "processing by FWF". In addition, the application will be assigned a project number, which will be displayed next to the application in the overview of funding applications.
The FWF will also send you a confirmation.

**Can I change my application once it has been finalised?**

Once you have finalised your application, you cannot make any further changes in elane.