

Instructions and Template

For Base4NFDI Service Support Track - SST
Proposal

Version 1.0
2026-07-29

Instructions

The proposal template provides a mandatory structure and tables to be completed. All sections of text in grey are intended to provide guidance for completing the proposal and should be deleted in your proposal submission.

Base4NFDI **provides consultation as the basis for support**. During the consultation, the applicants and Base4NFDI work together to align the service candidate's goals and needs with the capabilities of the Service Support Track (SST). A consultation is a **mandatory** precondition to apply for the service support track. More information can be found on <https://base4nfdi.de/process/service-support-track>.

Proposals can only be submitted if they have previously been approved by a NFDI section¹. During the piloting phase of the SST², only teams who have previously submitted a proposal in the Base4NFDI 3-stage regular funding track and that are not currently funded as basic service candidates, are automatically eligible for the Service Support Track³.

Proposals for the Base4NFDI SST must be submitted to base4nfdi-office@lists.nfdi.de in PDF format. Please add information when and by which section your proposal was approved. The spokespersons of the section should be included in CC.

Proposals must be written in A4 format, 11 pt Arial font, single spaced. The final proposal should not exceed 3 pages (2 pages for sections 1-3, 1 page for section 4; excluding appendix and with all grey guidance text removed).

A different font or line spacing may be used in tables, figures, footnotes and the list of references, provided the text is still easy to read. The proposal and appendices are to be written in English (BE).

For further information please refer to <https://base4nfdi.de/process/service-support-track> or contact Base4NFDI base4nfdi-office@lists.nfdi.de in the case that answers are not available online.

1 Information on NFDI Sections: <https://www.nfdi.de/sections/?lang=en>

2 The piloting phase starts in October 2026 and will be continued until further notice, contact base4nfdi-office@lists.nfdi.de for more information.

3 All services that have previously submitted a proposal to Base4NFDI can be found here: <https://base4nfdi.de/projects/all-submissions>

1 General Information

Table 1: Proposal overview

Name of Service (incl. acronym if applicable)	
Short subtitle explaining key functionality & main user segment of the service	
Aim	Describe the aim of what you request in this proposal (max 30 words).
Value added	Explain the value added of the activities you propose (max 30 words).
Support requested for	Replace the following example items with a bullet point list of what kind of support you request to achieve your aim: - Organisation (e.g. workshop, hackathon) [Base4NFDI staff and financial support for catering, travel, ...] - Consultation (e.g. GDPR requirements, service management, technical architecture) [Base4NFDI staff] - External expertise (e.g. facilitation, technical consulting) [financial support / procurement of an external service] - Travel & networking (e.g. conference participation) [financial support for travel costs]
Requested duration	Note: lightweight support activities are typically short and will vary between days or a few months
Approved by NFDI Section	Enter the name of the Section that has approved this service to enter Base4NFDI support and the date at which the decision was taken. Note: Approval by a Section is a precondition for submitting to the SST.
Lead institution	The lead institution is the coordinating institute for the service for the current stage of development. Please enter the institute's name and address.
Primary contact	The primary contact and coordinator of the service. Please enter the name and email address.
Other institutions involved (if applicable)	Please list other institutions that are involved in the development / operation of the service.

2 Pitch - the added value of requested activity/activities

Up to half a page, plain language, suited for a non-specialist NFDI colleague. Let the service pitch itself:

- The (complete) service: what it is and does today (an established service, a prototype, or the approach you are building on) and the NFDI-need it addresses;
- The maturity gaps: where the service stands today and what holds it back from the next maturity step (please refer to the Service Readiness self-assessment), and why the proposed support is the right means to close one or more of those gaps;
- Added value of requested activity: what maturing the service delivers as a more detailed description;
- Beneficiaries of the requested activities: who benefits from the maturity gap/s being closed? Explicitly address the "what's in it for me" for users, consortia or another relevant target group.

3 Openness statement

All results / outcomes / deliverables produced in the course of this project will be made available under an open license (e.g. CC-BY).

If not fully open (e.g. non-open components, restricted publication, proprietary software), state the reason.

4 Service support scope & deliverables

Using Table 2 below, describe the activities that make up this service support – make sure that each activity (e.g. a workshop, conference participation, an external service, development work, or a small set of these) maps to the maturity gaps stated in 2 (b). Grey entries in Table 2 are examples only. If in doubt, please discuss your requests in advance as part of the consultation. For each activity, state the outcome: the tangible deliverable it produces, not the activity itself (e.g. a workshop's deliverable is its report, not "a workshop held"). Make responsibilities and resourcing explicit so success and spending are verifiable.

Define at least one deliverable. It must be a tangible, peer-review-ready outcome (a report, software release, dataset, training material, etc.).

Table 2: Maturity gaps, activities & deliverables

SRL Evidence Criterion (SRL Level)	Description / Concretization	Activity	Output / Deliverable	Contributors to activity (task in a few words)	Cost (€) (if applicable)	Due date (if applicable)
SRL 3 - a Documented requirement analysis	Requirements are captured and prioritised across ≥10 consortia	e.g. Requirements workshop, Focus Group	Workshop report + prioritised requirements	Applicants; supported by Base4NFDI	Workshop room and catering: €1.500 Travel Costs participants: €3.000	n.a.
SRL 4 - a.2a: legal, regulatory, ethical and policy requirements have been identified and are considered in the service design	Data handling is reviewed and brought in line with GDPR requirements	Consultation on GDPR requirements	GDPR compliance assessment / policy	Base4NFDI staff (consultation), applicants set up documents, supported by Base4NFDI	-n.a.	n.a.
SRL 5 - e: promote the service prototype, feedback is documented for user-drive development of the service	Service is presented to a wider audience to gather adoption feedback	Networking (e.g. conference participation)	Talk + dissemination note	Partner X	Estimate of travel expenses: €800	10.04.2027
SRL 8 - a a scalability concept to new communities is employed	Decision-making on [topic] is structured and documented	e.g. Facilitation	Facilitation + summary	External provider	Contracted Work: €2.500	n.a.
				Sum of Costs (where applicable)	€7.800	

"Output / Deliverable" = a tangible result (report, software, design, training material, dissemination note), not the activity itself. "Contributors to activity" names who does the work (applicant institution, Base4NFDI-supported, or externally procured) and their task in a few words. "Cost" = the flex-funds amount requested for that activity, where applicable.

[NAME OF INSTITUTION]

We herewith certify that we have submitted this proposal to Base4NFDI and that the information provided therein is accurate.

Primary Contact

_____	_____
First name last name	City, date, signature

Appendix

The appendix may only include the following information and documents:

a) Bibliography and List of References

List sources, tools, or infrastructure cited in your proposal.

b) Service Readiness Level Self-Assessment