

Manual for creating the electronic third-party funding notification (DMA) in the Research Information System (RIS)

General information:

Every scientist who has a contract with the UHH automatically has access to the Research Information System - RIS (German: Forschungsinformationssystem - FIS).

If you do not have one, please contact fis@uni-hamburg.de.

In order to activate you manually, we need your organizational affiliation, the B-identifier, and the start and end date of your employment contract.

Inhalt

1. Login	2
2. Create a new entry 'electronic DMA' - Selection of the application type	3
3. Fill in the metadata mask	5
4. Submitting the electronic DMA and Workflow	8
5. Approval status of the DMA	10

1. Login

To be able to use the electronic third-party funding notification (DMA) in the RIS, you must first log into the system at:

<https://www.fdm.uni-hamburg.de/en/fis>

Select 'Login Research Information System (RIS)' and you will be redirected to the login page.

Now enter your B-identifier and the corresponding password, which you also use to log in to the KUS portal.

The following view will appear:

Pure Universität Hamburg

Personal Award management

Search... Add content

Test Professor

Add curriculum vitae

Create or Connect your ORCID ID

Edit profile

Research outputs (1)

Collected editions and... 1

Prizes (1)

Prizes, scholarships,... 1

Projects

2019 2020 2021 2022 2023 2024 2025 2026

SDMP: (TEST) Super Drittmittelprojekt

Testprofessurprojekt

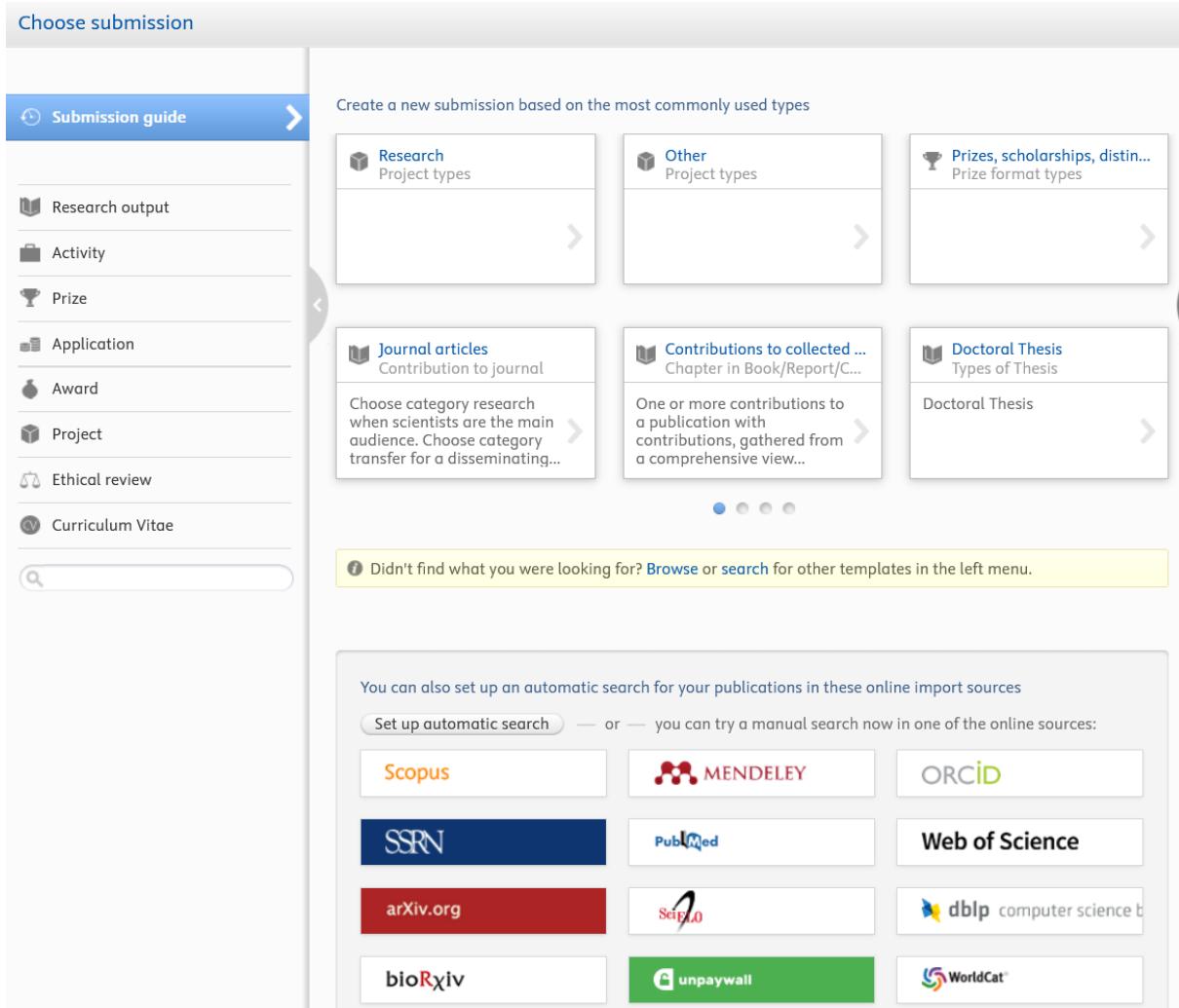
testprojekt2

2. Create a new entry 'electronic DMA' - Selection of the application type

To create a new entry, you have two options:

1. Option:

Next to the search field at the top right, click on the blue button '+ Add content', a new window will open:



Choose submission

Submission guide

Research output

Activity

Prize

Application

Award

Project

Ethical review

Curriculum Vitae

Search

Create a new submission based on the most commonly used types

Research Project types

Other Project types

Prizes, scholarships, distinctions Prize format types

Journal articles Contribution to journal

Contributions to collected works Chapter in Book/Report/Conference Proceedings

Doctoral Thesis Types of Thesis

Choose category research when scientists are the main audience. Choose category transfer for a disseminating...

One or more contributions to a publication with contributions, gathered from a comprehensive view...

Didn't find what you were looking for? [Browse](#) or [search](#) for other templates in the left menu.

You can also set up an automatic search for your publications in these online import sources

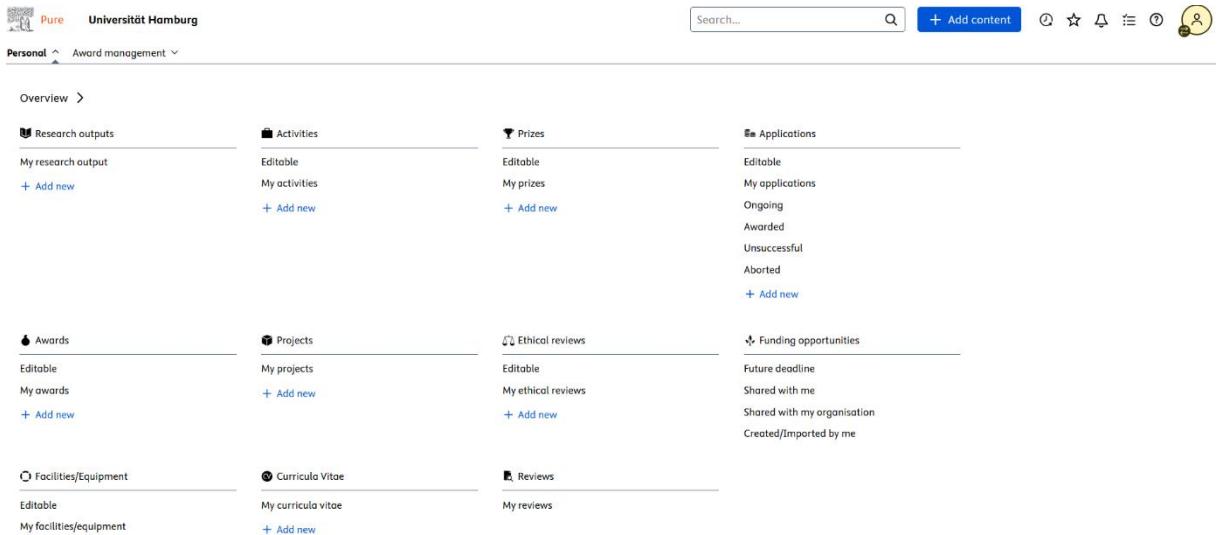
Set up automatic search — or — you can try a manual search now in one of the online sources:

Scopus	MENDELEY	ORCID
SSRN	PubMed	Web of Science
arXiv.org	Semantic Scholar	dblp computer science bibliography
bioRxiv	unpaywall	WorldCat

Here you can select from all the categories which are available to you in the RIS to create a new entry.

2. Option:

Click on the arrow next to 'Personal' on the far left to open an overview:

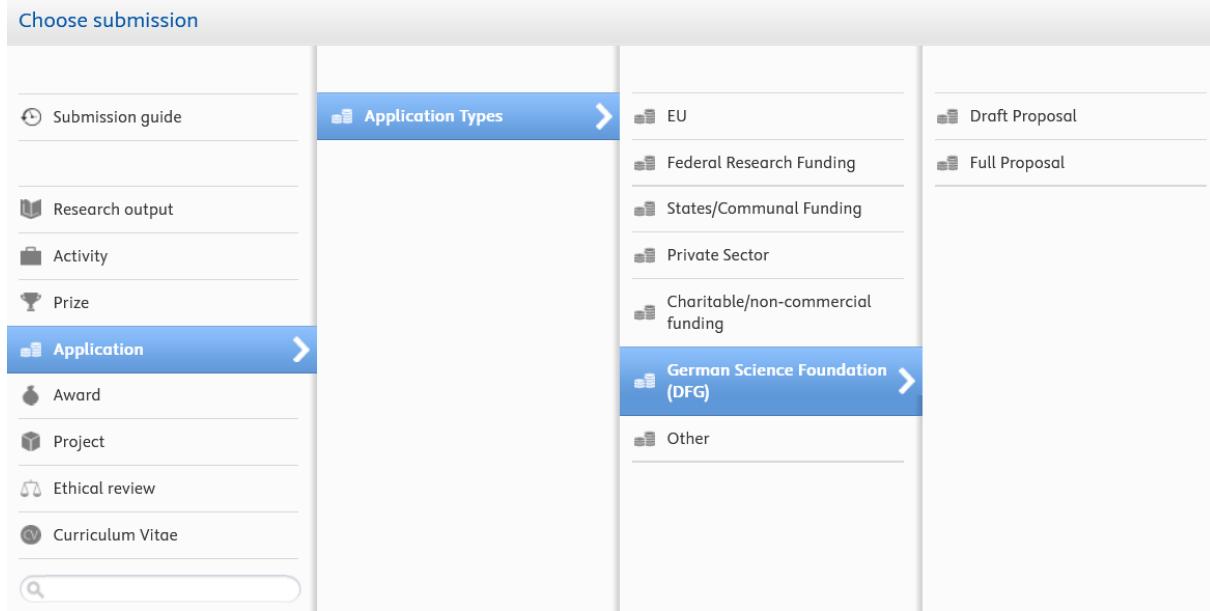


The screenshot shows the 'Personal' overview page in the RIS system. The page is organized into several sections:

- Research outputs:** My research output, + Add new
- Activities:** Editable, My activities, + Add new
- Prizes:** Editable, My prizes, + Add new
- Applications:** Editable, My applications, Ongoing, Awarded, Unsuccessful, Aborted, + Add new
- Awards:** Editable, My awards, + Add new
- Projects:** My projects, + Add new
- Ethical reviews:** Editable, My ethical reviews, + Add new
- Funding opportunities:** Future deadline, Shared with me, Shared with my organisation, Created/Imported by me
- Facilities/Equipment:** Editable, My facilities/equipment
- Curricula Vitae:** My curricula vitae, + Add new
- Reviews:** My reviews

Here you can add an entry to each of the categories shown by using '+ Add new'.

Regardless of which of the two options you choose, if you select a new entry under 'Applications (Third-party funding notification)' the window opens/changes as follows:



The screenshot shows the 'Choose submission' window with the 'Application' category selected. The 'Application Types' section is expanded, showing the following options:

- EU
- Federal Research Funding
- States/Communal Funding
- Private Sector
- Charitable/non-commercial funding
- German Science Foundation (DFG)** (selected)
- Other

Select the relevant application type here to access the metadata screen.

3. Fill in the metadata mask

The metadata mask has been adapted according to the existing .pdf .
(<https://www.fid.uni-hamburg.de/drittmitteleanzeige.pdf>)

If you need more information to complete the form, click on the information 'i' next to it - a short explanation will open.

You will find these information symbols next to many fields, here highlighted in yellow:

Application: German Science Foundation (DFG) > Draft Proposal

EDIT **Metadata** **Translation** **OVERVIEW** **Relations** **Display** **HISTORY AND COMMENTS** **History and comments** **NOTIFICATIONS**

Classifications **Application type** German Science Foundation (DFG) > Draft Proposal **Nature of activity type** **Add nature of activity type...**

Identification **Provisional or working title*** **Short title** **Acronym** **Description**

IDs **Add ID...**

Applicants **Related funding applicants*** **Test Professor, Spokesperson** **Edit** **Internal person** **Department of Physics** **Organisational unit: Department** **Add person...** **Add organisational unit...**

Application managed by **Managing organisational unit*** **Department of Physics**

Comment on workflow step change:

ATTENTION:

Please make sure to select the chair (=professorship) (or institute/department, if applicable) assigned to you under 'Managing organizational unit'. This controls the workflow in the system.

If there is a cluster here, for example, you can send the notification, but no one will be notified. The notification will therefore not be seen by any of the responsible persons and cannot be processed further.

If a change is necessary, you can use the 'Change organization...' button to select the correct one.

(Example here highlighted in yellow = correct):

Related funding applicants *

 [REDACTED], PI	Internal person	Edit	-
 Climate, Climatic Change, and Society (CLICCS)	Organisational unit: Centre	-	-
 Oceanography with a focus on Remote Sensing (Prof. Dr. Stammer)	Former organisational unit: 30.09.23. Organisational unit: Chair	-	-

[Add person...](#) [Add organisational unit...](#)

Application managed by 

Managing organisational unit *

 Climate, Climatic Change, and Society (CLICCS)	Organisational unit: Centre
 [REDACTED]	
 Oceanography with a focus on Remote Sensing (Prof. Dr. Stammer)	-
Institute of Oceanography	
Organisational unit: Chair	
 Climate, Climatic Change, and Society (CLICCS)	
Central institutions	
Organisational unit: Centre	

Under 'Keywords' - **'Relevant information for third-party funding notification'** you will find further fields with questions to answer. Be sure to read through the associated information ('i') (if available) before answering them.

Note: For fields that appear in two languages - e. g. Workstations/Equipment - it is sufficient to enter the information in one of the two language fields.

Keywords i

RELEVANT INFORMATION FOR THIRD-PARTY FUNDING NOTIFICATION



CONTINUATION OF AN EXISTING PROJECT?

There are no associations

Add continuation of an existing project?...

ADDITIONAL BASIS RESOURCES - WORKSTATIONS/EQUIPMENT i

There are no associations

Add additional basis resources - workstations/equipment...

ADDITIONAL BASIS RESOURCES - STAFF i

There are no associations

If you have started filling in your DMA but do not yet have all the information, you can also 'Save' it first. In this case, the underlying workflow is not yet started and nobody receives a notification.

► Third-party funding notification approval route Show workflow history

Save

Good to know: All entries created here are set to 'Confidential - limited to assigned users and editor role' by default.

This means that, apart from the persons listed under 'Applicants', only persons with the editor role (persons involved in the workflow and Dept. 4) have access to the display. All other users of the RIS can neither see it nor find it via the general search.

4. Submitting the electronic DMA and Workflow

a) Workflow

Behind the metadata mask is a workflow that integrates the organizations involved in the application: Department -> Faculty -> Department 4

You can see the workflow by moving the mouse over 'Third-party funding notification approval route'. You can click on the small white arrow to fix it if needed.



▼ Third-party funding notification approval route

>Show workflow history

① Third-party funding notific... **Send to internal approval...**
Test Professur

② Approving: Department of ...

③ Application in submission t...

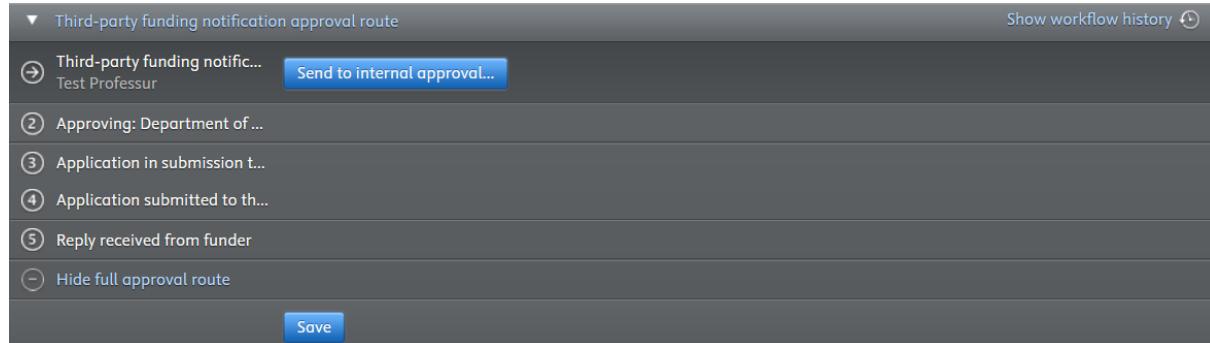
④ Application submitted to th...

⑤ Reply received from funder

⊕ 3 additional steps - Show full approval route

Save

You can also display the complete approval route:



▼ Third-party funding notification approval route

>Show workflow history

① Third-party funding notific... **Send to internal approval...**
Test Professur

② Approving: Department of ...

③ Application in submission t...

④ Application submitted to th...

⑤ Reply received from funder

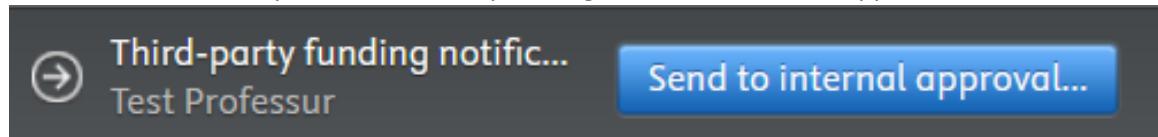
⊖ Hide full approval route

Save

b) Submitting the electronic DMA

Once you have entered all the necessary details and attached the relevant documents, you can send your DMA to internal approval.

You do this - as already shown above - by clicking on 'Send to internal approval...'.



① Third-party funding notific...
Test Professur

Send to internal approval...

After submitting for internal approval, a new tab will appear where you must check the check-box (yellow) to indicate that you agree to the terms and conditions in accordance with § 77 III HmbHG and the UHH third-party funding statutes.

You also have the option of (voluntarily) sending a comment.

Third-party funding notification proposal

By submitting the application, the project leader confirms that the project proposal meets the requirements of [§ 77 III HmbHG](#) and [UHH third-party funding statutes](#).

I confirm according to [§ 77 III HmbHG](#) and [UHH third-party funding statutes](#),

1. that the implementation of this externally funded project does not interfere with my other official duties or the rights and duties of other members of the university,
2. that the UHH does not incur any further follow-up costs, and
3. that the relevant safety regulations are observed.

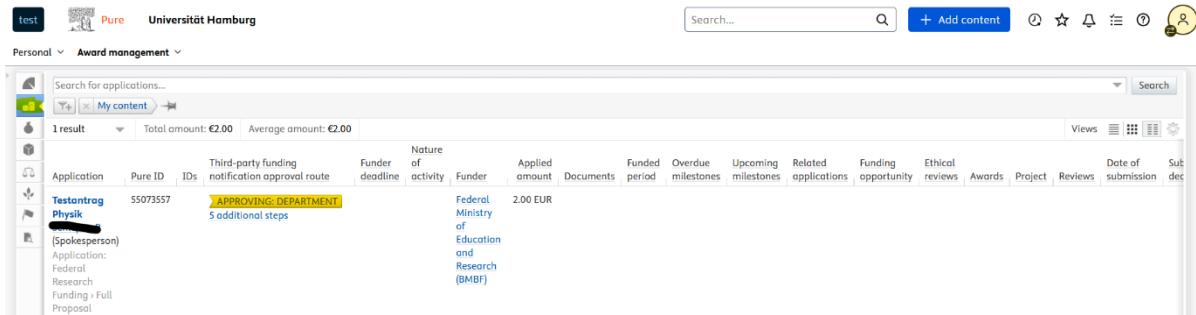
I am aware that any third-party funds I raise are subject to budgetary regulations. The above-mentioned project can be carried out or continued by me under the conditions and requirements specified in the application / notice of approval / contract.

Agree to the above terms and conditions

Comment

5. Approval status of the DMA

You can check the approval status of your DMA any time. To do this, click on the icon with the coins under 'Award management'.



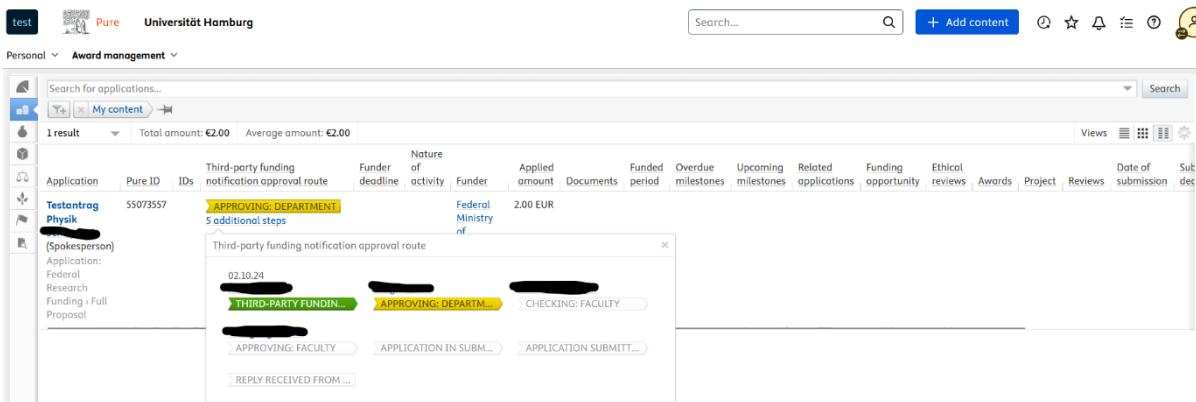
The screenshot shows the 'Award management' section of the RIS interface. A single DMA application is listed with the following details:

- Application:** Testantrag Physik
- Pure ID:** 55073557
- Third-party funding notification approval route:** APPROVING: DEPARTMENT 5 additional steps
- Funder deadline:** [redacted]
- Nature of activity:** Funder
- Funder:** Federal Ministry of Education and Research (BMBF)
- Applied amount:** 2.00 EUR
- Documents:** [redacted]
- Funded period:** [redacted]
- Overdue milestones:** [redacted]
- Upcoming milestones:** [redacted]
- Related applications:** [redacted]
- Funding opportunity:** [redacted]
- Ethical reviews:** [redacted]
- Awards:** [redacted]
- Project:** [redacted]
- Reviews:** [redacted]
- Date of submission:** [redacted]
- Sub-dec:** [redacted]

Below the table, it says: (Spokesperson) Application: Federal Research Funding > Full Proposal

(The option via 'Personal' → 'Applications' (click directly on the heading above) also works).

If you go to 'Additional steps', you can see who is responsible for each step. Department 4 is responsible for the last ones = nameless steps.



The screenshot shows the 'Additional steps' detail view for the DMA application. The steps are listed as follows:

- 02.10.24 APPROVING: DEPARTMENT
- THIRD-PARTY FUNDING
- APPROVING: DEPARTMENT
- CHECKING: FACULTY
- APPROVING: FACULTY
- APPLICATION IN SUBMIT...
- APPLICATION SUBMITT...
- REPLY RECEIVED FROM ...

If you have only saved the DMA and want to edit it further, click on the title and the metadata mask will open with the information stored in it.

Good to know: In the user settings, you can configure the associated message settings. The default setting for emails is 'Emails are sent instantly' if there are changes via the workflow. To access the user settings, click on the circle with the figure at the top right (there may also be a photo of you here if you have uploaded one).