Subscriber Guide

1. What is FIT?

The Information Service Research, International Affairs, Transfer - FIT is an e-mail service that provides researchers with targeted and tailored information on research funding. Researchers can use their e-mail address to create an individual user profile in FIT: Here, subscribers specify the scientific fields, types of funding, and funding agencies about which they would like to receive information. At a time of their choice, subscribers receive an e-mail with the current funding information that is important to them. If researchers require additional information, they can search our database at any time with a login.

Please note that most of the articles and the menu language of FIT are in German!

2. Registration

If you are using FIT for the first time, registration is required before the first login. This takes place at

fit.uniks.de

Note: Since the menu language in FIT is in German, the designations and texts in the screenshots used here are not translated.

1. First you are on the start page of the new FIT newsletter. To register for the first time, please click the following button:
   "Noch kein FIT-Abo? Hier registrieren"

2. The following mask will then open. Please log in with a valid e-mail address of your institution. Enter your first and last name and choose a secure password. After you have to confirm your password, you can complete the first part of your registration by clicking the register button ("Registrieren").

Note: It is not possible to register with a private e-mail address. It must always contain the domain (e.g. @uni-kassel.de) of a member institution.
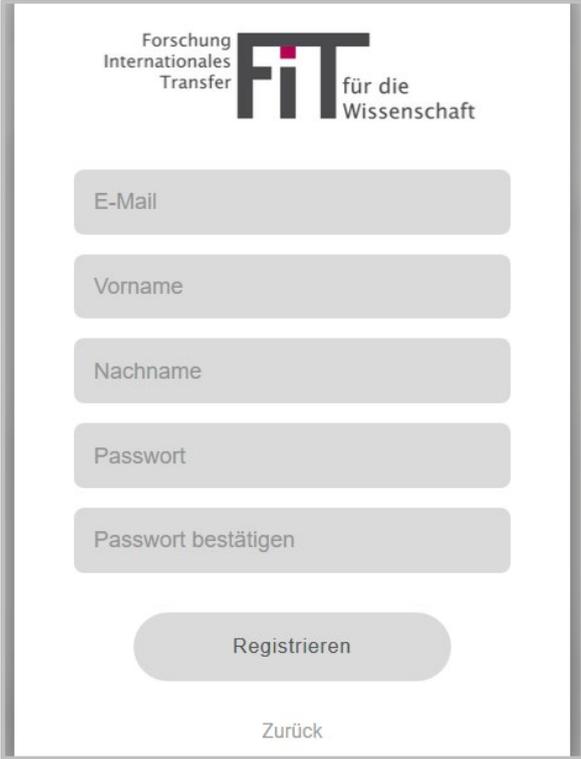
Forschung
Internationales
Transfer **FiT** für die
Wissenschaft

E-Mail

Vorname

Nachname

Passwort

Passwort bestätigen

Registrieren

Zurück

3. You will then be redirected to the privacy policy. Further information on the data protection regulations can also be accessed via this screen. If you agree with the data protection regulations, please click on the button "Annehmen" (accept).

Note: The newsletter service can only be used if you agree to the privacy policy!
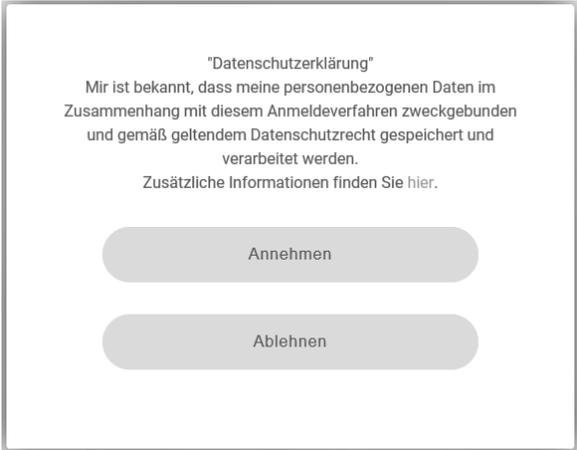
"Datenschutzerklärung"
Mir ist bekannt, dass meine personenbezogenen Daten im Zusammenhang mit diesem Anmeldeverfahren zweckgebunden und gemäß geltendem Datenschutzrecht gespeichert und verarbeitet werden.
Zusätzliche Informationen finden Sie hier.

Annehmen

Ablehnen

4. Next you need to confirm your email address. To do this, please go to your mail program and click on the link you received from FIT. It is valid for 24 hours.

You will then be able to complete the second part of the registration process.

Note: If there were technical problems during registration and the account could not be verified, you can log in to the FIT site with the first data entered (e-mail address and selected password) and request a new confirmation link by e-mail. For this purpose, a window offering this option will be displayed directly.
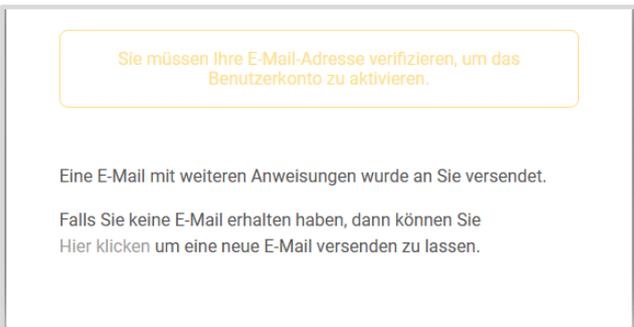
Sie müssen Ihre E-Mail-Adresse verifizieren, um das Benutzerkonto zu aktivieren.

Eine E-Mail mit weiteren Anweisungen wurde an Sie versendet.

Falls Sie keine E-Mail erhalten haben, dann können Sie Hier klicken um eine neue E-Mail versenden zu lassen.
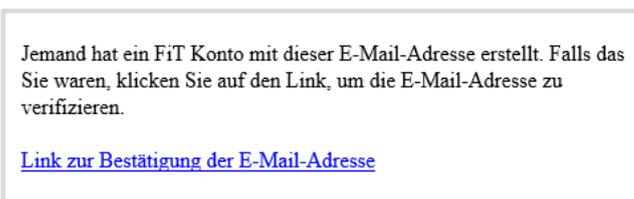
Jemand hat ein FiT Konto mit dieser E-Mail-Adresse erstellt. Falls das Sie waren, klicken Sie auf den Link, um die E-Mail-Adresse zu verifizieren.

Link zur Bestätigung der E-Mail-Adresse

5. Once you have accepted the privacy policy, the following screen will open where you can complete the registration.
First, please complete your personal information. In order for us to be able to assign users to the correct institution, it would be particularly important that you select the institution from the list of institutions through which you have received access authorization to this system.

With the information on your "Newsletter data" you individually determine when and which information you would like to receive.
Select your preferred categories, subjects and weekdays here and confirm your selection with "Speichern" (save).

FIT-Newsletter abonnieren

Registrierung abschließen
Persönliche Daten:

Geschlecht:

> -

Titel:

> Titel

Statusgruppe:

> Eintrag auswählen...

Institution:

> Eintrag auswählen...

Newsletter Daten:

Informationen zu folgenden Kategorien senden (Eine Mehrfachauswahl ist möglich!):

> Einträge auswählen...

Aus den Kategorien nur Artikel zu folgenden Fachrichtungen senden (Eine Mehrfachauswahl ist möglich!):

> Einträge auswählen...

An folgenden Wochentagen möchte ich den Newsletter erhalten (Eine Mehrfachauswahl ist möglich!):

> Einträge auswählen...

> Speichern

Note: If you were unable to complete this second part of the data entry in the registration due to technical problems, it is possible to log in directly on the FIT page with the initial information already entered (e-mail address and password) and add this second window with personal data and subscription preferences. For this purpose, a window appears directly after logging in, in which you can enter this information.

6. If the following window appears, you have successfully registered. We are happy to welcome you as a new user!

Note: You will not receive another confirmation e-mail after completing the registration. The next email you receive from FIT will be the first newsletter based on your subscription preferences.

Erfolgreich Abonniert

Der FIT-Newsletter wurde von Ihnen erfolgreich abonniert und wird Ihnen an den gewünschten Tagen zugestellt. Natürlich können Sie den Newsletter auch jederzeit abbestellen.

> OK

3. FIT-Newsletter Homepage

After logging in to our website, subscribers are taken directly to the newsletter home page. This is divided into three larger blocks and is designed to give you a quick overview of relevant funding information: the latest 14 articles, the next 14 deadlines and bookmarks.

A **special feature is the bookmark bar ("Lesezeichen").** If you find an article helpful and want to bookmark it for later, you can mark it with an asterisk in the upper right corner and it will be displayed in the bookmark bar from now on.

4. Research function

You can go to the individual categories via the "**Kategorien" (categories) field** in the menu bar at the top or search for keywords via the **free search field** at the top right.
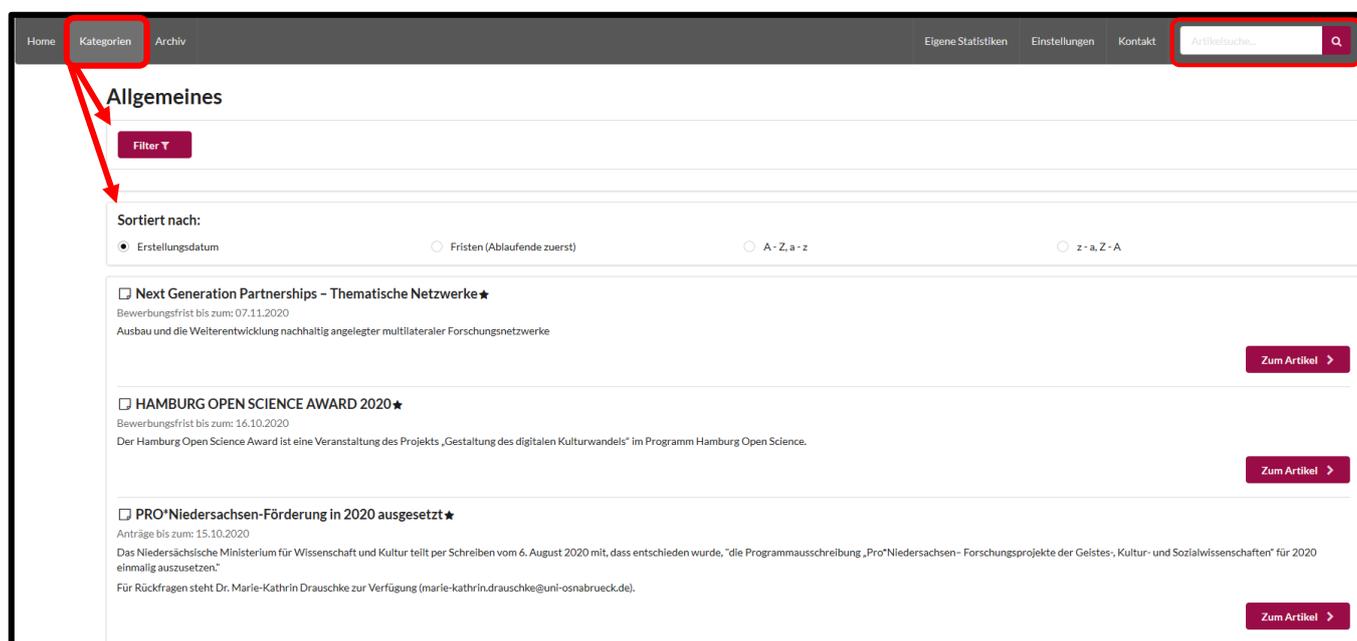
In the categories, you will find different subdivisions under the first section **"Alle Kategorien"** (all categories), such as calls for proposals from the EU or the federal ministries or events. In the second section, the funding information is **divided by subject**.

4.1 Filter function

For your search, you also have the option to apply **a filter to specify** your search. For example, if you select "EU" and "Prizes & Competitions", you will only be shown prizes and competitions that are advertised by European institutes.

4.2 Sorting function

With the sorting function you also have the possibility to display your search results according to e.g. the date of creation or the deadline.

4.3 Detail view

Have you discovered an interesting article in the database? Then you can switch to the detailed view ("Detailansicht") by clicking on the article. Here you will find a short summary of the article, links for further research and information about the deadline.

4.4 Archive

Calls for proposals that have already expired are in a separate archive. Here you can search for older funding information. The search is structured in the same way.

5. Edit settings

You have the option to edit your profile and newsletter settings at any time. To do so, click on "Einstellungen (settings) in the menu bar. In the left bar you can switch between the forms "Profil" (profile) and "Newsletter".

In the newsletter settings you also have the possibility to activate/deactivate two optional features: "**Artikel der eigenen Institution** & **Interne Mitteilungen**" (articles of own institution & internal messages)

"Artikel der eigenen Institution" (articels of own institution):
Overview, with all articles sent only to your facility (part of the regular FIT newsletter).

"Interne Mitteilungen" (internal messages):
Usually include reminders or announcements and are addressed to all FIT subscribers of a university (are sent out in a separate newsletter).

For comments and questions please contact: fit@uni-kassel.de

Informationsdienst Forschung, Internationales, Transfer - FIT für die Wissenschaft

Guten Tag, Anna Muster,
die neusten Informationen von FIT für die Wissenschaft

Inhaltsverzeichnis

Artikel

1. BMBF: Neue Fördermöglichkeit
2. EU: Horizon Europe weitere Calls verfügbar

Alle Artikel für Ihre Institution

1. Sonderförderung für Nachwuchsforschende an unserer Hochschule

Ich möchte zusätzlich alle Artikel für meine Institution erhalten (unabhängig von gewählten Kategorien und Fachrichtungen!)

...teilungen meiner Institution erhalten

FIT für die Wissenschaft – Interne Mitteilungen

Guten Tag, Anna Muster,
hier finden Sie die neusten internen Mitteilungen Ihrer Einrichtung

Inhaltsverzeichnis

Artikel

1. BMBF-Nachwuchswettbewerb NanoMatFutur

Interne Mitteilungen

BMBF-Nachwuchswettbewerb NanoMatFutur