

# FIT-Subscriber guide – Newsletter and database –

## What is FIT?

The information service **FIT** (Research, International funding and Transfer – in German: **F**orschung, **I**nternationales, **T**ransfer) is an e-mail service that provides researchers with targeted and customised information on research funding.

Using your e-mail address, you can create an individual user profile in the FIT database. In the registration process, you can select scientific fields, types of funding and funding organisations/providers about which you would like to receive information. On one or more weekdays of your choice, you will receive an e-mail with the latest funding information relevant to you. It is also possible to search the database for further information.

## 1. Registration

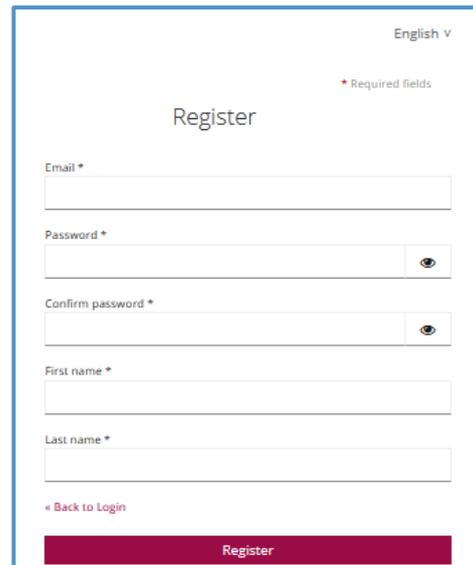
If you do not yet have a FIT user account, you can register at [fit.uni-kassel.de](http://fit.uni-kassel.de).

- Change the language from German to English.
- On the right, you can see the English welcome page of the FIT database. To register, please click on **Not subscribed to FIT yet? Register here: Register**

The image displays two screenshots of the FIT website interface. The top screenshot shows the German language version of the website. The header features the FIT logo and navigation links for 'Forschung', 'Internationales', and 'Transfer'. Below the header, there is a language selection dropdown menu with 'Deutsch v' selected, and options for 'Deutsch' and 'Englisch (English)'. The main content area shows the text 'Bei Ihrem Konto an' and 'E-Mail'. The bottom screenshot shows the English language version of the website. The header features the FIT logo and navigation links for 'Forschung', 'Internationales', and 'Transfer'. Below the header, there is a language selection dropdown menu with 'English v' selected. The main content area shows the text 'Sign in to your account' and a form with fields for 'Email' and 'Password', a 'Remember me' checkbox, a 'Forgot Password?' link, and a 'Sign In' button. At the bottom of the form, there is a link that reads 'Not subscribed to FIT yet? Register here: Register'.

- b. Next, this input screen will open. Please enter your institution e-mail address here. Enter your first name and surname and choose a secure password. After entering the second password for confirmation, you can finalise the first part of your registration by clicking **Register**.

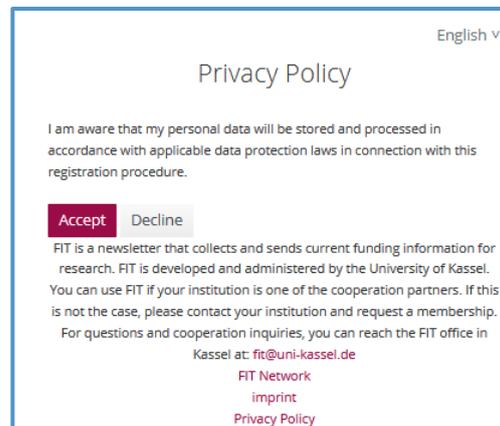
**Please note: It is not possible to register with a private e-mail address. It must always contain the domain (e.g. @uni-city.de) of a FIT network partner.**



The screenshot shows a registration form titled "Register" with a language selector "English v" and a "Required fields" indicator. The form contains the following fields: "Email \*", "Password \*", "Confirm password \*", "First name \*", and "Last name \*". Each field has a corresponding input box. There are eye icons next to the password and confirm password fields. At the bottom left, there is a link "Back to Login", and at the bottom center, there is a red "Register" button.

- c. You will then be redirected to the data protection declaration. Further information on the data protection provisions can also be accessed through this screen. If you agree with the data protection provisions, please click **Accept**.

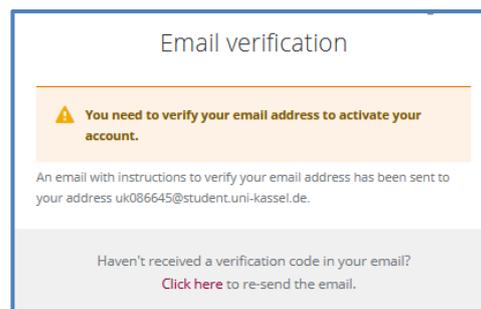
**Please note: The newsletter service can only be used if you accept the privacy policy!**



The screenshot shows a "Privacy Policy" screen with a language selector "English v". The text states: "I am aware that my personal data will be stored and processed in accordance with applicable data protection laws in connection with this registration procedure." Below this text are two buttons: "Accept" (highlighted in red) and "Decline". Further text explains that FIT is a newsletter service for research, developed by the University of Kassel, and that users can use FIT if their institution is a cooperation partner. It also provides contact information for the FIT office in Kassel: fit@uni-kassel.de, FIT Network imprint, and Privacy Policy.

- d. In the next step, you must verify your e-mail address.

To do this, please check your e-mail inbox. You should have received an e-mail with a confirmation link. It is valid for 24 hours.



The screenshot shows an "Email verification" screen. At the top, it says "Email verification". Below this is a warning box with a yellow triangle icon and the text: "You need to verify your email address to activate your account." Below the warning box, it states: "An email with instructions to verify your email address has been sent to your address uk086645@student.uni-kassel.de." At the bottom, there is a link: "Haven't received a verification code in your email? Click here to re-send the email."

- e. Open the e-mail and click on the link to confirm the e-mail address. You will then be redirected to the FIT website.

Someone has created a FIT account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 1 day.

If you didn't create this account, just ignore this message.

Please note: If there were technical problems during registration and no e-mail could be sent, you can log in to your FIT account using your e-mail address and the password you entered during registration. There you can request a new confirmation link. A window offering this option will appear immediately after logging in.

- f. Once you have verified your e-mail address, the following screen will open for you to finalise your registration. (A translated page will soon be available.) Please complete your personal details.

Below your personal information, you can customise when and which information you receive with your FIT newsletter. Select your preferred categories, specialisations and day(s) of the week and confirm your selection with **Speichern**.

The screenshot shows a registration form titled "Subscribe to FIT-Newsletter". It is divided into three main sections: "Profile Settings", "Institution", and "Newsletter Settings".

- Profile Settings:** Includes fields for Gender (Male), Title, and Status Group (Scientific Assistant).
- Institution:** Includes fields for Phone Number, Institution (University of Kassel), and Department.
- Newsletter Settings:** Includes a field for Newsletter language.

At the bottom right of the form, there are two buttons: "Cancel & Logout" and "Save".

Please note: If you were unable to complete this second part of the data entry process during registration due to technical problems, log in to the FIT page using your e-mail address and the password you entered during registration. Once you have successfully logged in, this input mask will also be displayed

- g. If the following window appears, you have successfully registered. We are glad to have you on board!

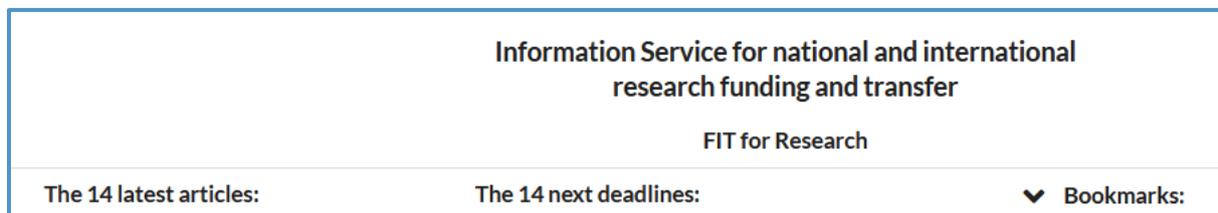
**Newsletter subscribed**

The FIT-Newsletter was subscribed successfully and will be delivered on your chosen day. You may unsubscribe from the newsletter at any time.

Please note: You will not receive another confirmation e-mail after completing your registration! The next e-mail you receive from FIT will be your first newsletter.

## 2. FIT database – welcome page

After logging in to our website, you will be taken directly to the welcome page of the database. It is divided into three columns and is designed to give you a quick overview of relevant funding information:



↓  
Here you can see the articles that were most recently added to the FIT database.

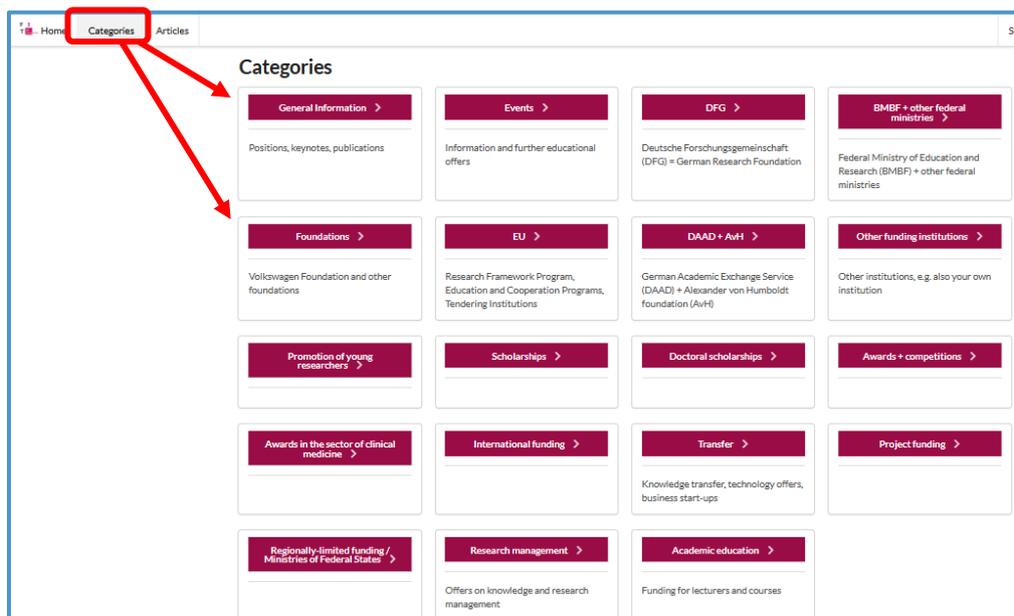
↓  
Here you can see the articles whose deadlines next expire.

↓  
If you find an article helpful, you can bookmark it by clicking on the little star in the upper right corner next to the headline. The article will then be displayed here in the **bookmark bar**.

## 3. Searching for funding information

You have two options for the search:

- You can jump directly to the individual categories via the **'Categories'** button in the menu bar.



Here, information is grouped in categories, such as general information, events, calls for proposals from the EU or federal ministries. In the lower section, the funding information is categorised by **"Scientific Fields"**.

- b. You can access the article search by clicking the **“Articles”** button in the menu bar. All articles stored in the FIT database are displayed here in a list, which you can search for keywords (using an **“AND”** or **“OR”** search logic) and narrow the list of results down further by using various filters.

The screenshot shows the FIT database article search interface. The 'Articles' menu item is highlighted with a red box and an arrow. The search results show 3656 results. The search bar includes 'Article Search', 'Categories AND', and 'Scientific Fields'. Below the search bar are 'Additional Filters' with radio buttons for 'No limitations', 'Show only archived articles', 'Show only current articles', and 'Show only permanent articles (articles without deadline)'. There are 'Apply Filters' and 'Reset Filters' buttons. Below the filters is a 'Sorted By' section with radio buttons for 'Creation Date (descending - newest first)', 'Creation Date (ascending - oldest first)', 'Deadlines (descending - oldest first)', 'Deadlines (ascending - next first)', 'A - Z, a - z', and 'z - a, Z - A'. At the bottom is a 'Search Info' link.

#### 4.1 Filters

For your search, you have the option of using filters to specify your search. For example, if you select 'EU' and 'Prizes & competitions', you will only be shown prizes and competitions advertised by European institutions.

#### 1.2 Sort by

The sort function allows you to sort your search results, for example, by creation date or expiry date. It is also possible to filter for permanent articles. These are permanently advertised grants for which an application can be submitted at any time.

#### 4.3 Detailed view

Have you found an interesting article in the database? Then you can switch to the **de-tailed view** by clicking on the headline or on the button **“Go to article”**. Here you may find a short summary of the article as well as links to the website of the funding organisation as well as information on the deadline.

#### 4.4 Archive

Funding tenders that have already expired can be shown or hidden using the filter options 'Show only archived articles' or 'Show only current articles'.

## 4. Edit settings

You can edit your profile and newsletter settings at any time. To do this, click on 'Settings' in the menu bar. Then, you can switch between the input forms "Profile" and "Newsletter" on the left.

## 5. Example FIT Newsletter

Fr 28.06.2024 11:31  
FIT-Team <fit.do-not-reply@uni-kassel.de>  
Informationsdienst Forschung, Internationales, Transfer - FIT für die Wissenschaft

An  Informationsdienst Forschung, Internationales, Transfer

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### Informationsdienst Forschung, Internationales, Transfer - FIT für die Wissenschaft

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

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**Artikel**

**BMWK: Geschäftsmodelle und Pionierlösungen für bessere Gesundheit und Pflege - 3. Call**

Das BMBF fördert mit der dritten thematischen Ausschreibungsrunde "Geschäftsmodelle und Pionierlösungen für besseres Lernen und Arbeiten" Geschäftsmodelle und Pionierlösungen für bessere Gesundheit und Pflege. Antragsgegenstand sind Projekte, die den allgemeinen Kriterien der IGP-Förderrichtlinie genügen und zudem

- auf Neuerungen in den Bereichen Gesundheit und/oder Pflege zielen und
- marktorientierte Innovationen entwickeln, die Vorteile gegenüber bestehenden Lösungen versprechen.

We hope you find what you are looking for when using FIT.

If you have any further questions or comments, please do not hesitate to contact the FIT team at [fit@uni-kassel.de](mailto:fit@uni-kassel.de). We love to hear from you!