

Proposal Preparation Instructions

for Preparatory Meetings International Research Training Groups

The DFG's cooperation agreements with foreign partner organisations, and similar regulations, provide for the possibility to fund travel expenses related to the preparation of a proposal to establish an International Research Training Group. Trips to preparatory workshops held jointly with foreign partners are eligible for funding. Such a workshop may take place abroad or in Germany. Funding can be granted only if research cooperation is already underway and plans for the International Research Training Group have already been solidified. The proposal must include a written statement of interest by the cooperation partner. Funding of the preparation of a proposal to establish an International Research Training Group can only be started once.

The foreign partner is expected to provide matching funding for the workshop. In some cases, a pertinent funding proposal may have to be submitted to the DFG's foreign partner organisation. For further information, please contact the relevant DFG Head Office staff member.

The **funding proposal** for a preparatory workshop should include the following information:

- names and addresses of applicants, spokesperson, and foreign cooperation partners;
- history of cooperation with these international researchers;
- specific purpose of the trip;
- programme of workshop and itinerary;

- topic of the planned International Research Training Group;
- scientific motivation for cooperation;
- joint research concept;
- plans for practical implementation of the research and qualification programmes;
- amount of co-funding provided by the foreign partners.

The following types of **funding** may be requested:

a) for trips abroad:

- allowances toward travel and (if applicable) transportation costs;
- allowances toward maintenance costs;
- in exceptional circumstances, allowances toward workshop costs.

b) for invitations to Germany:

- allowances toward workshop costs;
- allowances toward maintenance costs for international researchers.

The duration of the trip should not exceed one week. Informal proposals may be submitted, in five identical copies, to the Research Careers Division at the DFG Head Office. Please include a CD-ROM with an electronic version of the proposal in PDF format. If funding for travel and maintenance costs is requested, please include price estimates for economy travel. The proposal must state whether a funding proposal for this event has been submitted elsewhere by you or your partner.

The funding decision will take approximately eight to ten weeks from receipt of your proposal.