Quick Guide to E-Submissions
(International) Research Training Groups
– Establishment Proposals –
Preparing for Electronic Proposal Submission

BEFORE SUBMITTING A PROPOSAL

Proposals to establish (International) Research Training Groups are submitted by the spokespersons of the groups.

If the spokesperson has changed since the draft proposal, please inform the DFG Head Office so that the necessary steps can be taken in elan to enable the new spokesperson to submit a proposal.

IMPORTANT INFORMATION FOR SUBMITTING PROPOSALS

Detailed information on the Research Training Group Programme can be found in the programme guidelines under

DFG form 50.07

and in the proposal preparation instructions under

DFG form 54.05

REQUIRED DOCUMENTS

To submit a full proposal to establish a Research Training Group or International Research Training Group, you will need at least the following documents:

- Project description
- Biographical sketches of the participating researchers
- For International Research Training Groups (IRTG) only: Letter of intent of partner(s)

The documents must be uploaded and submitted in PDF (without access restrictions on reading, copying or printing, maximum individual file size of 10 MB).

A general introduction and guide to the elan portal can be found in the

elan Flyer: Electronic Proposals and

elan FAQ: Electronic Proposals.
To submit a proposal, you first need to register in elan under [https://elan.dfg.de](https://elan.dfg.de). Following your registration, navigate to the electronic form under Proposal Submission – Proposal Overview/Renewal Proposal – Your Current Projects (title of the relevant draft proposal) to submit your proposal.

Use the Continue button to start completing the form.

#### Your Current Projects

The following overview contains a list of proposals that are currently being processed or those that have been decided upon. Projects that have been denied will be removed from the list three months after the decision date. Please note that this list does not include projects that have been withdrawn or completed.

If you would like to submit correspondence or a renewal of full proposal in connection with a current project, please click on the button “Continue” next to the relevant project. Electronic forms for new or establishment proposals to be submitted within Research Training Groups, Research Units or proposal packages can be found by clicking on the button “Continue” next to the relevant title.

As coordinator/spokesperson of a Research Unit or Priority Programme, you may click on the button “Overview” to take you to an overview of proposals submitted to the relevant programme or to access the coordination proposal form (for new proposals only).

To propose a new project, please click here.

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Programme and Proposal Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Training Groups</td>
<td></td>
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Title of your (International) Research Training Group

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Proposals to Establish (International) Research Training Groups

Once you have selected the Research Training Group, click Start online form to begin the establishment proposal.
After starting the online form, you will automatically be guided through the individual pages of the form.

Note that some fields are shown by default, such as the title and the subject classification from the draft phase. These entries can be edited where necessary.
Please note the following with regard to the individual form pages:

a) Proposal Data:

The time period for which funding can be requested is set by default at **60 months** and cannot be changed.

Enter your desired start date. **Note that this date must begin on the first day of a month.** Funding can generally start four to six months after the grant decision.

**Note:** If you change the proposed start date after you have entered your funding request, please review your funding entries again and edit where necessary.

If you applied for an International Research Training Group in the draft phase, this will be shown by default under **Supplemental Classification.** This entry may be edited where necessary.
b) Applicant University/Universities

The lead applicant university (responsible for the administration of funds) and any additional applicant institutions from the draft phase are shown on the Applicant University/Universities page. These entries must be confirmed.

- Confirm the institutional entries via the edit icon 🖋.

- Begin entering the requested funds by clicking the relevant button.

  **Edit Funding for Staff**
  **Edit Fellowships**
  **Edit Other Project Funds**

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Click on New Row(s) to begin entering the individual funding positions.

There are generally two ways of entering the requested funds:

**Option 1: Automatic allocation of funds:**
(Using the allocated option selected by default)

1. **Staff and fellowship funding**
   The staff positions and fellowships you request will be allocated automatically pro rata by fiscal year. Enter the number, percentage of full time (for positions) or amounts (for fellowships), the start date and the duration. For staggered start dates or similar, use separate rows to enter differing start dates and duration.

2. **Other funding items**
   Enter other items in euros;

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these will also be allocated pro rata by fiscal year. Note that the allocation for these items can be edited (see Option 2).

**Option 2: Individual input of differing amounts by fiscal year:**

(Not using the allocated option)

1. Deselect the allocated option.
2. Enter the individual amounts for each fiscal year (without separators).
3. Click on > to show more fiscal years.

**Note:**
If you would like to use the automatic allocation option (allocated after you have deselected it, please delete the relevant entry by clicking on the button and start entering the requested funds again by clicking on New row(s).

Once you have reviewed and/or edited the applicant university/universities and entered your funding request, all applicant institutions and the total requested amount are shown in an overview.
c) Spokesperson

The information on the spokesperson entered during the draft phase is shown by default. You will need to confirm or edit this information on the following pages.

![Spokesperson section]

To simplify the process of entering the additional participating individuals, you can use the e-mail address under which each person’s elan account is stored (the elan account name). Please check that the correct research location is shown/selected for each individual.

d) Participating Individuals

Entries made during the draft phase regarding participating individuals are shown by default. Please review this information and edit and/or delete as necessary.

- Review and edit entry
- Delete entry

Use the Add Participating Individuals button to enter new persons.

![Participating Individuals section]
e) Participating Institutions

Entries made during the draft phase regarding other participating institutions (in addition to applicant universities) are shown by default. Please review this information and edit and/or delete as necessary.

f) Attach Documents

You can upload your documents to the elan portal via the Attach Documents page.

The following documents are required:

- Project Description
- Biographical Sketches

For International Research Training Groups (IRTG) only: Letter of intent of partner(s)
g) Send

On the following page of the portal, you can open a PDF document with an overview of the information you have entered in the online form (the form data) as well as the uploaded documents.

To submit your proposal to the DFG, click Send.

After Submitting Your Proposal

After submitting the proposal, you will immediately receive a confirmation of receipt by e-mail. This e-mail also contains a compliance form summarising the key details of the proposal.

The compliance form must be printed out, signed by the spokesperson and the head(s) of the applicant university/universities and sent to the DFG Head Office.