

DFG



**Quick Guide to  
E-Submissions**

**(International) Research Training Groups  
– Renewal Proposals –**

## Preparing for Electronic Proposal Submission

### BEFORE SUBMITTING A PROPOSAL

Renewal proposals for (International) Research Training Groups are submitted by the **spokespersons** of the groups.

**If the spokesperson has changed since the establishment 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 54.07](#)

### REQUIRED DOCUMENTS

To submit a renewal proposal for a Research Training Group or International Research Training Group, you will need at least the following documents:

- [Project description](#)
- [Progress report](#)
- 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.](#)

## Submitting Your Electronic Proposal via elan

To submit a proposal, you first need to register in elan under <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 establishment 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 Please note that this list does not include projects that have been withdrawn or completed.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.

Ref. No.	Programme and Proposal Type	Status
Research Training Groups		
<b>Title of your (International) Research Training Group</b> → Continue		
GRK XXXX/1	Research Training Groups Individual Proposal Establishment Proposal	Notified
GRK XXXX/0	Research Training Groups Individual Proposal Initiative	Notified

## Renewal Proposals (International) Research Training Groups

Once you have selected the Research Training Group, click **Start online form** to begin the renewal proposal.


**My Project GRKXXXX"Title of your (International) Research Training Group"**

Select the appropriate form and use the prescribed templates. If the form you are looking for is not yet available, please submit your proposal as in the past. Additional information can be found at [http://www.dfg.de/en/research\\_funding/programmes/](http://www.dfg.de/en/research_funding/programmes/). If you have any questions, please contact Name Surname (Tel.: +49 (228) 885-XXXX).

Short Description	Templates	Forms
Renewal Proposal for Research Training Groups or International Research Training Groups	<ul style="list-style-type: none"> <li>→ Project Description</li> <li>→ Quick Guide to E-Submissions (International) Research Training Groups (Renewal Proposals)</li> </ul>	→ Start online form
Form for submitting comments, inquiries and additions to the DFG Head Office		→ Start online form
Form for submitting a report		→ Start online form

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 establishment phase. These entries can be edited where necessary.

	
<b>Programme Information</b>	<input checked="" type="radio"/>
Proposal Data	<input type="radio"/>
Applicant Universities	<input type="radio"/>
Spokesperson	<input type="radio"/>
Participating Individuals	<input type="radio"/>
Participating Institutions	<input type="radio"/>
Concluding Information	<input type="radio"/>
Attach Documents	<input type="radio"/>

Please note the following with regard to the individual form pages:

#### a) Proposal Data:

The start date and the period for which funding can be requested through a renewal proposal are determined by the duration of the establishment proposal and cannot be edited in the form.

### Proposal Data

*\* required fields*

Enter the title of your research project in German and in English in the appropriate fields (up to 300 characters each).

**Title (in German): \***

Titel Ihres (Internationalen) Graduiertenkollegs

252 of 300 characters remaining

**Title (in English): \***

Title of your (International) Research Training Group

247 of 300 characters remaining

**Planned start date:**

**Duration (in months):**

If you applied for an International Research Training Group in the establishment phase, this will be shown by default under **Supplemental Classification**. This entry may be edited where necessary.

### Supplemental Classification


If you will be submitting a proposal for the International Research Training Group programme variation, please select "International Research Training Group" here.

International Research Training Group
▼
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+ New row(s)

## b) Applicant University/Universities


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

- Confirm the institutional entries via the **edit icon** .


### Applicant University/Universities

First, enter or confirm the lead applicant university that will administer the funds in the event of an award. Enter the requested funds under this university. If applicable, enter or confirm any additional applicant universities.



Other participating institutions can be entered or edited in a separate section.

Click the edit icon  to confirm the applicant university/universities and enter your funding request.

Current entries:

Lead applicant university:	Funding amount:
Applicant University	 
Additional applicant university/universities:	
Additional Applicant University	

 Add Applicant University/Universities

If you would like to edit an entry, click the Edit Icon .  
When you have finished completing the section, click  **Continue**

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

**Edit Funding for Staff**

**Edit Fellowships**


**Edit Other Project Funds**

### Requested Funds




Funding is tied to a specific fiscal year (which corresponds to a calendar year). Amounts should therefore be entered by fiscal year. Requests should be made under the following three categories: Funding for Staff, Fellowships and Other Project Funds.

Funding items requested under the Research Training Group module are assigned to the three categories listed above. Funding requested under the Replacements and Temporary Substitutes for Clinicians modules apply to the Funding for Staff category, whereas the remaining modules should be entered under Other Project Funds.

Please justify the requested funding in your Project Description.

Use the edit icon  to enter amounts for each fiscal year or to edit existing entries.

The amounts shown are in euros.

Funding for Staff:	 Edit Funding for Staff					
Summary	2026/04-12	2027/01-12	2028/01-12	2029/01-12	2030/01-09	Sum
Fellowships:	 Edit Fellowships					
Summary	2026/04-12	2027/01-12	2028/01-12	2029/01-12	2030/01-09	Sum
Other Project Funds:	 Edit Other Project Funds					
Summary	2026/04-12	2027/01-12	2028/01-12	2029/01-12	2030/01-09	Sum

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

Doctoral Researcher or Comparable							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2026/04-12 Months	2027/01-12 Months	2027 Mon >
+ New row(s)							
Postdoctoral Researcher or Comparable							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2026/04-12 Months	2027/01-12 Months	2027 Mon >
+ New row(s)							
Temporary Substitute for Clinician							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2026/04-12 Months	2027/01-12 Months	2027 Mon >
+ New row(s)							
Support Staff							
Total amount €	Start date	Duration in months	allocated	2026/04-12 Euro	2027/01-12 Euro	2028/01-12 Euro	2028 Euro >
+ New row(s)							
Replacement Funding							
Total amount €	Start date	Duration in months	allocated	2026/04-12 Euro	2027/01-12 Euro	2028/01-12 Euro	2028 Euro >
+ New row(s)							

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.

**Requested Funds (Entering your budget request)**

**Option 1: Automatic allocation by fiscal year**

Doctoral Researcher or Comparable							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2026/04-12 Months	2027/01-12 Months	2027 Mon >
1	100	2026-04-01	54	<input checked="" type="checkbox"/> allocated	9		
+ New row(s)							
Doctoral Fellowships							
Number *	Fellowship rate/month in €	Start date	Duration in months	allocated	2021/04-12 Months	2022/01-12 Months	2022 Mon >
1	1000	2021-04-01	54	<input checked="" type="checkbox"/> allocated	9		
+ New row(s)							

**2. Other funding items**

Enter other items in euros;

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

Support Staff							
Total amount €	Start date	Duration in months	allocated	2026/04-12 Euro	2027/01-12 Euro	2028/01-12 Euro	
54000	2026-04-01	54	<input checked="" type="checkbox"/> allocated	9000	12000	12000	

Coordination Funding							
Total amount €	Start date	Duration in months	allocated	2026/04-12 Euro	2027/01-12 Euro	2028/01-12 Euro	
229500	2026-04-01	54	<input checked="" type="checkbox"/> allocated	38250	51000	51000	

**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.

**Option 2: Individual amounts by fiscal year**

Public Relations							
Total amount €	Start date	Duration in months	allocated	2026/04-12 Euro	2027/01-12 Euro	2028/01-12 Euro	
			<input type="checkbox"/> allocated	1500	1000		

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1.
2.
3.

**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.

### Applicant University/Universities

First, enter or confirm the lead applicant university that will administer the funds in the event of an award. Enter the requested funds under this university. If applicable, enter or confirm any additional applicant universities.

Other participating institutions can be entered or edited in a separate section.

Click the edit icon to confirm the applicant university/universities and enter your funding request.

*Current entries:*

Lead applicant university:	Funding amount:
Applicant University	Total Amount

**Additional applicant university/universities:**

Additional Applicant University



### c) Spokesperson

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

#### Spokesperson

Please enter or confirm the requested information on the Spokesperson of the Research Training Group. **Note:** The Spokesperson must be registered in elan and have verified the relevant correspondence address.

Other researchers who are participating in the Research Training Group (including the Spokesperson at the foreign partner institution for International Research Training Groups) should be entered in the next section.

Current entries:

Spokesperson:

Name of the Spokesperson



### d) Participating Individuals

Entries made during the establishment 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.

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.

#### Participating Individuals

Together with the spokesperson already entered, the Research Training Group is run by a small team of researchers. Please assign a role to each participating individual:

- **Participating Researcher**

**Only for International Research Training Groups**

For International Research Training Groups, the following roles are available for participating researchers from the foreign partner institution

- **IRTG-Partner: Spokesperson**

- **IRTG-Partner: Participating Researcher**

If funding is approved, the names of all individuals will be included in GEPRIS, the DFG's online project database [www.dfg.de/gepris](http://www.dfg.de/gepris).

Current entries:

Participating Individuals

Name Participating Researcher



Name Participating Researcher




Name IRTG-Partner: Spokesperson



Name IRTG-Partner: Participating Researcher



 **Add Participating Individuals**

### e) Participating Institutions

Entries made during the establishment 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.





#### Participating Institutions


If, in addition to the applicant universities, other institutions are playing a major role in the project, i.e. they are significantly contributing to the research and/or qualification programme, they can be entered here. If funding is approved, they will be published in GEPRIIS [www.dfg.de/gepris](http://www.dfg.de/gepris).

#### International Research Training Groups :

Please also enter the foreign institutions that are involved in submitting this joint proposal (with the role IRTG-Partner Institution).

Current entries:

Participating Institution/s:	
Name IRTG-Partner Institution	 
Name Participating Institution	 

 Add Participating Institution

### f) Attach Documents

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

The following documents are required:

Project Description

Progress Report

Biographical Sketches

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





#### Attach Documents

\* required fields



Attached documents must be in PDF format (**without restrictions on reading, copying or printing**). **You cannot attach files larger than 10 MB.**

If you must submit larger files, you may submit them subsequently on a data carrier. In this case, please upload a note referring to the additional documents.

The following documents **must** be submitted:

Project Description *	 Choose file to upload ...
Progress Report *	 Choose file to upload ...
Biographical Sketches *	 Choose file to upload ...
Letter of intent of IRTG partner/s *	 Choose file(s) to upload ...

You may also attach the following documents optionally or as required in accordance with guidelines or proposal instructions:

Papers that have been officially accepted for publication but not yet published (incl. acknowledgement of acceptance)	 Choose file(s) to upload ...
Other Attachments:	 Choose file(s) to upload ...

*cf. proposal preparation instructions*

### 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**.

**Send**

Your Documents – Overview

Formdata.pdf

Attachments:

Project Description.pdf (2.726 KB)

Biographical Sketches.pdf (2.726 KB)

Letter of intent of IRTG partner.pdf (2.726 KB)

You can click individual items to open and review the documents before submitting them. The documents are listed in no set order.

Click → **Send** to submit the information electronically. This action is final and cannot be reversed.

Cancel Suspend ... Back **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.**