Guidelines
for Reviewing Draft Proposals to Establish Research Training Groups or International Research Training Groups

Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.
I  General Information

Reviewers are asked to comment in detail on each of the four criteria listed below and provide a final assessment. In addition, each item should be given a final rating of A, B or C (A = positive, convincing; B = average, borderline; C = negative, not convincing). The rating will aid in the interpretation of your comments. The evaluation should focus in particular on the qualification of the participating scientists and academics as well as on the quality of the research programme.

For International Research Training Groups, please also comment on the added value resulting from the international cooperation with regard to each criterion.

When preparing your review, please bear in mind that the DFG will forward your comments in anonymised form to the spokesperson of the proposed Research Training Group.

II  Review Criteria

1  Research Programme

- Please assess the quality, scientific relevance and originality of the Research Training Group’s main research topic or research idea. How would you assess the novelty of the research programme in international comparison?
- In what way do you consider it forward-looking to establish a Research Training Group with this focus, considering that the key mission of such a group is to promote early career researchers?
- Please assess whether the research programme justifies the expectation that the main topic will be explored appropriately in projects and theses. Has substantial preliminary work been carried out? Can ambitious doctoral research projects be expected?
- Is the research programme adequately focused and coherent?

Text:

Rating:

A    B    C
2 Participating Researchers (Applicant Team)

Please comment on the scientific credentials of the participating scientists and academics with regard to the proposed main research topic or research idea as well as regarding their experience in training early career researchers.

- To what extent have they distinguished themselves in their research activities and publications to date?
- How would you assess their individual expertise with regard to the proposed main topic or research idea?
- To what extent are the participating researchers experienced in training early career researchers?

Text: 

Rating: 

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please comment on the scientific composition of the team of applicants and their proposed cooperation with regard to the research and qualification programmes.

- To what extent does the team of applicants combine the subject-matter expertise necessary to successfully carry out the research and qualification programmes?
- Have the members of the team taught and/or carried out research together in the past?
- Has appropriate consideration been given to diversity in the research system and the integration of female researchers?
- Is the participation of early career researchers in the Research Training Group planned or expected?

Text: 

Rating: 

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 Qualification Programme and Supervision Strategy

Do the draft qualification strategy and the relevant preliminary work justify the expectation that early career researchers will be trained successfully?

Does the proposal incorporate supervisory structures that promote systematic, transparent, and timely completion of doctoral training?

Text:

Rating:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 Environment

Please comment on whether the scientific environment is especially suited to successfully work on the proposed main research topic or research idea in the framework of a Research Training Group.

Text:

Rating:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Since it is possible to propose a “module for structured doctoral training” as part of the Collaborative Research Centre programme, Collaborative Research Centres and Research Training Groups that are based at the same location and have largely overlapping topics should not receive parallel funding. The goal is to increase efficiency by bundling funding for closely related research projects. If the Research Training Group is closely related to a
Collaborative Research Centre at the same location, please comment on whether the Research Training Group’s topic or structure is sufficiently unique. For instance, the establishment of an International Research Training Group may be considered to deliver added value.

If the draft proposal is linked to an existing Research Training Group or one that has ended, please explain why the topic of the proposed Research Training Group is sufficiently distinct and to what extent the research programme investigates new scientific problems.

Text:
5 Final Assessment

Please provide a final assessment on whether you consider the concept as a whole promising. Should the university be asked to submit a proposal?

Text:

Rating:

III Additional Aspects of the Review

1 Confidentiality

All proposals submitted to the DFG, the correspondence with reviewers, the reviews and the identity of the reviewers and participating review board members must be treated confidentially.

The scientific content of a proposal you review may not be exploited for your own and/or others' scientific purposes.

2 Obligation to Observe the Principles of Good Scientific Practice

The principles of good scientific practice must also be observed during the review process. A violation of these principles can result in a charge of scientific misconduct. In particular, any infringement against the principles set out in “Guideline 16: Confidentiality and neutrality of review processes and discussions” is considered scientific misconduct.

1 The principles of good scientific practice are presented in detail in the DFG Code of Conduct Guidelines for Safeguarding Good Scientific Practice.
3 Conflicts of Interest

The DFG Head Office is not able to investigate all circumstances that could be interpreted as a conflict of interest. The DFG therefore relies on your assistance, e.g. to enable us to contact another reviewer for a written assessment in a timely manner or to jointly determine whether your participation in the review meeting would be appropriate.

Should circumstances exist that may be interpreted as a conflict of interest, please inform the responsible DFG staff before submitting a written review or participating in a review meeting. If you submit an assessment or participate in a DFG meeting without first having contacted the DFG regarding a possible conflict of interest, the DFG Head Office will assume that, to the best of your knowledge, no apparent conflict of interest exists. If you realise after you have submitted your review or during or after a meeting that there may be or may have been an apparent conflict of interest, you should also contact the DFG Head Office immediately.

The DFG guidelines on avoiding conflicts of interest (DFG form 10.201) can be found on the DFG website.

www.dfg.de/formulare/10_201

4 Diversity and Equal Opportunities in Research

In all of its funding programmes, the DFG actively promotes equal opportunities and diversity in German science and academia. Proposal reviews should not disadvantage applicants due to academically irrelevant criteria, such as age, gender or disability. Consider the applicant’s scientific career development rather than the applicant’s age. You may compensate in your evaluation for certain extra-scientific disadvantages. Unavoidable delays in an applicant’s scientific career (for example longer training periods, publication gaps or less time spent abroad as a result of childcare responsibilities) should be given adequate consideration.

Further information on diversity and equal opportunities in research can be found at:

www.dfg.de/diversity/en

5 Important Information on Data Protection

The DFG takes the protection of your personal data very seriously. The proposal documents on which your review is based regularly contain personal data that is protected by data
Data protection laws, particularly by the provisions of the General Data Protection Regulation (GDPR). In order to protect this data, we therefore request that you observe the following guidelines on the confidential handling of personal data when preparing your review.

Data protection law stipulates that personal data must be protected by sufficient security measures to prevent any access by unauthorised parties as well as accidental loss. Please take the necessary measures to comply with data protection law, for example by choosing secure passwords, securing PCs, etc. We also ask that you take measures to protect the proposal documents in your home workplace against access by other persons in your household or by other third parties.

If you are working outside the DFG systems (elan), for example saving the proposal documents onto a local end device, please make sure to delete personal data immediately or to securely destroy it when it is no longer required. This should be done in a secure manner (in the case of printed documents, by not disposing of them in a wastepaper basket but by using a paper shredder).

Please help us to recognise and remedy any data privacy incidents, and report all technical difficulties or irregularities to us when using DFG systems (elan), as well as any (potentially) unauthorised access to personal data contained in the proposal documents. Examples of such incidents include:

- Unauthorised use of your elan login data
- Cyberattacks leading to access to personal data contained in the proposal documents by unauthorised parties
- If documents containing personal data relating to the proposal are stolen or read in the event of a break-in
- If USB sticks, mobile phones or laptops containing unencrypted personal data in connection with a proposal document are lost or stolen

In such cases, please contact: datenschutz@dfg.de.

With regard to your own personal data, please take note of the DFG’s data protection notice for reviewers, which can be viewed and downloaded at www.dfg.de/privacy_policy. By taking up your duties as reviewer, you hereby confirm acknowledgement of this data protection notice.