

# Proposal Preparation Instructions

## for Preparatory Meetings

## 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.

**Deutsche Forschungsgemeinschaft**

Kennedyallee 40 · 53175 Bonn · Postal address: 53170 Bonn, Germany  
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · [postmaster@dfg.de](mailto:postmaster@dfg.de) · [www.dfg.de](http://www.dfg.de)



## I General Information

The Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) funds meetings for the preparation of proposals to establish International Research Training Groups. Working meetings held jointly with foreign partners are eligible for funding. Such preparatory meetings 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. Such funding of the preparation of a proposal to establish an International Research Training Group can only be started once, either prior to submitting the draft proposal or after the request to submit a full proposal.

The foreign partner is expected to provide matching funding for the preparatory meeting. Funds can be provided by the foreign partner university or by a foreign funding organisation, for example. In some countries, the DFG has entered into cooperation agreements or analogous arrangements with its foreign partner organisations that allow for joint proposals and funding of preparatory meetings for International Research Training Groups. For further information, please contact the [relevant DFG Head Office staff member](#).

The **proposal** should not exceed eight pages in length and should include the following information:

- name, address and research area of the lead applicant;
- names, addresses and research areas of other participants and foreign cooperation partners;
- history of cooperation with these international researchers;
- (Work) topic of the planned International Research Training Group; joint research concept. Clearly indicate when you are referring to the work of other researchers (even if you collaborated in the work yourself as a co-author). The absence of any indication may constitute a breach of good research practice, and in individual cases may constitute scientific misconduct according to the Rules of Procedure for Dealing with Scientific Misconduct (VerfOwF).
- scientific motivation and added value of the cooperation (e.g. complementary expertise);
- initial plans for practical implementation of the research and qualification programmes;
- programme of workshop and itinerary;

- statements of interest by the German university and the foreign university relating to a joint proposal for an International Research Training Group;
- amount of co-funding pledged by the foreign partners.

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

a) for trips abroad:

- travel and (if applicable) transportation costs as well as compensation for CO<sub>2</sub> emissions (in accordance with DFG form 71.03, available in German only)  
[www.dfg.de/formulare/71\\_03](http://www.dfg.de/formulare/71_03)
- maintenance costs;
- in exceptional circumstances, allowances toward workshop costs.

b) for invitations to Germany:

- workshop costs;
- maintenance costs for international researchers.

The duration of the trip should not exceed one week. Funding requests can only be made for individuals who will be integrated as participating researchers in the proposed International Research Training Group. Calculation of travel (travel expenses, per diem and accommodation) should be based on the federal legal regulations for travel costs or the state regulations according to the state in which the applicant works. The project must be calculated economically overall. If the proposal exceeds the sum of €20,000, please contact the DFG Head Office in advance.

One copy of the proposal is to be submitted informally to the DFG Head Office, bearing the original signature of the lead applicant. Please also submit an electronic version of your proposal as a PDF file to the [relevant DFG Head Office staff member](#). The proposal must state whether a funding proposal for this event has been submitted elsewhere by you or your cooperation partner.

Proposals may be submitted at any time. It is recommended to submit proposals no later than six months before the start of the activity, so that sufficient time remains after the decision for visa matters, booking inexpensive flights, etc.

If, in preparing your proposal, you used artificial intelligence (AI) in the form of generative models for text and image creation, please disclose this fact in a scientifically appropriate manner in your proposal. For more information, see the [“Research Integrity” portal](#).

## II Obligations

In submitting the proposal, you

1. agree to adhere to the **principles of good research practice**.<sup>1</sup>  
The principles of good research practice include, among others: maintaining professional standards, maintaining strict honesty with regard to one’s own contributions and those of third parties, documenting results and rigorously questioning all findings.
2. recognise the DFG’s **Rules of Procedure for Dealing with Scientific Misconduct** (Verfahrensordnung zum Umgang mit wissenschaftlichem Fehlverhalten - VerFOwF)<sup>2</sup> as legally binding.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person’s research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions in accordance with its Rules of Procedure, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (full or partial termination of the grant contract, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG’s retraction of funding in the discredited publications;

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<sup>1</sup> The principles of good research practice are presented in detail in the DFG Code of Conduct [Guidelines for Safeguarding Good Research Practice](#).

<sup>2</sup> [Rules of Procedure for Dealing with Scientific Misconduct \(VerFOwF\)](#), DFG form 80.01.

- exclusion from serving as a reviewer for a period of one to eight years, depending on the severity of the scientific misconduct;
- exclusion from membership in DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG bodies and committees for a period of one to eight years, depending on the severity of the scientific misconduct.

By accepting funding, the recipient agrees to:

- use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
- submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

### **III Data Protection**

Please note the DFG's Data Protection Notice for Research Funding, which you can access at [www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy). If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to their involvement in your project.

[www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy)