

DFG



**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.](#)

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 draft proposal) to submit your proposal..

Use the **Continue** button to start completing the form.

Proposal Submission

- Forms in Progress (0)
- Proposal Overview / Renewal Proposal
- New Project / Draft Proposal
- Nominations
- E-Files (0)
- My Meetings (0)
- Instructions
- FAQ

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 Please note that this list does not include projects that have been withdrawn or completed.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		
	Title of your (International) Research Training Group	→ Continue
GRK XXXX/0	Research Training Groups Individual Proposal Initiative	Notified

Proposals to Establish (International) Research Training Groups

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

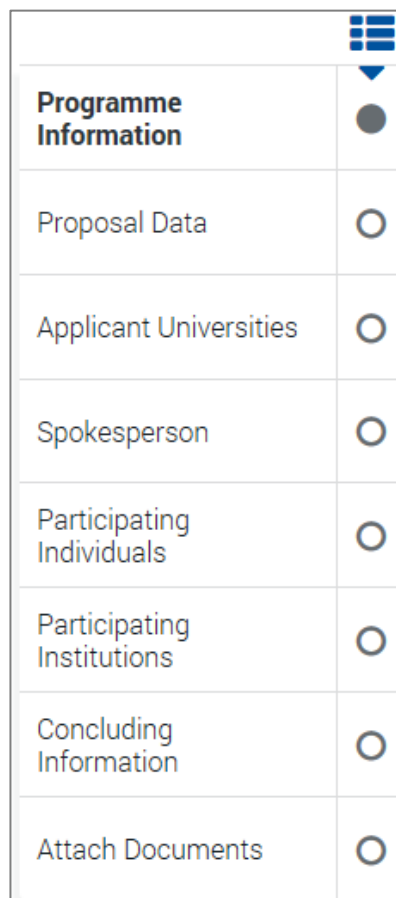
My Project GRK XXXX Title of your (International) Research Training Group*

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/. If you have any questions, please contact: Name Surname (Tel.: +49 (228) 885-XXXX).

Short Description	Templates	Forms
Proposals to Establish Research Training Groups or International Research Training Groups	→ Project Description → Quick Guide to E-Submissions (International) Research Training Groups (Establishment Proposals)	→ 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 draft phase. These entries can be edited where necessary.



Programme Information	<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 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.

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: *

2022-04-01

Duration (in months): *

60

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

New row(s)

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



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

Requested Funds



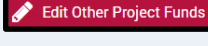
Funding is tied to a specific fiscal year (which corresponds to a calendar year). Amounts should therefore be entered by fiscal year. Requests should be made under the following three categories: Funding for Staff, Fellowships and Other Project Funds.

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:							
Summary	2022/04-12	2023/01-12	2024/01-12	2025/01-12	2026/01-12	2027/01-03	Sum
Fellowships:							
Summary	2022/04-12	2023/01-12	2024/01-12	2025/01-12	2026/01-12	2027/01-03	Sum
Other Project Funds:							
Summary	2022/04-12	2023/01-12	2024/01-12	2025/01-12	2026/01-12	2027/01-03	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	2022/04-12 Months	2023/01-12 Months	2024/01-12 Months
+ New row(s)							
Postdoctoral Researcher or Comparable							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2022/04-12 Months	2023/01-12 Months	2024/01-12 Months
+ New row(s)							
Temporary Substitute for Clinician							
Number *	Percentage of full time	Start date	Duration in months *	allocated	2022/04-12 Months	2023/01-12 Months	2024/01-12 Months
+ New row(s)							
Support Staff							
Total amount €	Start date	Duration in months	allocated	2022/04-12 Euro	2023/01-12 Euro	2024/01-12 Euro	2025/01-12 Euro
+ New row(s)							
Replacement Funding							
Total amount €	Start date	Duration in months	allocated	2022/04-12 Euro	2023/01-12 Euro	2024/01-12 Euro	2025/01-12 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), 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	2022/04-12 Months	2023/01-12 Months	2024/01-12 Months
<input type="text" value="1"/>	<input type="text" value="100"/>	<input type="text" value="2022-04-01"/>	<input type="text" value="60"/>	<input checked="" type="checkbox"/> allocated	<input type="text" value="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	2022/04-12 Euro	2023/01-12 Euro	2024/01-12 Euro	
5400	2022-04-01	60	<input checked="" type="checkbox"/> allocated	810	1080		

Coordination Funding							
Total amount €	Start date	Duration in months	allocated	2022/04-12 Euro	2023/01-12 Euro	2024/01-12 Euro	
229500	2022-04-01	60	<input checked="" type="checkbox"/> allocated	34425	45900	45	

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	2022/04-12 Euro	2023/01-12 Euro	2024/01-12 Euro	
			<input type="checkbox"/> allocated	1000	1500		

↑
↑
↑

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:	
<input type="text" value="Applicant University"/>	<input type="text" value="Total Amount"/>	 
Additional applicant university/universities:		
<input type="text" value="Additional Applicant University"/>		

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

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 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.

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.

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 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.

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.

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

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 ...

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.