Procedure for applying for new DFG – Research Training Groups

- A small core-group should be formed and the initial idea for the research programme developed.
- Contact the division 4.2 – Research Funding to get advice and support in proposal planning and writing.
- If required, the first application for acquisition funds is possible. Submission through division 4.2 - outcome decided by the rectorate.
- The draft proposal should be submitted within 3 – 6 month after receiving the acquisition funding.
- Checking of the draft proposal by the division 4.2.
- Signed off by the rectorate via division 4.2.
- The draft proposal will be submitted to the DFG by the designated spokesperson.
- If the evaluation is positive, a second request for acquisition fund is possible.
- The full application should be submitted within a time frame of 4 – 6 months after DFG-decision.
- The division 4.2 supports the preparation of the full application.
- Signed off by the rectorate via division 4.2.
- Submitting the full application to the DFG by designated spokesperson.
- The on-site review will be planned and organized by the designated spokesperson in cooperation with the DFG, the division 4.2 and the rectorate.
- Decision is made by the DFG-committe (May or November of each year).
- If the evaluation is positive, the RTG starts at the following April or October.
- From the initial draft application through to the start of the RTG it needs two years.
Evaluation criteria and proposal-recommendations

- The (latest) DFG forms, guidelines and reviewer criteria have to be considered.
- The applying researchers need...
  - a very good publication record (h-index, impact factor) within the applied topic.
  - experience in DFG projects and project leadership with relevance to the planned RTG.
  - a good record of supervised thesis and a commitment to support young career researchers.
- How to set up the group of Principal Investigators:
  - The spokesperson should represent the overall research programme of the RTG.
  - The group should include experienced as well as early career researchers and be gender-balanced.
  - It has to be shown why the group is outstanding compared with the international research competitors.
  - Show, why the RWTH Aachen University offers an excellent research environment.
- Research Programme:
  - It has to be well planned and decided which „DFG-Fachkollegium“ will be choosen for the proposal evaluation. This should be mentioned to the DFG when submitting the proposal.
  - What is the umbrella research term of the overall research programme for the research questions and phd-topics? The lack of coherence within the common research topic is the most frequently reason for rejection.
  - Why do you apply for a doctoral programme? Why is this research programme of high importance for a new kind of doctoral qualification? How do the doctoral candidats benefit from the RTG? How does the research community benefit?
  - The knowledge about the international state of the art is mandatory. The DFG-database Gepris and the BMBF database „Förderdatenbank“ may be helpful.
- Qualification and Supervising:
  - The RTG needs a specific concept for the qualification programme.
  - Concrete suggestions regarding lectures and seminars, guest researchers, conference participation as well as further other moduls and measures.
- Research Environment:
  - Why offers the RWTH Aachen University an excellent research environment?
- Contact and prior notice to DFG and research community is helpful.