



**Quick Guide to
E-Submissions to the
Walter Benjamin Programme**

Deutsche Forschungsgemeinschaft

If you have any questions, please contact the elan hotline
E-mail: elan-helpdesk@dfg.de



Preparing for Electronic Proposal Submission

IMPORTANT INFORMATION FOR SUBMITTING PROPOSALS ...

Detailed information on the Walter Benjamin Programme as well as important proposal instructions can be found in the

[Guidelines Walter Benjamin Programme with Proposal Preparation Instructions](#)

Under the Walter Benjamin Programme, you can apply for the following funding types to achieve the programme objective:

- Walter Benjamin fellowship
- Walter Benjamin position (or a temporary substitute clinician position) or
- a combination of both funding types.

REQUIRED DOCUMENTS

To submit a proposal to the Walter Benjamin Programme, you will need the following documents:

- [Project Description](#)
- Curriculum Vitae with Publication List according to the [Guidelines for Publication Lists](#)
- For the Walter Benjamin position or a temporary substitute clinician position under the Walter Benjamin Programme: [Employer Statement](#) and Statement by the Host Researcher
- For the Walter Benjamin fellowship: Host Confirmation

These documents must be uploaded and submitted as PDFs (without access restrictions on reading, copying or printing, maximum file size 10 MB).

Submitting Your Electronic Proposal via elan

A general introduction and guide to the elan portal can be found in the

[elan Flyer: Electronic Proposals](#) and [elan FAQ: Electronic Proposals](#).

After registering on the elan portal at <https://elan.dfg.de>, you can start the **online form** by selecting **Proposal Submission > New Project / Draft Proposal > Individual Grants Programme > Walter Benjamin Programme**.

New Project

Electronic proposals can be submitted for the funding instruments listed in the categories below. Electronic forms for proposals to be submitted within Research Units or proposal packages can be found under "Proposal Overview/Renewal/Full Proposal".

For all other programmes, please submit a hard copy of your proposal by mail. For more information, please refer to http://www.dfg.de/en/research_funding/programmes/.

Completing an electronic proposal:

1. **Guidelines and instructions** (left column): Please read through the programme's guidelines and instructions before preparing your proposal.
2. **Templates** (right column): Please complete the appropriate template for your project description. If you cannot use the templates as provided, please follow its prescribed structure.
3. **Electronic proposal form** (Button "Start online form"): Please complete the electronic proposal form. You will be asked to provide the project title and summary in both German and English and upload any attachments as required.

Individual Grants Programme

Proposal for a Research Grant → Start online form

Guidelines and Instructions	Templates
→ Guidelines Research Grants Programme	→ Project Description - Project Proposal
→ Proposal Preparation Instructions - Project Proposals	

Draft Proposal for a Research Grant → Start online form

Guidelines and Instructions	Templates

Walter Benjamin Programme → Start online form

Guidelines and Instructions	Templates
→ Guidelines Walter Benjamin Programme with Proposal Preparation Instructions	→ Project Description
→ Flyer eAntragstellung Walter Benjamin Programme	

Submitting Your Proposal to the Walter Benjamin Programme

After starting the online form, you will automatically be guided through the individual pages of the form.

Note the following information when applying for the different funding types under the Walter Benjamin Programme on the individual pages of the form:

The way to navigate to the pages behind the dialogue items **Proposal Data**, **Applicant**, **Concluding Information** and **Attachments** is the same for all funding types.

a) Walter Benjamin Fellowship

- Select funding type

Click



to go to the page where you can select the funding type in the **Funding Type** dialogue box.

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- Select research institution

Click



to go to the page for selecting the foreign research institution.

Walter Benjamin-Programme

Research Institution

On the next pages of the form, select the research institution and then enter the funding amounts for the funding type requested.

After selecting the research institution and entering the funding amounts for the desired funding type, you can click the Edit icon to make changes to your entries if necessary.

No entries have been made. Click [Add Research Institution](#) to add the first entry:

+ Add Research Institution

If you would like to edit an entry, click the Edit icon .

When you have finished completing the section, click [Continue](#).

Cancel
 Save ...
 Back
 Continue

Research Institution

Accountname:

Select where you would like to conduct the proposed project from the list of institutions you provided below. If your institution is not included in the drop-down menu, save your entries by clicking "Save..." and enter the foreign institution via the My Profile tab under New Address. Please allow one working day before continuing your proposal.

Please note
that only a foreign research institution can be selected for proposals for **Walter Benjamin-Fellowship**

Callaghan, The University of Newcastle Faculty of Science and Information Technology Sc

- Request funding amounts
(Module Fellowship)

On the **Modules** page, click



to go to the **Module Fellowship** page.

The basic fellowship amount and the allowance for direct project costs are calculated automatically.

Under **Country**, please select the country or countries where you would like to use the fellowship.

In addition, you have the option of entering any financial contribution by the host and of requesting funding for high publication costs.

Walter Benjamin Fellowship

*** required fields**

Basic Fellowship

Months *

[+ New row\(s\)](#)

Allowance

In addition, a monthly allowance is provided to cover direct project costs and travel expenses as well as publication costs (with the exception of so-called 'grey literature').

Months *

[+ New row\(s\)](#)

Please select the country/countries where you would like to take up your fellowship.

Country	Months *
<input type="text" value="Australia"/>	<input type="text" value="24"/>
+ New row(s)	

If applicable, co-funding provided by the host

If the host institution provides co-funding not in a total sum but either in percent or in months please convert this analogously to the DFG-scholarship funds and enter the respective sum here. For this you can use the [DFG award calculator](#).

Total EUR

Publications EUR

If the appropriate publication of the project findings calls for a book format with high production costs, you may be eligible to receive up to EUR 5,000 per year, provided you can justify the expenses.


Please justify the requested funding in your Project Description.

Cancel
 Save ...
 Back
 Continue

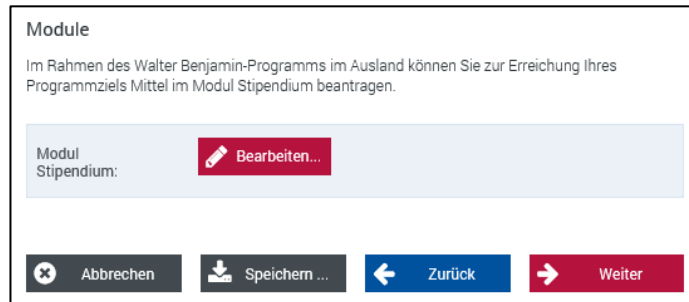
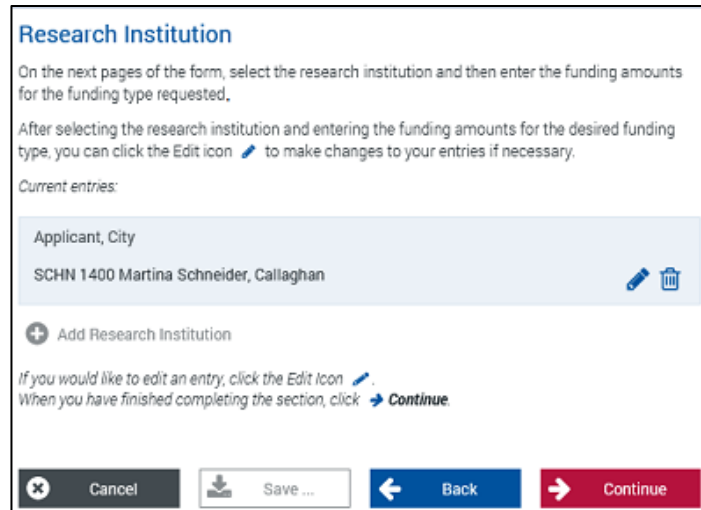
- After entering funding amounts:

After entering the funding amounts, you are taken back to the **Modules** page.

Click  to return to the **Research Institution** page.

If you would like to change any of your entries, click the Edit icon. 

Clicking  completes your entries for this funding type.

- Host

Click



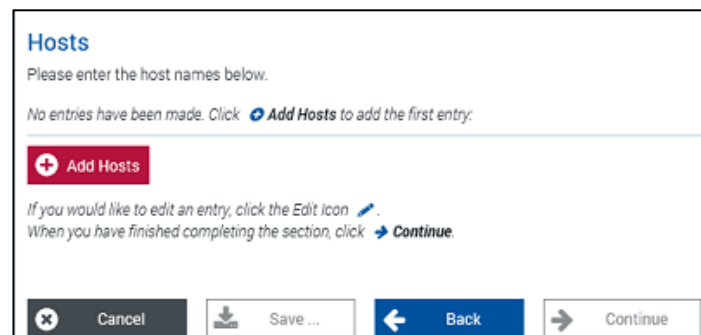
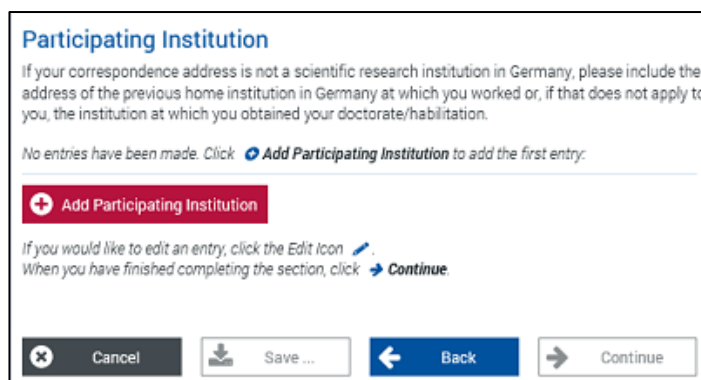
to enter your host.

- Participating institution

Click



to enter your home institution

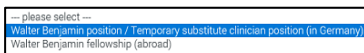
b) Walter Benjamin Position (or Temporary Substitute Clinician Position)

- Select funding type

Click

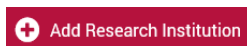


to go to the page where you can select the funding type in the **Funding Type** dialogue box.



- Select research institution

Click



to go to the page for selecting the research institution where you would like to carry out your project.

- Request funding amounts
(Walter Benjamin position)

On the **Modules** page, click



to go to the page with the modules for the Walter Benjamin position.

Click



to apply for a Walter Benjamin position or a temporary substitute clinician position, as well as for funding for high publication costs, if applicable.

The allowance for direct project costs is calculated automatically.

Walter Benjamin-Position

* required fields

Walter Benjamin-Position

With this module you can request funding to pay for your position for the duration of your project. The Walter Benjamin position can only be funded as a full-time position. Once approved, the Walter Benjamin position can in exceptional cases be taken up on a part-time basis (but not less than 50%) and extended accordingly. Exceptional cases are due to family reasons (childcare or dependent care) or disability/chronic illness.

Number *	Months *	Part-Time (%)	
1	24	100	

[+ New row\(s\)](#)

Temporary Substitute of Clinician

As a clinician-scientist you have the option to request funding for your temporary substitute instead of a Walter Benjamin position.

Number *	Months *	Part-Time (%) *	
+ New row(s)			

Publications with High Costs

If the appropriate publication of the project findings calls for a book format with high production costs, you may be eligible to receive up to EUR 5,000 per year, provided you can justify the expenses.

[+ New row\(s\)](#)

Allowance

In addition the Walter Benjamin Programme provides a monthly allowance to cover direct project costs and travel expenses as well as publication costs (with the exception of so-called "grey literature").

Months	24
--------	----

[+ New row\(s\)](#)

Cancel
 Save ...
 Back
 Continue

- After entering funding amounts:

After entering the funding amounts, you are taken back to the **Modules** page.

Click to return to the **Research Institution** page.

If you would like to change any of your entries, click the Edit icon.

Clicking completes your entries for this funding type

Modules

Under the Walter Benjamin Programme in Germany, you can request funding for one or more modules on the next page of the form to achieve your programme objective.

Walter Benjamin position:	Edit ...
---------------------------	----------

Cancel
 Save ...
 Back
 Continue

Research Institution

On the next pages of the form, select the research institution and then enter the funding amounts for the funding type requested.

After selecting the research institution and entering the funding amounts for the desired funding type, you can click the Edit icon to make changes to your entries if necessary.

Current entries:

Applicant, City	
SCHN 1400 Martina Schneider, Aachen	

[+ Add Research Institution](#)

If you would like to edit an entry, click the Edit icon .

When you have finished completing the section, click [Continue](#).

Cancel
 Save ...
 Back
 Continue

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If you would like to **combine the two funding types**, please proceed as follows:

c) Combining the funding types

- Apply for a Walter Benjamin fellowship as described under a)

When selecting the funding type, the funding period must be adjusted. The default entry is the total duration.

Walter Benjamin-Programme

Funding type

** required fields*

Under the Walter Benjamin Programme, you can conduct your research project in Germany using either a Walter Benjamin position or a temporary substitute clinician position, or you can conduct your project abroad using a Walter Benjamin fellowship.

If you are applying for a Walter Benjamin position or temporary substitute funding in combination with a Walter Benjamin fellowship, please enter the two funding types consecutively.

Please select a funding type:

Funding type: * Walter Benjamin fellowship (abroad)

Duration: Months

Cancel Save ... Back Continue

After entering funding amounts, host, and home institution, you are taken back to the **Funding Type** page.

Click



to enter the second funding type.

Walter Benjamin-Programme

Funding type

On the next page of the form, you can select the type(s) of funding you would like to apply for within the programme (i.e. a personal grant for you in the form of a Walter Benjamin position or funding for your temporary clinician substitute under the Walter Benjamin Programme, a Walter Benjamin fellowship, or a combination of both).

Once you have entered the funding type, you can make changes to your entry by clicking the Edit icon . You can enter another funding type by selecting Add Funding Type.

Current entries:

Type of funding	Duration	
Walter Benjamin fellowship (abroad)	12 Months	

Add Funding type

If you would like to edit an entry, click the Edit Icon .

When you have finished completing the section, click Continue.

Cancel Save ... Back Continue

- Apply for a Walter Benjamin position (or temporary substitute) as described under b)

When you enter the second funding type, its duration is adjusted automatically.

Walter Benjamin-Programme

Funding type

** required fields*

Under the Walter Benjamin Programme, you can conduct your research project in Germany using either a Walter Benjamin position or a temporary substitute clinician position, or you can conduct your project abroad using a Walter Benjamin fellowship.

If you are applying for a Walter Benjamin position or temporary substitute funding in combination with a Walter Benjamin fellowship, please enter the two funding types consecutively.


Please select a funding type:

Funding type: * Walter Benjamin position / Temporary substitute clini

Duration: Months

Cancel Save ... Back Continue

After entering the funding amounts, you are taken back to the **Funding Type** form with an overview of the funding types that have been entered.



If you would like to change any of your entries, click the Edit icon. 

Clicking  completes your entries for this funding type.





Walter Benjamin-Programme


Funding type


On the next page of the form, you can select the type(s) of funding you would like to apply for within the programme (i.e. a personal grant for you in the form of a Walter Benjamin position or funding for your temporary clinician substitute under the Walter Benjamin Programme; a Walter Benjamin fellowship; or a combination of both).


Once you have entered the funding type, you can make changes to your entry by clicking the Edit icon . You can enter another funding type by selecting  Add Funding Type.





Current entries:

Type of funding	Duration	
Walter Benjamin fellowship (abroad)	12 Months	 
Walter Benjamin position / Temporary substitute clinician position (in Germany).	12 Months	 

 Add Funding type

If you would like to edit an entry, click the Edit Icon .

When you have finished completing the section, click .

 Cancel
 Save ...
 Back
 Continue

After entering the funding types, you will be taken to the **Concluding Information** and **Attachments** pages.

d) Note on attachments

On the **Attachments** page, upload the necessary attachments to the portal.




Note that attachments marked with * are mandatory.

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 ...
Academic Curriculum Vitae with List of Publications *	 Choose file to upload ...
Host Confirmation (Fellowship), or Employer Statement and Statement by the Host Researcher (Position) *	 Choose file(s) to upload ...

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

Certificates	 Choose file(s) to upload ...
Dissertation	 Choose file to upload ...
Habilitation	 Choose file to upload ...
Research Papers	 Choose file(s) to upload ...
Ethics Statements	 Choose file(s) to upload ...
Other Attachments (e.g. Proposal Cover Letter)	 Choose file(s) to upload ...

Important: Please keep the original documents, as you may be required to submit them at a later date.

 Cancel
 Save ...
 Back
 Continue

After Submitting Your Proposal

After submitting your proposal, you will immediately be sent an e-mail confirming that your submission has been received. This e-mail also includes a document summarising the basic details of your proposal.

Applicants will be informed by e-mail if the proposal needs to be amended for formal reasons.

This compliance document must be printed out, signed and posted to the DFG.