

SUBMISSION OF PROJECT DOCUMENTS

Instructions for project documents

Please note that the following information only applies for already approved Schrödinger projects.

In the interests of the best possible support, documentation, and efficient administration of the Schrödinger Fellowship and the project implementation, all the documents listed below for submission must be uploaded online **as an additional application** using your **elane account**.

You can find information on how to create an additional application on the homepage of the ELANE portal in the [Quick reference](#) (Section 6).

Please make sure to **use the required file names**, taking into account the respective date of submission (e.g., Zwischenbericht_221020.pdf):

Purpose	Document name
Data management plan	DMP.pdf
PR summaries	PR-Abstract_deu.pdf/PR-Abstract_eng.pdf
Bank transfer of semi-annual fellowship instalments	Überweisungsanforderung_Rate_DDMMYY.pdf
Semi-annual interim progress report	Zwischenbericht_DDMMYY.pdf
Application for travel allowance to international academic/scientific conferences	Antrag_Konferenz_DDMMYY.pdf
Bank transfer of approved conference fees	Überweisungsanforderung_Konferenz_DDMMYY.pdf
Applications for refund of pension insurance contributions	Antrag_Pensionsversicherung_DDMMYY.pdf
Bank transfer of approved pension insurance contributions	Überweisungsanforderung_Pensionsversicherung_DDMMYY.pdf
Application for maternity benefit	Antrag_Mutterschutzersatzleistung_DDMMYY.pdf
Bank transfer of approved maternity benefit	Überweisungsanforderung_Mutterschutzersatzleistung_DDMMYY.pdf
Request to interrupt the project	Antrag_Unterbrechung_DDMMYY.pdf
Request to extend the fellowship abroad	Antrag_Verlängerung_DDMMYY.pdf

Submission of these documents **via email is not permitted**.

If you would like to submit a request or application that does not fall under one of the purposes listed above, please contact the [project officer of the Department Strategy -Career Development](#) responsible for your project to find out what document name to use for your particular request or application.