

UDE Postdoc Seed Funding

Guideline for application

Aim of the programme

In order to facilitate the development of an independent research profile for postdocs the Rectorate invites applications for funding measures in this programme for early career researchers seeking an academic career.

The funding should lead directly to the **independent formulation, application and acquisition of an own third-party funded project.**

Eligibility

Eligible for application are PhD holders from all faculties with the exception of the Faculty of Medicine, who have not yet obtained third-party funding and wish to use the funding to prepare an own research proposal. Student and doctoral scholarships as well as smaller grants such as travel or publication grants are not regarded as relevant third-party funding in this sense.

The PhD may not date back more than five years. Special reasons resulting from the curriculum vitae may lead to an extension of this period if an academic career could not be pursued for a period of time due to this. In exceptional cases, the PhD may date back up to six years. Please also note the information on equal opportunities below.

In exceptional cases, researchers who do not hold a PhD may also participate if the date of the PhD has already been determined and therefore they are entitled to apply for DFG projects independently. Eligibility is checked by the Science Support Center.

An employment contract or similar at UDE must be in place at the time of application and for the entire duration of the project applied for (only supplements through funding are possible). The planned duration of the project (max. 12 months) should not be longer than your own employment/affiliation to the UDE. In case of doubt, contact should be sought with the SSC before submitting the application.

Funding

Applicants apply for funding for a project that prepares an application for third-party funding and attach a work programme and a financial plan to their application. The funds may only be used to implement the approved project. In principle, all types of expenditure serving the project can be applied for. This includes staff, equipment and travel expenses up to a total of 30,000 euros. All UDE guidelines and principles must be complied with when the funds are spent. For example, hospitality cannot be financed from the budget funds made available in the programme (see UDE Hospitality Directive). Exemption from teaching duties cannot be combined with this support. In principle, the funds are to be spent within one year of being made available. In justified cases, the duration of the grant may be extended upon informal request. The decision is the responsibility of the Chair of the Research Commission. Please also note the below information on equal opportunities.

To apply for staff funds from the programme, please note the following information. To avoid inappropriate limitations in working contracts, the following applies in this program:

A. Financing of **student or academic assistants**:

- SHK and WHK (Bachelor) can be financed.
- WHK (Master) cannot be financed.

B. Financing of **TVL staff**

- A new hiring or contract extension of TVL employees is not possible.
- An increase of ongoing (part time) contracts of TVL employees is possible in general.
- An intermittent, internally coordinated transfer of tasks to existing staff is also possible (consider early application for refinancing, backdated financing is generally not possible).

C. Financing the **own position** of the applicant

- A new hiring or contract extension of the own position is not possible.
- An increase of an ongoing (part time) contract for the own position is possible in general.

The principles mentioned here are to be used as a basis for the application. Please note that the collective agreement and labour law conditions for the employment of staff in this program must be checked in the human resources department on a case-by-case basis. This check can usually only be carried out on an exact person basis. Since various laws apply in particular to the extension of time limits, we recommend that you seek a consultation as soon as you have received an **invitation by the research commission to present your project** and you are already aware of the person(s) to be financed. The programme is financed by household funds (i.e. no third-party funds), which is relevant information for the human resources department.

Under certain circumstances, the “DFG Erstantragsvorschuss” may also be considered as an alternative to Seed Funding. Please note that the two types of funding may not be used at the same time.

Date and form of the application

An application can only be submitted on the announced call dates and must be received in due time. The e-mail receipt at the SSC is applicable. The application language is German or English (use the appropriate template).

The application, including all necessary documents, must be sent as **one PDF document** using the provided template by e-mail to:

Science Support Center (SSC)
Campus Essen
WST-A.04.08
nachwuchsprogramm@uni-due.de

A copy must also be sent to the responsible dean's office by e-mail. Applicants will shortly receive a confirmation of receipt from SSC. Please do not send originals via post, originals are not required.

To be submitted:

1. **Application with project information** on a maximum of 4 pages (Arial, 11pt, line spacing 1,15). Please use the template and consider the following points:
 - Subject and objective of the application
 - Work programme (incl. financial planning)
 - Competence of the applicant
 - Promotion of an independent research profile
 - Perspective of subsequent acquisition of third-party funds
 - Positioning of the project in the UDE research landscape
2. **Tabular financial plan**
3. **Statement by the professor** to whom the early career researcher is assigned, about the possibility of independent scientific work and the renunciation of claims to co-authorship in publications and funding applications resulting from the project. Please note: Only this statement should be submitted. **Please refrain from submitting letters of recommendation** or any similar documents. These are not desired and will not be considered during the review process.
4. **Curriculum vitae incl. list of publications**
5. Signed **confirmation of the applicant**

Evaluation

The research commission makes a pre-selection from the applications received and invites suitable applicants to a presentation with discussion. The evaluation is based on the written proposal, the presentation and the subsequent discussion with the research commission. It proposes a list of projects to be funded to the Rectorate. Approval is granted by the Rectorate.

Reporting duty

Applicants are obliged to provide the submitted third-party funding proposal and a short report after the end of the funding period without further request. If for unforeseeable reasons an proposal is not submitted to the DFG or another funding body, the research commission must be informed immediately. It is also necessary to report on how the funds made available have been used.

Equal opportunities / dealing with downtime

In order to meet the requirements of equal opportunities, this programme takes into account the living conditions of the candidates during both the application process and the duration of the project. The time limits for submitting applications and carrying out the project can therefore be extended by up to two years for the following circumstances:

- Pregnancy and birth
- Childcare
- Care of relatives in need of care
- Disability or chronic disease
- Long serious illness

In such cases, please contact the Science Support Center as early as possible.