

UDE Postdoc Seed Funding

Guideline for application

Aim of the programme

In order to support scientists in the early stages of their careers in developing an independent research profile, the Rectorate is announcing funding measures for postdoctoral researchers with excellent scientific potential in this programme. The funding is intended to lead directly to the independent formulation, application and acquisition of their **own third-party funded project**.

Eligibility

Eligible applicants are postdoctoral researchers employed at the University of Duisburg-Essen who are in the early stages of their careers in all faculties except the Faculty of Medicine and who have not yet acquired any third-party funding. Student and doctoral scholarships as well as smaller grants such as travel or publication grants are not considered relevant third-party funding in this context. Third-party funding applications that have already been submitted but not approved should be mentioned.

As a rule, the doctorate must not have been completed more than five years ago. Special reasons arising from the CV may lead to an extension of this period if, as a result, an academic career could not be pursued for a period of time. In exceptional cases, the doctorate may then have been completed up to seven years ago. Please also note the information on equal opportunities below.

In exceptional cases, doctoral candidates may also participate if the date of their doctorate has already been set and they are therefore eligible to apply for DFG projects independently. Eligibility to apply will be checked by the Science Support Center.

An employment contract or similar at the UDE must be in place at the time of application and for the entire duration of the proposed project (only increases are possible through the funding itself). The planned duration of the project (max. 12 months) cannot extend one's own employment/affiliation with the UDE. In case of doubt, the SSC should be contacted for clarification before submitting an application.

Funding

The funds may only be used to carry out the project that was applied for and approved. In principle, all types of expenses that serve the project can be applied for. These include personnel, equipment and travel expenses up to a total amount of €30,000. All UDE guidelines, procedural instructions and principles must be observed when spending the funds. This funding cannot be used to grant exemption from teaching duties. The funds should generally be spent within one year of being made available. In justified cases, the funding period may be extended upon informal request. The decision rests with the chair of the Research Commission. Please also note the information on equal opportunities below.

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 WHF (with 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 the Postdoc Seed Funding. Please note that the two types of funding may not be used at the same time and funding from one of the programmes excludes you from the other.

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
seedfunding@uni-due.de

The relevant dean's office should be copied in. Applicants will receive confirmation of receipt shortly after submitting their application. It is not necessary to send original documents by (Haus)post.

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 chapters:
 1. Subject and objective of the application
 2. Work programme (incl. financial planning)
 3. Competence of the applicant
 4. Promotion of an independent research profile
 5. Perspective of subsequent acquisition of third-party funds
 6. Positioning of the project in the UDE research landscape
2. **Tabular financial plan**
3. **Statement by the professor** to whom the applicant 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. Publications resulting from the funded project must explicitly refer to the funding as follows: 'This study/research/etc. was funded by the UDE Postdoc Seed Funding.'

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.