**Guideline for Applications**

**04 A) INDEPENDENT PROJECTS FOR POSTDOCS DIRECTLY AFTER COMPLETING PhD**

**Instructions for applicants:**

1. First of all, please read the [declaration](https://www.uni-bremen.de/forschung/f%C3%B6rderangebote-service/downloads/). A signed copy of this declaration must be sent to the following address:

Universität Bremen

Referat 12 – Forschung und wissenschaftlicher Nachwuchs

Postfach 33 04 40

28334 Bremen

Alternatively via email to: zf-nawi@vw.uni-bremen.de or zf-sowi@vw.uni-bremen.de

Applicants can send a scan of their signed declaration via email to their host at the University of Bremen. The host also signs the declaration and forwards it to the responsible faculty administration. After signing, the faculty administration passes the finalized form sheet to Unit 12. The declaration form sheet is not bound to the application deadline and can arrive at Unit 12 later. However, the application itself must be submitted in due time using the online form. Please **do not** integrate the declaration form sheet into the application document.

1. You can hand in your application before you have finished your PhD. At latest ten months after the application deadline your PhD certificate must be on hand. In addition, at the time of the application deadline, your PhD may not date back further than two years (date of the certificate). Exceptions to this rule can only be made in the event that you can show periods of child care following the award of your doctorate (two years per child, if the child is not older than twelve years) or that you were caring for a member of your immediate family. Further exceptions are possible, for example in the case of prolonged illness.

A condition of employment is that a temporary employment of three years is possible according to the law on limited-duration employment contracts in science (*Gesetz über befristete Arbeitsverträge in der Wissenschaft – WissZeitVG*). This will be examined by the University’s human resources department (*Personaldezernat*) on a case-by-case basis. In cases of doubt, please contact the responsible office in Unit 12.

1. When contacting a host work group at the University of Bremen, please note that in this funding line only those professors can be hosts who are conducting full-time research at the University of Bremen as well as independent researchers who have the appropriate formal qualifications such as staff responsibility, rooms and laboratory equipment (e.g. senior researcher/lecturer, Emmy Noether group leader, etc.). On the websites of the faculties or institutes, the professor’s status is not always obvious. For example, the professors from cooperating research institutions such as AWI, MPI, ZMT, IFAM or BIPS are not always conducting full-time research at the University of Bremen. In case you are not sure about the status of your host professor, please contact the responsible office in Unit 12 in good time (see contact).

Furthermore, if you are submitting your application with an independent researcher and not a full-time professor, a "Letter of Support" from the Dean is required in all cases (see supplement D). Your host has to acquire this letter of support from the dean of the respective faculty before you can submit your application.

Please find yourself a suitable host at the University of Bremen who is willing to support your application and include you in her or his working group. The websites of our [faculties](https://www.uni-bremen.de/en/university/organization/all-faculties) are a good starting point for your research. Prior to your application, please contact the host to clarify whether she/he is willing to supervise your project.

1. In the online application form you are asked to name five persons we might contact for an external scientific opinion. Please only denominate these reviewers and do not contact them yourself. For the selection of the reviewers, it is required to take the Rules Governing Conflicts of Interest into account at the end of this document.
2. University of Bremen supports the [Open Researcher and Contributor ID (ORCID),](https://orcid.org/) that enables an unambiguous correlation of publications to authors. For this reason ORCID is a prerequisite for any funding by the Central Research Development Fund of the University of Bremen, and it is required in the online application form.
3. The University of Bremen has updated its [Open Access](https://www.uni-bremen.de/en/research/research-profile/open-access-at-the-university-of-bremen?no_cache=1&sword_list%5B0%5D=Open&sword_list%5B1%5D=Access&cHash=5e82deb008007fffac624338d95e0689) Policy in November 2022 and thereby reaffirms its commitment to free and equal access to the results of scientific work.
4. In the case of funding, you are obliged to refer to the funding by the Central Research Funding of the University of Bremen and your affiliation to the University of Bremen in every publication from this project. For this purpose, we ask you to indicate your project in the acknowledgements, for example, by means of the CRDF No. in your funding letter.

**Only applications meeting the formal requirements and which arrive via the online tool will be considered.**

**Checklist:**

* + Compile your funding proposal pursuant to the instructions below (numbers 1 to 14). The proposal text must not exceed **ten** **pages**.
	+ Merge the proposal text and the supplements (two-page scientific CV, list of publications, signed letter of intent, if applicable, letter of support, university certificates and transcripts) into one PDF document.
	+ Fill in the online form and then upload the funding proposal with supplements as one PDF file. The system will change the file name automatically.
	+ Send the signed declaration.

**Contact:** We would be happy to help you with your application:

* + Natural Sciences and Engineering: Corinna Volkmann (Phone: +49 421 218-60321;
	corinna.volkmann@vw.uni-bremen.de).
	+ Social Sciences and Humanities: Petra Schreiber (Phone: +49 421 218-60319; petra.schreiber@vw.uni-bremen.de).
	+ Applications to Deutsche Forschungsgemeinschaft DFG (German Research Foundation): Dr. Uta Brathauer, Phone +49 421 218-60325, uta.brathauer@vw.uni-bremen.de.
	+ Applications to EU: Dr. Andrea Gottlieb, Phone +49 218-60322 and Dr. Kristin Baer, Phone +49 421 218-60326; eu@vw.uni-bremen.de.
	+ Support offers for researchers with PhD: Dr. Imke Girßmann (Phone +49 0421 218-60329, imke.girssmann@vw.uni-bremen.de) and [Bremen Early Career Researcher Development – BYRD](http://www.uni-bremen.de/byrd).
	+ Research Data management: Dr. Björn Oliver Schmidt (Phone +49 421 218-60304, bschmidt@vw.uni-bremen.de).
	+ Nagoya Protocol: Janina Bornemann (Tel.: 0421 218-57112, nagoya@uni-bremen.de).

**Please include all the following headlines in bold type in the layout of your application.**
If you would like to submit the proposal in German, follow the German application guidelines. The application, the letter of intent and the letter of support from the host should be written in the same language.

**Name of applicant:**

**Short title of funding proposal:**

**Name of the host:**

**1 Project concept**

Describe the key idea of the project in one sentence.

**2 Summary**

Give a brief and precise summary of the most important aspects of your application (maximum 1,800 keystrokes).

**3 Connection with research at the University of Bremen**

Please describe how your innovative and independent project proposal links up with a research area at the University of Bremen. Does your highly independent project fit in with your host´s research subject? The extent to which your research connects with the research at the University of Bremen is part of the evaluation.

**4 Project description**

Describe the objectives of the proposed project and the work program including a time schedule for the envisaged project duration of three years. Describe your conceptual approaches and methods as well as your procedure precisely and in a way that is comprehensible to third parties. Explain the necessary or given prerequisites that must be met in order to implement the proposed project. Be sure to include details of requisite infrastructure (e.g. computer equipment, other equipment, laboratory time) and the connection to the research of your host. In the event that you are planning a stay abroad, please give details at this point.

**In the case of animal experiments requiring approval**, the Central Research Development Fund recommends obtaining the official approval at the latest in parallel with the CRDF application. You may only start the research work after you obtained the official approval.

**5 Project for external subsequent funding**

Based on the state of the art, outline the research project which you intend to submit for external funding after two years project duration in order to secure subsequent funding of your own position. Name the external funding program in which you plan to acquire subsequent funding.

**6 Relevance of Sex, Gender and Diversity**

In some research projects, taking sex, gender and diversity dimensions into account can prevent ‘blind spots’ and thus enhance the scientific quality of the results. Reflection on sex, gender and diversity should therefore be part of the preparation stage for every project and, where relevant, discussed in the proposal. Sex, gender and diversity are not of equal relevance in all projects. The importance of these dimensions will vary depending on the research context, topic and methods.

Where applicable, please describe whether and to what extent the sex and/or gender

* of researchers
* of persons under study
* of individuals affected by the implementation of research results
* in other respects

is relevant to the research project (methods, work program, objectives, etc.).

If the dimensions gender, gender and diversity are not relevant to the research project, please explain this in a few sentences.

**7 Interdisciplinarity and research diversity**

How and why is your proposal interdisciplinary? Please describe in no more than **250 words** why your proposal is interdisciplinary. This point is important for reviewers and selection committees, so outline what is new and innovative to you about the interdisciplinarity of your project. Use this space exclusively for relevant information and avoid repetition or description with regard to the project.

Since this funding line deals with individual projects, the desired broad interdisciplinarity of the projects is not always possible. Therefore, it is important to position the individual application within the field of tension of the research diversity of the University of Bremen. In addition to interdisciplinary topics, this can also be achieved through interdisciplinary mentoring/supervisor teams. This impulse is an excellent opportunity to expand one's own professional networks.

The university explicitly supports the funding of high-risk proposals (high-risk, high-gain).

**8 Cooperations**

Name all the persons and institutions involved in implementing the proposed project (name, university/institution).

**9 Costs**

**9.1 Overview of costs**

Please adopt the following sentence: “*I apply for the funding of my own Postdoc position*”. Your Postdoc position should not be listed in the following table.

Please tabulate the requested funds for student assistants/equipment/investment for each year.

Please note:

* When applying for **travel costs** please consider the conditions of the travel management office (“Reisekostenstelle”) of the University of Bremen. This also applies if you invite guests. Travel expenses for workshops organized in Bremen are limited to two keynote speakers; the total number of participants must be larger. As a rule, honoraria are not financed.
* Budget for **student assistants** should be calculated with the current hourly rate and the fees of *Performa Nord*. Information on this can be obtained at the respective faculty administration. Funding for student assistants exceeding 2,300 EUR per year is only granted in exceptions and needs additional detailed explanation.
* Subsidies to the **costs for publishing** scientific project results can be granted up to 750 EUR per year. These subsidies cannot be used for publishing the post-doctoral thesis (Habilitation). Publications via Open Access are supported explicit.
* The acquisition of **books** will only be financed in exceptional cases. It must be ensured that these are not available in the SuUB, the subject libraries or are available online.
* Costs concerning your **regular basic equipment** (e.g. working place, computer, laptop) cannot be applied for.
* If you want to organize a **conference/workshop**:

1. Outline all anticipated income and all expenses and explain your cost calculation (also list requests to foundations or similar that have not yet been decided upon).

2. Include the amount of fees. If you do not charge any fees for participation, please explain/justify this.

3. Who will bear any deficit if there is no income or if funds are not approved?

* **Catering** cannot be financed.

**Funds can only be spent until the end of the project and contract time.
Funds that have not been spent will be reclaimed**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested funds** | 1. **Project year**max. 6,000 €
 | 1. **Project year**max. 6,000 €
 | 1. **Project year**max. 6,000 €
 |
| Student assistants | € | € | € |
| Investment expenses(exceeding 800 €) |  |  |  |
| Material expenses (e.g. travel costs, consumables, contracts for services) | € | € | € |
| … | €  | € | € |
| **Total** | **€** | **€** | **€** |

**Total amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ € (maximum 18,000 €)**

**9.2 Statement of grounds**

Give explanatory statements for each of the above items applied for. It is not necessary to hand in externally obtained cost estimates, plausible calculations are sufficient.

**10 References**

Please compile a list of all the references mentioned in your funding proposal.

**11 Handling of project data**

Please explain how you plan a sustainable security of your project data and results as well as how you intend to make these data available to the University of Bremen and the Scientific Community.

**12 Application for funding elsewhere**

The University of Bremen allows the application for funding for a postdoc position elsewhere under the condition that Unit 12 – Research Services is regularly informed about the current stage of the procedure. Nevertheless, a simultaneous funding by the University of Bremen and an external funding agency is not possible.

Please include details of any other applications for funding that you have already submitted elsewhere. If this is not the case, you must include the following declaration in your proposal:

“*I have not submitted an application for funding of my own postdoc position to any other funding organization or institution. Should this be the case in future, I will inform Unit 12 – Research Services at the University of Bremen*.”

**13 Resubmission**

If this is a resubmission of a project that has already been handed in at the Central Research Development Fund of the University of Bremen, please note that a resubmission – regardless of the Postdoc funding line – is only permitted once. In case of a resubmission please outline the differences compared to the previous application.

**14 Teaching**

Please explain briefly what contribution to the research-oriented teaching at the University of Bremen can be made with the proposed project. This item is not subject to the evaluation.

**Supplements**

**A) Resume of applicant**

On not more than **two pages**, please include a chronological description of your academic career to date, listing patents, awards and, if applicable, experience of applying for external funding.

**B) Publication list**

Please add a list of your publications

**C) Letter of intent from your host**

Please insert here the scanned letter of intent from your host. The letter must be signed by the host and include a detailed opinion on the applicant’s qualifications and a description of how the proposed project connects with an area of research at the University of Bremen while at the same time ensuring a high degree of independent research on the part of the applicant.

**D) Letter of Support (if required)**

At this point, please insert the Dean's Letter of Support as a separate signed document. This letter of support should confirm that the host person (e.g. senior researcher/lecturer, Emmy Noether group leader, etc.) has the appropriate formal qualifications (personnel responsibility, rooms and laboratory equipment) and that the department supports the application.

**E) Certificates**

Please insert here the scanned certificates (university certificates and transcripts and, if applicable, your doctoral degree certificate).

**Proposed Reviewers: Rules Governing Conflicts of Interest**

**Instructions for applicants**

Please consider potential conflicts of interests of the five reviewers proposed by you.

Take into consideration that these persons …

* must be proficient in the application’s language.
* must have relevant expertise for your application.
* must be established and experienced academics.
* must not be biased or seem to be so.

Please only propose reviewers who cannot be considered to be in a conflict of interest in any way, concerning both you as well as the host at the University of Bremen.

An appearance of a conflict of interest is given in the following cases:

* kinship or family relationship
* an economic or financial interest of the reviewer in the approval of the application
* present or past dependent employment relationships or academic supervision relationships
* present or planned close cooperation as well as scientific cooperation during the past five years
* an employment of the reviewer at the University of Bremen during the past ten years
* simultaneous former employment at the same employer (shared scientific work history)

Furthermore, we ask the reviewers to point out reasons for conflicts of interests themselves, where required.

If necessary, external opinions will be obtained by persons other than those proposed by you. You will not be informed about the identities of the actual reviewers, they will remain anonymous.

Please do not include the names of the reviewers in the application (PDF).