

Explanatory Information for Helmholtz Centres

31 March 2010: Internal deadline for submission of application documents to the Helmholtz Centre by the young investigator

28 May 2010: Deadline for submission of complete application documents to Head Office by Helmholtz Centre

- The candidate must apply to the Centre by **31.03.2010**, including CV, list of publications and a brief outline of the planned work programme (Letter of Intent, max. 2 pages). It is recommended to contact the given contact persons (Appendix 2 of documents) by phone.
- The Centre carries out a transparent pre-selection process. An account of this process must later be included in the application documents. In order to be able provide a long-term overview of the degree of interest in this funding measure for the Senate and Financing Partners, the Centre must include a statistical overview of the number of applications received and those rejected internally (sample document will be sent separately to contact person).
- The partner university should be involved in the selection process at an early stage, especially where a joint appointment is planned and to ensure the integration of the Young Investigator Group leader into the faculty (regarding teaching and supervision of PhD students). In case of foreign applicants who do not yet run close cooperation with a university a possible future university should be involved by the Centre as early as possible. The Centre should send the application documents of possible candidates on to the relevant faculty via the principal's office.
- The faculty confirms the rights and responsibilities of the candidate. A sample declaration form for universities is included in Appendix 5. In addition, the university and the faculty must provide a written statement on the eligibility of the candidate for appointment to professorship, following consultation with the Centre in this respect.
- The faculty sends its statement to the Centre involved via the principal's office.
- The Centre decides on its nominees and asks them to submit the complete application documents required. Where a renewed application is concerned, a **separate** report is necessary that describes developments since the last application. In this case it is advisable to contact the Head Office first. To alleviate handing of applications, each should be self-explanatory and contain all the necessary documents, i.e. written statements of the Centre's Board and Head of Institute involved (tenure option, facilities/infrastructure, partial funding, description of pre-selection process, supporting letter from host scientist). Each individual application must include at least copies of these documents (in addition to cover sheet).
- Applicant is the host Helmholtz Centre. The **complete application documents** (including all appendices) must be submitted in **quintuplicate**, as well as on a CD Rom as PDF or Word document, via the board of the Centre. These documents, etc. must reach the Head Office of the Helmholtz Association by **28.05.2010** at the latest (Address: **Helmholtz-Gemeinschaft, Geschäftsstelle, Ahrstraße 45, 53175 Bonn** (preclusion period)).

Requirements for complete application documents

- **Cover sheet should include**
 - Title of the research group
 - Name, current address, email and telephone number of the candidate
 - Name and organisational unit of host scientist
 - 5-6 keywords (as a basis for the selection of reviewers)
- **Short summary of the scientific part of the application in English (see Appendix 3)**
- **Scientific part to be subjected to review (planned work programme of group)**
 - Maximum of 20 pages (exclusion criterion) in English

- Statement on the relevance to a Helmholtz programme (see [Appendix 6](#)) after prior consultation with the host scientist in the Centre. An additional statement on the relevance to the university/faculty's primary focus (after consultation with the host scientist at the university). The benefits to both institutions need to be explained clearly.
 - Presentation of clearly delineated work packages, important intermediary steps and milestones with a time schedule
 - An account of the planned cooperation and communication structures
- **Appendices**
 - 1. To be prepared by the applicant:**
 - List of publications and academic distinctions
 - Curriculum Vitae
 - Rough financial plan agreed with the Centre (see below);
 - Declaration of current employment and term of contract;
 - Statements as to whether the application is simultaneously being submitted to another organisation for funding; if so, please specify.
 - Suggestion list of reviewers agreed with the Centre (see below)
 - 2. To be prepared by the submitting Centre:**
 - Written confirmation by the board:
 - of the partial funding, if applicable together with a university
 - of the provision of necessary facilities/infrastructure
 - of the tenure option, i.e. subsequent permanent employment following a positive evaluation¹
 - description of the internal pre-selection process, including statistical overview
 - supporting letter from the direct superior (e.g. Head of Institute), where applicable with reference to the realisation of the tenure option
 - Financial plan of the direct project-related costs/expenses (see [Appendix 4](#)) for five years showing the annual breakdown for each party according to personnel costs, costs of materials and supplies, and depreciation of investments (Helmholtz Centre), and personnel expenses, expenses of materials and supplies, and investments (University) respectively. Travel costs/expenses can be included in costs/expenses of materials and supplies. Overheads are not eligible.
 - List of up to six independent reviewers for the proposal. This list with full contact details (including e-mail address) should be submitted with the proposal as a **separate document** also giving the signed declaration that a conflict of interest is ruled out (if applicable please declare connections which could possibly lead to conflicts of interests).
Note: Conflicts of interest could arise, for example, from common publications with the applicants within the last 5 years, close cooperation in research projects, advisory function to the centre, membership in a centre's advisory body, current or former employer-employee relationship, as user of centre-owned research infrastructures, current or unsuccessful appointment proceedings. Fulfilment of one or more of such criteria does not inevitably lead to preclusion; should however be declared for the sake of a transparent procedure.
 - 3. To be prepared by the university:**
 - a written statement by the university and the faculty:
 - on the rights and responsibilities (personnel and budget, assisting PhD students in the completion of their doctoral studies, taking on teaching assignments of 4 weekly

¹ If a university commits itself to hiring the group leader after the funding period has ended, the tenure declaration of the Centre is no longer applicable.

- seminars, access to all necessary resources/infrastructure) according to the requirements of the individual state laws on higher education
- on the eligibility of the candidate, recommending her/him for appointment to professorship

A sample declaration form for universities on the rights and duties of a Young Investigators Group leader can be found in [Appendix 5](#).

Additional Information:

The funding of a Young Investigators Group amounts to a minimum of 250,000 Euros a year. This includes:

- position of group leader, as a rule according to E 14/15 TVöD / BAT Ib/Ia,
- scientific or technical staff (three on average),
- expenses of materials and supplies and investments.

The proportionate funding from the President's Initiative and Networking Fund amounts to 125.000 Euros per year. The remaining costs will be covered by the host Centre and the partner university; both parties are expected to participate in the funding.

After three to four years the Centres run an evaluation of the Young Investigator Group, where applicable after consultation with the partner university. The result of the evaluation is the base of the tenure decision.

Funding will be on the basis of a financing contract between the Helmholtz Association and the host Centre. The Helmholtz contribution will be paid as a fixed sum which is not repayable and is granted on the basis of the regulations NKBF 98 which will included as an element of the contracts.