

Information for Applicants

Deadline for applications at Helmholtz Centres is 31 March 2010

Eligibility criteria

- Eligible applicants are scientists 2 to max. 6 years after receiving their doctorate, i.e. post-doctoral experience is required. Child-rearing periods will be taken into consideration for up to two years per child.
- The applicant must have substantial international research experience. A continuous stay abroad of at least six months as part of doctoral or post-doctoral studies is required. The acquisition of an academic degree in combination with a minimum 6-month stay abroad is also acceptable.

(See also the “frequently asked questions” – [Appendix 1](#))

How to apply – first step

- The candidates contact a Helmholtz Centre of their own accord via the given contact persons (see [Appendix 2](#)). Applicants are recommended, if possible, to also first contact the heads of potential institutes.
- The application must reach the **Centre by 31 March 2010** so that there is sufficient time to compile the complete application documents and to contact the university.
- The Centre must be provided with CV, list of publications and a brief outline of the planned work programme (Letter of Intent, max. 2 pages).
- No further steps are required by the applicant until the Centre requests further action.

Further procedure

- The Centres make a pre-selection in agreement with the partner university.
- The Centres choose their nominees and ask them to submit the complete application documents.
- The Centres then submit these applications to the Helmholtz Association Head Office via their boards by 28 May 2010.

Requirements for complete application documents (only for the second stage of selection)

- **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 and German wherever applicable (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; and 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).
 - 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 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
 - on the career prospects at the university for employees with a joint appointment as junior professor if the Young Investigators Group leader would prefer to pursue an academic career after the funding period has ended.

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

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.