

Funding guidelines for the Helmholtz Doctoral Award 2024 - Track A

Overview of frequently asked questions:

How is the phrase "Doctoral candidates [...] have completed their doctorate at a Helmholtz Center [...] in the past 14 months [...]" to be understood? to be understood?

This means that the doctorate may not have been completed more than 14 months before the deadline for submitting the application to the Helmholtz head office. The date of the defense is decisive. For example: The deadline for submitting the application is February 1, 2025. The award winner defended their dissertation between November 30, 2024 and January 31, 2025 and thus meets the application requirements.

Where must the award winner be employed in order to receive the travel and material expenses allowance?

The award winner must be employed at the Helmholtz Center submitting the application during the entire stay abroad in order to receive the travel and material allowance.

The lump sum for travel and material costs cannot be claimed if the sponsored person is employed at another university or academic institution in Germany.

Exceptional case: In special cases, the lump sum for travel and material costs can be claimed for the stay at the Helmholtz Center in the case of employment at a research institution abroad. In this case, the award winner must justify why the stay at a Helmholtz Center should be undertaken, what the goal is and what the added value for the Helmholtz Center is. It is only possible to undertake the stay at the Helmholtz Center that submitted the application.

What exactly can the lump sum for travel and material costs be used for?

The lump sum for travel and material costs can only be used for costs incurred during the stay, such as travel, accommodation and material costs, etc.

The awardee's salary is not eligible for funding. In addition, it is not possible to transfer the funds to the foreign research institution (e.g. to finance personnel or investments).

Does the research stay abroad have to last a full six months?

No, the maximum funding period is six months. The stay can be arranged flexibly by the sponsored person. This means, for example, that three stays of two months or one stay of four weeks and one stay of five months can be completed.

However, the maximum funding per month is 2,000 euros. If the total duration of the stay is less than six months, the maximum funding amount is reduced accordingly. For example: Total duration of stay = 5 months, maximum funding amount = 10,000 euros (5 x 2,000 euros).

If a full month is not used, billing is done on a daily basis. It is assumed that the month lasts 30 days (resulting in 67 euros/day).

At what time should the research stay begin?

The sponsored person can arrange the research stay flexibly. The start of the research stay must take place **within one year of notification of the grant**.

Who must be notified of the planned research stay?

The awardee must inform the employer, as the employer is responsible for providing the funding in advance (see below). Furthermore, the Helmholtz head office must be informed by e-mail of the planned duration, host institution, activity, etc. as well as a rough cost plan before the start of the stay, **at the latest by December 1, 2025**.

How does the settlement of the travel and material expenses allowance work?

The Helmholtz Center must make advance payments to finance the research stays. Reimbursement by the Helmholtz head office is then made via ProMeta on the basis of a supplementary agreement with the Helmholtz center after submission of the complete cost statements (max. 2,000 euros/month).