

Guidelines for Postdoc Grant and Scholarship Awards **(dated 30-07-2019)**

I General Information

At least one postdoc grant can be awarded each year to support and promote female junior scientists and academics. With this grant programme, the University Executive Board aims to enable talented women scholars and researchers to pursue a successful career in research and teaching after completing their doctorate.

The grant offer comprises two funding lines:

Funding Line 1

Application for the grant in the form of bridge financing / third-party start-up financing in the postdoc phase. The grant holder can undertake teaching duties in her field of research (two weekly hours per semester).

Funding Line 2

Application for the grant in the form of a degree completion grant for the purpose of completing a habilitation.

The decision to award the grant is taken by the Executive Board upon the recommendation of the Committee for Research and Junior Academics.

The duration of the funding period is generally 18 months. The approval of the grant is subject to the proviso that appropriate budget funds are available for the grant period. The financial support is provided in the form of a grant. There is no entitlement to this grant.

Furthermore, the holder of the grant may extend the maximum funding period by up to 12 months if she lives with her child/children in a household at the time the grant period commences and if at least one child is under 12 years of age. This also applies if the first child is born during the scholarship period.

The application for the extension needs to be submitted 6 months before the end of the funding period.

Part-time grants can be awarded upon application in order to give the grant holder the opportunity to devote time, in addition to her academic work, to caring for her children or family members due to age or illness. The duration of the grant is extended in alignment with the reduction of the grant.

II Reporting Obligations

After the end of the funding period, the grant holder is requested to submit a results report to the Research Committee on the current status of the funded research project or submitted habilitation and to present the future prospects and outlook.

III. Eligibility to Apply

Female junior scientists and academics who have completed their doctoral degree studies with the “*magna cum laude*” level of distinction or higher are eligible to apply. The intended research project must be conducted in cooperation with other women scientists and scientists at Paderborn University (Funding Line 1).

IV. Amount of Grant

The grant is in the amount of **2,400 EURO** per month (maximum amount).

The grant holder shall receive a child allowance in the amount of a lump sum of 400 EUR/month if she has to support at least one child under 18 years of age. This amount is increased by 100 EUR per month for each additional child. If the spouse or civil partner of the grant holder *receives a grant or scholarship in accordance with these guidelines or receives funding or benefits in accordance with other regulations whose objectives correspond to those of statutory study/educational grants or these guidelines, the family allowance can only be granted to one parent (notification obligation)*. The child allowance is paid starting from the month in which the entitlement arises.

The grant holder must proactively inform the University about benefits she receives under the German Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz) and the state laws on child-raising allowances; such benefits will be credited against the scholarship.

The financial support is provided in the form of a grant. There is no entitlement to this grant.

The grant is financed from the Fund for Financing Research Project Measures.

Receiving the grant does not establish an employment relationship; it does not constitute remuneration within the meaning of the German Social Security Code (Sozialgesetzbuch).

V. Employment

Gainful employment in addition to the postdoc grant is only permitted if it is carried out outside the Paderborn University. Secondary employment must be reported unsolicited. The progress of the research project/habilitation may not be negatively influenced by the secondary employment.

VI. Application Modalities

The call for applications for the grant is issued by the Paderborn University Committee for Research and Junior Academics and is announced on a university-wide level. The application must be submitted to the Paderborn University Central University Administration, Department 2, in electronic form.

The description of the research project or habilitation must be readily understandable and concise. The application may be written and submitted in either German or English.

If an application is written and submitted in English, the applicant is expected to make an effort to learn (more of) the German language for the purposes of better integration. The application should not exceed 10 pages. Please indicate if you have applied for the grant before and this is a repeated application.

Applications that do not meet the formal requirements will not be considered.

VII. Application Requirements

As a rule, applications must be submitted in September of the respective year (please note the current deadline for submissions) to the Paderborn University Central Administration, Department 2, in electronic form.

Please structure your application as follows:

1. CV, including comprehensive information on the applicant's academic career and key areas of research
2. Doctoral degree certificate
3. List of publications
4. Information about the research project/habilitation (generally comprehensible presentation in no more than 15 lines); presentation of the state of research; task definition and own preparatory work for the proposed project; timetable and description of the research objective to be achieved in the funding period (max. 10 pages).
5. If applicable, information on the assumption of individual courses of the respective faculty in the scope of 2 semester hours per week (funding line I).
6. A letter of reference from the supervising university instructor and letter of reference from an external scholar or scientist from the immediate field of the research project or habilitation
7. Reprints of the applicant's most important publications (max. five) – if available
8. A copy of the dissertation should be readily available at short notice upon request
9. Commitment by the respective faculty to use the infrastructure
10. Declaration of consent to data processing (originally signed by the applicant)

Acceptance of the grant obligates the grant holder to follow the rules of good scientific practice and to inform the Central University Administration, Department 2, of Paderborn University if a career opportunity or follow-up project arises from the funded research project. In addition, the grant holder agrees to participate in evaluation measures.

VII. Revocation of the Grant Award Notice

- 1.) The grant award notice may be revoked in whole or in part at any time, even with retroactive effect, if it becomes evident that the grant holder has not made the necessary efforts to achieve the purpose of the grant and is responsible for those circumstances.



- 2.) If the grant holder postpones or suspends her academic project, she must immediately notify Paderborn University. Payment of the scholarship will then be revoked with effect from the time of the postponement or suspension.
- 3.) The grant may be revoked in whole or in part with retroactive effect if the grant holder
 - a) has obtained the grant by providing inaccurate or incomplete information or has not communicated any subsequent changes that would invalidate the requirements of the grant;
 - b) has not complied with reporting obligations specified in Section II or has not complied with them on time.
- 4.) If the grant is revoked with retroactive effect, the scholarship must be repaid in accordance with the extent of the revocation.
- 5.) The approval of the grant award is subject to the proviso of the grounds for revocation specified in points 1 - 3.
The right of revocation must be attached to the grant award notice.
- 6.) The Executive Board decides on the revocation upon the recommendation of the Committee for Research and Junior Academics. The grant holder is given the opportunity to make a statement beforehand.