Funding Guidelines

PICAIS Research-in-Residence Fellowships at the University of Passau, Germany

Please note:
Applications can only be accepted if they are supported by at least one member of the University of Passau, who will act as the host.

Eligibility Criteria

The fellowship programme caters to internationally established academics and scientists as well as to promising junior researchers who are pursuing academically excellent, innovative research projects. Applicants must hold a doctoral degree and may not be members or employees of the University of Passau at the time of application or until the start of the fellowship. Any previous employment at the University of Passau must date back at least three years from the actual starting date of the fellowship.

The programme is open to applicants from all disciplines represented at the University of Passau, including the humanities, social sciences, business studies, economics, law, computer science and mathematics. It is open to all research topics and methodologies.

Whilst there is no restriction on research topics, priority is given to topics that are related to one or more of our university's three strategic guiding themes:

1) Europe
2) Sustainability
3) Digitalisation

PICAIS generally does not accept applications simultaneously filed with other institutions. Only complete applications, consisting of all six parts mentioned below on page 5 will be considered in the selection process.

Applicants whose proposal is not approved are welcome to resubmit a revised version in future calls. This revised proposal, once received, will be treated as a new proposal.

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Review Process and Selection Criteria

The Passau International Centre for Advanced Interdisciplinary Studies is charged with carrying out the application and selection procedure. The proposals are evaluated on a competitive basis by members of the Research Advisory Board, and, if deemed necessary, by additional external reviewers.

We will seek reasonable social and intellectual diversity in our fellowship cohorts. We especially intend to increase the number of female researchers to promote gender equality.

The following criteria will be considered in the review process:

1) Quality and feasibility of the proposed project
2) Research profile of the applicant
3) Contribution to the University of Passau

The minimum duration of stay is two months; preference is given to longer stays.

Fellowship Requirements

The following expectations are associated with an appointment as a fellow at PICAIS:

1) You will conduct research as per the programme set out in the application.

2) The fellowship is predominantly designed as an in-residence scheme.

3) The full-time fellowship aims at short-term research stays of at least two months in duration, up to a maximum of six months per visit. In cases where there are reasonable grounds for even longer visits, exceptions are possible; longer stays are in fact preferred and can be split over several visits. Please note that only one round-trip (travel to and from Passau) is covered.

4) You will play an active role in the University and PICAIS community. Please note that most PICAIS and University activities fall within the period from October to July. As a visiting fellow, you will conduct research and engage in the centre's programme, e.g. by holding a lecture, talk or workshop at least once during your stay in Passau. Organisational matters and the work plan of your stay must be outlined in the proposal (sections C and D).

5) You will abide by University and PICAIS rules.

6) You will acknowledge PICAIS in published research resulting from the fellowship.

7) You will write a report on your research stay together with the hosting professor. The report must be submitted to the PICAIS office at the end of the fellowship. The report should list the research achievements and activities carried out during your time at PICAIS and indicate whether the objectives pursued have

been achieved. It should also outline all planned joint activities after the end of the stay in Passau, such as joint publications, research proposals submitted for funding or joint organised events. Six to twelve months after the final report, the PICAIS office will send an enquiry about the status quo of the contribution with regard to networking and added value for the University (cf. section C of the proposal).

8) The hosting professor has primary responsibility for assisting the PICAIS fellow during his or her visit. The PICAIS office provides assistance in all administrative matters, organising events and miscellaneous matters during the fellowship. The University's Welcome Centre offers comprehensive support to international academics when it comes to finding accommodation and obtaining a ZIM account for the University's computer systems, Stud.IP access and a CampusCard.

Funding

The funding scheme is set up as a lump-sum compensation to cover accommodation expenses, travel expenses and other costs by way of contribution towards the research costs. The stipend depends on the applicant's country of residence and length of stay. No distinction is made between junior and senior fellows in the determination of the stipend.

Fellows can apply for financial resources to cover:

- accommodation and living expenses in Passau
- travel expenses to and from Passau (second-class rail ticket, economy-class air ticket). Please note that if the fellowship is split into more than one stay, only one round-trip (travel to and from Passau) is covered.
- a contribution towards research costs (as stated in section D of the proposal).

The contribution towards research costs is intended to cover expenses incurred for:

- hosting of visiting scholars (particularly for guest lectures)
- general research requirements (e.g. special licenses, interlibrary loan fees)
- student assistants (upon prior consultation, student employees are available on a pro-rata basis to assist with research-related tasks).

For section D 'Budget estimate', you should base your calculations on the fees and rates indicated in the information leaflet on flat fees.

The funding does not cover:

- human resources (secretary, staff and assistant positions)
- translation costs
- entertainment expenses

The fellowship funds are disbursed in two tranches:

- tranche 1 at the start of the fellowship (75% of the approved amount)
- tranche 2 after its completion (25% of the approved amount)

If your fellowship is split into two visits, your funds are split likewise, i.e. you will receive 37.5% of the approved lump sum at the beginning of your first stay and 12.5% at the end of your first stay (in total 50% for first visit). The second half of your lump sum compensation is paid likewise.

The fellowship is set up as a full-time programme and the payment to the fellow covers the expenses incurred for accommodation, the daily allowance and travel. The research contribution, on the other hand, is not paid out to the fellow directly but administered by the PICAIS office and then settled by the Finance Division (University Budget Section) internally at the University.

Payments are made by bank transfer to the visiting scholar’s bank account; cash payments are only permissible in exceptional circumstances.

PICAIS funding can be combined with funding from other sources, e.g. the German Research Foundation (DFG), the European Commission, DAAD programmes or external funds from other donor organisations, insofar as this does not contravene the relevant external funding partner’s and PICAIS’s funding principles. Expenses are only reimbursed once to avoid double funding.

All external funding applications must be indicated to the PICAIS office.

Any changes, e.g. to the duration of the fellowship stay stated in the application, must be reported to the PICAIS office immediately.

Compliance with existing protocols on work visas is expected.

We recommend that visiting fellows take out their own trip cancellation insurance.

Proposal Outline

Your proposal should not exceed 10 pages in sections A to D (Arial 11 pt, 1.2 pt line spacing, cf. template) and must include the following six parts:

A	Applicant's details	up to 4 pages
B	General information, planned host and date of research visit(s)/fellowship, lay abstract	
C	Proposal, complete with: • research programme that you propose to undertake during your visit • rationale for your visit and your proposed working programme • how your research benefits from being undertaken at PICAIS • your contribution to academic life at the University of Passau	up to 5 pages
D	Budget estimate including details for the estimated amount of the lump-sum compensation required for the fellowship stay the information leaflet on flat fees and the Funding section above)	1 page
E	Curriculum vitae	no page limitation
F	Letter of support from the host (a member of the University of Passau) stating the intended contribution of the fellowship and research stay to the University of Passau	no page limitation

The application must be submitted in English and as Word or PDF document (please do not submit scans of your application form). The letter of support can be submitted in English or German.

Page limitations may not be exceeded; however, there are no page limitations or specific formatting requirements for the curriculum vitae and the letter of support (cf. E and F above).

Contributions can include, for example, the joint supervision of doctoral students, the teaching of courses for doctoral students, the development of joint research proposals for third-party funding, the joint organisation of an event or a series of events.

Communication Process

Applicants will be notified by the PICAIS managing director as follows:

1) Brief notification of approval or rejection of your application by email. The selection process is typically completed within eight weeks after application deadline.

2) If your application has been approved, a formal notification letter, confirmation of funding and, if applicable, comments and suggestions from the reviewers will be sent to the email address indicated in your application.

Contact

For more information on the fellowship programme, the application process and funding guidelines, you can contact the PICAIS office directly via our website.
If you have any further questions, please get in touch with:

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