

## **Guideline for Postdoc-Scholarships** **(dated 13-06-2023)**

### **I. General Information**

At least one postdoc grant can be awarded each year to support and promote women in science. With this grant programme, the University Executive Board aims to enable talented young female scientists to pursue a successful career in research and teaching after completing their doctorate. In particular, the aim is to strengthen the ability of young female scientists to be appointed to a permanent academic position.

The grant offer comprises two funding lines:

#### **Funding Line 1**

Application for the grant in the form of bridge financing / start-up financing in the postdoc phase. Applications are open to woman who are pursuing a leadership position in academia or science and who want to conduct a research project in cooperation with scholars and scientists at Paderborn University and raise external, third-party funding in this connection. The grant holder can undertake teaching duties in her field of research at Paderborn University free of charge (two weekly hours per semester).

A presence of the grant holder at Paderborn University is generally required. The implementation of the scholarship from abroad is not permitted. Conference and research trips, stays in archives and libraries, etc. that are necessary in connection with the implementation of the academic project or for the further development of future professional prospects are not taken into account.

#### **Funding Line 2**

Application for the grant in the form of a degree completion grant. Women are eligible to apply if they are pursuing a leadership position in academia or science and want to use the funds as 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 (Research Committee).

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 grant holder 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. Funding of the postdoctoral scholarship beyond 36 months is not possible.

The postdoctoral scholarship can be interrupted exceptionally and once for a short period within the funding phase. This requires a justified application to the Research Committee. The reasons for the interruption should represent an important qualification step for the subsequent professional career. The further scientific qualification and the progress of the research project/habilitation must be demonstrably given.

After approval of the application by the Research Committee, the period of approval from the respective notice of approval is suspended for the specified interruption period. No payment of the scholarship will be made for the approved interruption period.

## **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. Notification obligations towards Paderborn University**

Paderborn University must be informed immediately of any changes in the circumstances which are relevant for the granting of the scholarship or about which declarations have been made in connection with the application.

If the grant holder discontinues her scholarship, she shall inform Paderborn University of this immediately.

## **IV. Eligibility to Apply**

Young female scientists who can prove that they have completed a very good doctorate are eligible to apply. This can be proven by a degree that was assessed at least magna cum laude, by the submission of corresponding doctoral reports or by proof of adequate publications.

The intended research project must be conducted in cooperation with other women scientists and scientists at Paderborn University (Funding Line 1).

## **V. 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 grant holder and her spouse or partner receive a scholarship under this guideline, the child allowance shall be granted only once.

If the spouse or partner of the grant holder receives a benefit with a child allowance (or family allowance/childcare allowance) according to other regulations, the objective of which corresponds to the statutory educational support or this guideline, the child allowance of the grant holder can be increased upon application up to the upper limit of 400 EUR/month (sentence 2, number V).

The child allowance is paid upon presentation of the birth certificate from the month in which the entitlement arises. The Committee's Head Office must be informed of any changes in circumstances without being requested to do so.

The grant holder must proactively inform Paderborn 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.

Any taxes related to the grant/scholarship are the responsibility of the grant holder. The grant holder is aware that the grant/scholarship provider is required to inform the tax authorities in accordance with the German Transaction Reporting Regulations (Mitteilungsverordnung, last amended 23-09-2021).

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).

#### **VI. Gainful Employment**

Gainful employment in addition to the postdoc scholarship is only permitted if it is carried out outside Paderborn University.

Gainful employment is an annual average of 8 hours a week in addition to the postdoc grant permitted if exercised outside Paderborn University.

Gainful employment must be reported unsolicited in accordance with number III. The progress of the research project/habilitation may not be negatively influenced by the gainful employment.

#### **VII. Application Modalities**

The call for applications for the grant is issued by the Paderborn University Research Committee and is announced on a university-wide level. The application must be submitted to the Committee's Head Office, Department 2/2.2, in electronic form (1-pdf file).

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.

### **VIII. Application Requirements**

As a rule, applications must be submitted in September of the respective year (please note the current deadline for submissions) to the Committee's Head Office, Department 2/2.2, in electronic form.

Please structure your application as follows:

1. The application consists of the following documents: CV, including comprehensive information on the applicant's academic career and key areas of research
2. Proof of completion of a very good doctorate (see IV. Eligibility to Apply)
3. List of publications
4. Information on the research project/habilitation (max. 10 pages)
  - generally comprehensible brief description (max. 15 lines)
  - Description of the current state of research; task definition and own preparatory work for the proposed project; timetable and description of the research goal to be achieved during the funding period.
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 cooperating/supporting professor at Paderborn University and an expert opinion from an external scientist from the narrow subject area of the research project/habilitation.
7. Digital reprints of the applicant's most important published papers (max. five) - if available
8. A digital version of the dissertation should be available upon request at short notice.
9. Commitment by the respective faculty to use the infrastructure
10. Declaration of consent to data processing (originally signed by the applicant)

### **IX. Funding conditions**

Acceptance of the funding obliges the grant holder to,

- comply with the guidelines and procedures for safeguarding good scientific practice at Paderborn University,
- comply with the guidelines on stating affiliations in scientific publications at Paderborn University,
- include a reference to the funding by the Postdoc-Scholarship of Paderborn University in scientific publications which are produced during the funding period,
- inform the Committee's Head Office, Department 2/2.2, if a professional perspective or a follow-up project has arisen from the supported research work.
- Furthermore, the grant holder agrees to participate in evaluation measures.

### **X. Revocation of the Grant Award Notice**

- 1.) Paderborn University may revoke the decision on the granting of a scholarship in whole or in part, also with effect for the past. This applies in particular if the grant holder
  - a) shows facts that she is not making the necessary efforts to realise the purpose of the funding and is responsible for this;
  - b) has not used the funds for the intended purpose;
  - c) has obtained the grant by providing incorrect or incomplete information;

- d) has failed to notify subsequent changes which render the conditions of the grant no longer applicable;
  - e) has not fulfilled the reporting obligations pursuant to number II. or has not fulfilled them in due time;
  - f) no longer fulfils the original selection criteria that were decisive for being considered eligible for funding;
  - g) is no longer able to fulfil the purpose of the scholarship due to any gainful employment.
- 2.) If the grant holder discontinues her fellowship, the notice of award shall be revoked as of the date of discontinuation.
- 3.) In all other respects, the grounds for revocation set out in Article 8 of the Framework Guideline on Grant Awards at Paderborn University as well as in § 49 VwVfG NRW shall apply.
- 4.) If the grant is revoked with effect for the past, the scholarship shall be refunded 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.

The Executive Board decides on the revocation upon the recommendation of the Research Committee. The grant holder is given the opportunity to make a statement beforehand.

#### **XI. Framework Guideline on Grant Awards at Paderborn University**

The Framework Guideline on Grant Awards at Paderborn University applies in its currently valid version, complementary in those areas in which no more specific requirements are made in this guideline.