

Guideline of Leipzig University for the granting of financial resources from the Leipzig Flexible Fund

I. Purpose

1. The funding aims at submitting a third party fund application by a postdoctoral researcher of Leipzig University to DFG [German Research Foundation], foundations, federal and state ministries, EU (or other suitable funding programmes).
2. There is no entitlement to the granting of financial resources. The decision is made on the basis of the eligibility conditions (No. IV) and in dependence of available financial resources.

II. Object of Funding

1. The Leipzig Flexible Fund supports preparatory measures necessary for a third party fund application that will be handed in by a postdoctoral researcher of Leipzig University.
2. Grants may be approved for preparatory activities that are necessary to prepare a third party fund application (No. V).

III. Recipient of Fund

Postdoctoral researchers (and junior professors) up to 10 years after receiving the doctorate (child care and elder care related breaks will be taken into account) who are employed at Leipzig University (excluding the Medical Faculty) at least with a 25% occupation and would like to file their own third party fund application are eligible to apply for resources from the Leipzig Flexible Fund for preparatory activities.

IV. Eligibility Conditions

The following criteria must be fulfilled in order to apply for financial resources from the Leipzig Flexible Fund:

1. The application for financial resources from the Leipzig Flexible Fund (LFF) is submitted between 4 and 9 months prior to the submission of the third party fund application to the [Department for Research Services \(D1\)](#).
2. The third party fund application is filed by a postdoctoral researcher (or junior professor) who is employed at Leipzig University at least with 25%.
3. The third party funded project applied for shall be realised at Leipzig University.

4. Counselling of the postdoctoral researcher for the third party funded project by D1 must either take place before or within two weeks after the submission of the application for financial resources from the Leipzig Flexible Fund.
5. The third party fund application to be submitted refers to a current call, a request for proposals or an existing funding programme.
6. All eligibility criteria to receive third party funding are fulfilled.
7. Parallel funding of more than one LFF project from one postdoctoral researcher is not possible. An application for a new LFF funding is possible after the current LFF project was finished successfully. This is the case, when the planned third-party funding proposal was submitted in time.

V. Nature and extent, Amount of funding

1. Only expenses related to the preparation of the third party fund application are eligible for funding from the Leipzig Flexible Fund.
2. Approved expenses eligible for funding for measures according to No. II are
 - a.) Travel expenses (i.e. conferences, workshops, research; meetings with project partners)
 - b.) Publications (necessary condition for the submission of the research proposal to a third party donor that cannot be funded by the [Publishing Fund of Leipzig University](#), supported by DFG)
 - c.) Consumables, study costs, etc.
 - d.) Student and/or research assistants supporting the application writing
 - e.) Coachings (i.e. interview training).
3. Personnel expenses are eligible for funding within the [current hourly wage rate for research assistants of Leipzig University](#). Travel costs may be accounted for according to the [Saxonian Travel Expenses Law](#) resp. the [Saxonian Foreign Travel Expenses Ordinance](#), in the latest version each.

VI. Proceedings

The postdoctoral researcher completes the application form for financial resources from the Leipzig Flexible Fund, signs and forwards it to D1 together with copies of the scientific CV (incl. a list of publications), the PhD certificate as well as a letter of reference approving the feasibility of the third party funded project in electronic version to flexiblefund@uni-leipzig.de.

Contact persons for the respective third party funders are:

- Dr. Barbara Weiner (DFG/Foundations): barbara.weiner@zv.uni-leipzig.de
- Dr. Sindy Schug (Federal and state ministries/DFG): sindy.schug@zv.uni-leipzig.de
- Dr. Christiane Klein (EU): christiane.klein@zv.uni-leipzig.de

1. The [application document](#) for financial resources from the Leipzig Flexible Fund must be handed in to D1 at least 4 months and not more than 9 month prior to the envisaged submission of the third party fund application.
2. Before resp. immediately after the submission of the application for resources from the Leipzig Flexible Fund, a counselling session for the third party fund application conducted by D1 with the postdoctoral researcher has to take place. Only afterwards, within two weeks, a decision regarding the approval/rejection of Leipzig Flexible Fund resources is made. The decision is made based on the eligibility criteria (No. IV) as well as the availability of financial resources.
3. In case the application for resources from the Leipzig Flexible Fund is successful, the postdoctoral researcher receives a confirmation that the expenses will be funded. The post doctorate hands in original receipts of the approved funding in D1, stating the project number.
4. The consumption of the approved funding for preparing the third party funded application shall be completed within 9 month after approval of the Leipzig Flexible Fund application.
5. Approval for the completion of the third party fund application will be given through sending an electronic version of the application document as well as a binding [Drittmittelanzeige](#) to D1, not later than 4 weeks after submission.

VII. Commencement of the guideline

This guideline is in effect from 18.09.2017 on.

Leipzig University, 15.09.2017, updated 31.07.2020, 19.01.2021 and 08.02.2021