Guideline of Leipzig University for the granting of financial resources from the flexible fund

I. Purpose

1. Post doctorates (and junior professors) who are employed at Leipzig University at least with a 25% occupation and would like to file their own third party fund application may apply for resources from the flexible fund for preparatory activities.

2. The funding aims at submitting a third party fund application by a post doctorate of Leipzig University (i.e. DFG [German Research Foundation], foundations, federal and state ministries, EU).

3. There is no entitlement to the granting of financial resources. The decision is made based on the basis of the eligibility conditions (No. IV) within the available financial resources.

II. Object of Funding

1. Preparatory measures for a third party fund application are supported from the flexible fund if the application is submitted within 4 months after the submission of the third party fund application.

2. Grants may be approved for preparatory activities that are necessary to prepare a third party fund application (No. V).

III. Recipient of Fund

Post doctorates (and junior professors) who are employed at Leipzig University at least with a 25% occupation and develop their own third party fund application in order to submit it to the third party fund may apply for financial resources from the flexible fund.

IV. Eligibility Conditions

The following criteria must be fulfilled to apply for financial resources from the flexible fund:

1. The application for financial resources from the flexible fund is submitted at latest 4 months prior to the submission of the third party fund application to the department of research and transfer services (D1).

2. The third party fund application is filed by a post doctorate (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 post doctorate for the third party funded project by D1. The counselling must either take place before or within two weeks after the submission of the application for financial resources from the flexible fund.
5. The third party fund application to be submitted refers to a current call, a current request for proposal or an existing funding programme.
6. All the criteria necessary for the submission of the third party fund application and guidelines of calls, requests for proposals and funding programmes are met.

V. Nature and extent, Amount of funding

1. Only expenses related to the preparation of the third party fund application are eligible for funding.
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 (explaining the necessary conditions for the preparation/submission of the research proposal to a third party donor)
   c.) Consumable materials
   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

1. The post doctorate fills out the application form for financial resources from the flexible fund and forwards it to D1 in a paper and electronic version. Contact persons for the respective third party donor are:

   ▪ Dr. Barbara Weiner (DFG/Foundations): barbara.weiner@zv.uni-leipzig.de
   ▪ Dr. Steffi Donath (Federal and state ministeries): steffi.donath@zv.uni-leipzig.de
   ▪ Dr. Kornelia Ehrlich (EU): kornelia.ehrlich@zv.uni-leipzig.de

2. The application for financial resources from the fund must be handed in to D1 at least 4 months prior to the envisaged submission of the third party fund application. Besides the application form, copies of the scientific CV (including a list of publications) and the PhD
certificate as well as a letter of reference concerning the feasibility of the third party funded project have to be submitted.

3. Before resp. immediately after the submission of the application for resources from the fund, a counselling session for the third party fund application conducted by D1 with the post doctorate has to take place. Only afterwards, within two weeks, a decision concerning the allocation of fund resources is met. The decision is made based on the eligibility conditions named in No. IV as well as the availability of financial resources.

4. In case the application for resources from the flexible fund is successful, the post doctorate receives a confirmation that the expenses will be refunded. Already transacted expenses that have been approved will be refunded afterwards.

5. The certificate of the third party fund application that has been submitted and for which support from the flexible fund has been granted is provided in the form of a binding Drittmittelanzeige at the latest 4 weeks after submission.

6. In order to be refunded, the post doctorate submits the documented evidence for expenses granted to D1.

VII. Commencement of the guideline

This guideline is in effect from 18.09.2017 on.

Leipzig University, 15.09.2017