Leipzig University guidelines for the granting of funding from the Flexible Fund

I. Purpose

1. Postdoctoral researchers (including junior professors), who are employed at Leipzig University (minimum 25% FTE) and wish to submit their own external funding application, may apply for funding from the Flexible Fund to help them prepare for this application.
2. The aim of the funding is to enable a postdoctoral researcher at Leipzig University to submit an external funding application (e.g. DFG, foundations, federal and state ministries, EU).
3. Applicants are not automatically entitled to this funding. Decisions are made on the basis of the eligibility criteria (Para. IV) and subject to the funds available.

II. Object of funding

1. The Flexible Fund supports preparatory measures necessary for an external funding application that will be submitted by a postdoctoral researcher of Leipzig University.
2. Grants may be approved for preparatory activities that are necessary prior to submitting the external funding application (Para. V).

III. Beneficiaries

Postdoctoral researchers (including junior professors), who are employed at Leipzig University (minimum 25% FTE) and who are developing their own external funding application for submission to an external funding body, are eligible for this funding.

IV. Eligibility criteria

The following criteria must be met in order to apply for funding from the Flexible Fund:

1. The application for funding from the Flexible Fund must be submitted to the Department of Research and Transfer (D1) no later than four months prior to the planned submission of the external funding application.
2. The external funding application will be submitted by a postdoctoral researcher (or junior professor) whose employment contract at Leipzig University is equivalent to at least 25% FTE.
3. The externally funded project being applied for will be conducted at Leipzig University.
4. D1 staff shall advise the postdoctoral researcher on his or her application for external funding. This consultation must take place either before or within two weeks after submitting the application for funding from the Flexible Fund.

5. The envisaged external funding application is based on a current invitation to tender, call for proposals or an existing funding programme.

6. All criteria that are necessary for the submission of the external funding application, as well as those defined by the guidelines of the invitations to tender, calls for proposals or funding programmes, are met.

V. Type and scope; amount of funding

1. Only expenses related to the preparation of the external funding application are eligible for funding from the Flexible Fund.

2. Eligible expenses for measures according to Para. II are:

   a.) Travel costs (e.g. conferences, workshops, research; meetings with project partners)
   b.) Publication costs (which are an indispensable prerequisite for submitting the research proposal to an external funding body, if not covered by the Open Access Publishing Fund)
   c.) Consumables
   d.) Student and/or graduate assistants supporting the application
   e.) Coaching (e.g. interview training).

3. Personnel costs are eligible up to a maximum of the current hourly wage for assistants at Leipzig University. Travel costs may be charged in accordance with the Saxon Travel Expenses Act (SächsRKG) and the Saxon Foreign Travel Expenses Regulations (SächsARKVO) as amended.

VI. Procedure

The postdoctoral researcher must fill out and sign the application form for funding from the Flexible Fund and email it to the relevant member of staff at flexiblefund@uni-leipzig.de, along with copies of his or her academic CV (including a list of publications) and doctoral certificate as well as a letter of reference confirming the feasibility of the externally funded project.

The contact persons responsible for the respective external funding bodies 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
- Gerhard Fuchs (EU): gerhard.fuchs@zv.uni-leipzig.de
1. The application form for funding from the Flexible Fund must be submitted to D1 no later than four months prior to the planned submission of the external funding application.

2. Before or immediately after submission of the application for funding from the Flexible Fund, D1 staff must advise the postdoctoral researcher on his or her application for external funding. Only afterwards, within two weeks, will a decision be made on whether to approve the Flexible Fund application. Decisions are made on the basis of the eligibility criteria listed in Para. IV and subject to the funds available.

3. If the Flexible Fund application is approved, the postdoctoral researcher will receive a confirmation that the expenses requested will be reimbursed. The postdoctoral researcher must hand in the original receipts of the approved expenses to D1, stating the project number.

4. Funding allocated from the Flexible Fund for the preparatory measures for the externally funded project must be spent within nine months from the date of approval.

5. No later than four weeks after submission of the external funding application for which funding from the Flexible Fund was granted, the postdoctoral researcher must furnish proof of this submission by providing a copy of the submitted external funding application as well as a binding Drittmittelanzeige.

VII. Commencement of these guidelines

These guidelines shall come into force from 18 September 2017.

Leipzig University, 15 September 2017