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 to DFG [German Research Foundation], foundations, federal and state ministries, EU (or other suitable funding programmes).

3. 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 Flexible Fund supports preparatory measures necessary for a third party fund application that will be handed in by a post doctorate 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

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

IV. Eligibility Conditions

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

1. The application for financial resources from the Flexible Fund is submitted not later than 4 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 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 request for
proposal or an existing funding programme.
6. All eligibility criteria to receive third party funding are fulfilled.

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 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
   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 completes the application form for financial resources from the
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. Contact persons for the
respective third party funders are:
   - Dr. Barbara Weiner (DFG/Foundations): barbara.weiner@zv.uni-leipzig.de
   - Dr. Steffi Donath (Federal and state ministries): steffi.donath@zv.uni-leipzig.de
   - Dr. Kornelia Ehrlich (EU): kornelia.ehrlich@zv.uni-leipzig.de

2. The application document for financial resources from the Flexible Fund must be handed
in to D1 not later than 4 months prior to the envisaged submission of the third party fund
application.
3. Before resp. immediately after the submission of the application for resources from the Flexible 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 regarding the approval/rejection of Flexible Fund resources is made. The decision is made based on the eligibility criteria (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 funded. The post doctorate hands in original receipts of the approved funding in D1, stating the project number.

5. The consumption of the approved funding for preparing the third party funded application shall be completed within 9 month after approval of the Flexible Fund application.

6. 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