

# **Application Guidelines and Financial Conditions**

for

## **Regular Fellowships and Junior Fellowships**

at the  
**Hanse-Wissenschaftskolleg Institute for Advanced Study,  
Delmenhorst, Germany**

The Hanse-Wissenschaftskolleg (HWK) in Delmenhorst is an Institute for Advanced Study in the Northwest of Germany. Its Fellowship program offers outstanding researchers the opportunity to focus on research without the distraction of everyday routines in academia, to interact with colleagues from other disciplines, and to benefit from a diverse and vibrant Fellowship community. The HWK awards Fellowships to highly qualified researchers of all career levels from postdoctoral to senior researchers. With these Fellowships, the HWK supports interdisciplinary and international collaboration both, between its Fellows and research institutions in Germany's Northwest region, and within the community of Fellows residing on the HWK campus.

The information below provides general advice for applicants for Regular Fellowships and for Junior Fellowships. Depending on the Fellowship project, Regular Fellowships and Junior Fellowships can be awarded for **a minimum of three and a maximum of ten months**. Regular Fellowships may be split into no more than two periods of residence, provided that accommodation is available at the HWK. Junior Fellowships cannot be split. Note that an appointment for a Fellowship does not constitute a work or employment contract (see information on [financial conditions](#) below).

More information on the institute and Fellowships can be found on the HWK homepage ([www.h-w-k.de](http://www.h-w-k.de)). Please contact the Head of Program of the field relevant for your application for more detailed information (see [contact information](#) below).

**Regular Fellowships** are available for researchers whose PhD (or comparable degree) has been awarded more than five years ago and who have already gained substantial professional experience in academia and research.

**Junior Fellowships** are available for early career researchers whose PhD has been awarded less than five years ago and who have gained first professional experience in academia and research. Both, a continuation of previous research activities, or starting a new strand of research by using the expertise in the Northwestern region, are welcome, this includes crossing disciplinary boundaries.

## I. Who may apply?

Calls are open for highly qualified researchers of all career levels from postdoctoral to senior level. Fellows are selected based on the following **criteria**:

- the candidate's academic qualification,
- the quality and the innovative character of the candidate's proposed research project,
- the candidate's willingness to contribute to and to profit from a highly inter-disciplinary Fellowship community,
- the fit of the proposed project with the spectrum of disciplines and research interests at the HWK.

Collaborations with colleagues at the regional universities and research institutes are appreciated but in general, they are not a necessary condition for a Fellowship. They are necessary, however, when the applicant plans to conduct an experimental project and thus needs a research infrastructure for their project. In that case, a regional collaboration partner will have to confirm that they will provide the necessary infrastructure to work on the Fellowship project.

Researchers based at institutions in the Northwestern region of Germany cannot apply for Regular or Junior Fellowships. They are encouraged, however, to motivate national or international colleagues to apply for Fellowships.

## II. Application deadline and schedule

The HWK publishes one call for applications each year. Please refer to the current call on the HWK homepage (<https://www.h-w-k.de/en/fellows/application.html>) for specific information on deadlines. Applications should be submitted at **least one year before the desired starting date of the Fellowship**, but no earlier than three years in advance.

Initially, applications are pre-reviewed by the Head of Program of the respective research area and, in case of completeness, general eligibility, and fit with the research agenda, forwarded to the Scientific Advisory Board of the HWK. This board discusses all applications within approximately twelve weeks after the application deadline and gives recommendations for each application. Subsequently, the Rector of the HWK makes the final decision. Based on previous experience, the duration between application deadline and notification of the applicant amounts to four to five months.

## III. Application format

Applications are accepted in electronic form only. Please send the complete application material (see [section IV](#)) by email to the Head of Program of the field in which you would like to apply (see [contact details](#) below). Please **attach all material as separate PDF files**. In addition, please submit **both project abstracts** (items 3 and 4) as **MS Word-compatible text files** (e.g. docx or rtf format).

**The letter to the Rector of the HWK, the project proposal, and the CV must be signed by the applicant.**

## IV. Application material to be submitted

The following items are required for an application for a Regular or Junior Fellowship, respectively:

- (1) The completed application form,
- (2) a formal cover letter to the Rector of the HWK (signed),
- (3) an abstract of the Fellowship project for a non-peer audience (max. 1,500 characters incl. blanks, also submit text file – docx or rtf)
- (4) an abstract of the Fellowship project for peers (max. 1,500 characters incl. blanks, also submit text file – docx or rtf)
- (5) a project proposal describing the planned research project containing a detailed work schedule (not more than ten pages including references, signed),
- (6) a curriculum vitae (signed),
- (7) a list of publications,
- (8) one (recently) published article or paper or book chapter by the applicant;
- (9) if applicable, letters of intent/confirmation of access to necessary research infrastructure from cooperating colleagues in the Northwest,
- (10) two letters of reference from experts in the field, to be sent to the HWK directly, not later than the application deadline.
- (11) *Applications for Junior Fellowships only*: an abstract of the doctoral dissertation (“PhD thesis”, maximum 1,500 characters incl. blanks).

### Explanatory notes

- (1) The **application form** is crucial for processing the application; addresses mentioned there (regular mail and e-mail) are the basis for all further correspondence between the HWK and the applicant. Any change of address should be communicated immediately. The application form can be downloaded from the HWK website at <https://www.h-wk.de/en/fellows/application.html> .
- (2) The **cover letter** is the formal application for the Fellowship. This letter should make clear why the HWK is considered the appropriate location to conduct the project – i.e. the applicant’s motivation to apply for a Fellowship at an Institute for Advanced Study in general and at the HWK in particular. Please sign the cover letter.
- (3) Include an **abstract of the Fellowship** project suitable **for an audience of non-peers**, i.e. outside your own field. Applications will be evaluated by the HWK Scientific Advisory Board; the board’s members represent a broad range of disciplines. As the Fellowship

community at the HWK is composed of researchers and artists with many different backgrounds, you should show that you are able to explain your project to non-specialists in your research area. In addition, this abstract should demonstrate that the Fellowship project is interesting beyond your discipline.

The non-peer abstract should be submitted as a PDF and also as an MS Word-compatible text file (e.g., docx, rtf)! Its length shall not exceed 1,500 characters including blanks. Should an application be successful, the HWK may use the abstract for public relation purposes.

- (4) The **abstract for peers** should be a summary of the Fellowship project for specialists in your field of research. The peer abstract should be submitted as a PDF and also as an MS Word-compatible text file (e.g., docx, rtf)! Its length shall not exceed 1,500 characters including blanks. Should an application be successful, the HWK may use the abstract for public relation purposes.
- (5) The **project proposal** should provide detailed information about the planned research project. This includes standard information such as the topic or research questions, how the topic or research question is embedded within current research, e.g. reasons why the project is innovative and relevant. Information about the methodology (“approach”, “perspective”) and methods should be included. Note: Please include a detailed work plan and schedule indicating that the duration of the requested Fellowship is reasonable in relation to the scope of the research project. A reference list of the literature mentioned in the project outline must be included. The evaluation of Fellowship applications involves researchers from different disciplines. Therefore, the proposal should be composed in a form that emphasizes the relevance and outstanding quality of the project and the applicant’s expertise even to reviewers who are not immediately familiar with the respective subject area. The proposal must not exceed ten pages including references. Please sign the project proposal.
- (6) The **curriculum vitae** should be in table form, and may be arranged either chronologically or systematically. Please sign the curriculum vitae.
- (7) There are no specific requirements with respect to the format of the **list of publications**.
- (8) One **recent article**, paper, or book chapter in German or English has to be included; in exceptional cases, a second publication may be added. The publication should be particularly suitable to impart an impression of the applicant’s research.
- (9) If the applicant plans to collaborate with one or more researchers from the Northwestern region (e.g. from the universities in Bremen or Oldenburg, or from other research institutions in the region), a **letter of intent** from each partner must be enclosed in which they confirm that they agree to co-operate and that workplaces or laboratory facilities required for the project will be provided.

- (10) The applicant must provide for **two letters of reference** from experts in the field to be sent to the HWK directly. Referees are asked to send a PDF with their letterhead and signature via email to the Head of Program of the field in which the application is submitted. **Please note that the same deadline applies for letters of reference as for all other application material!**
- (11) **Applicants for Junior Fellowships** should also include an **abstract of the doctoral dissertation** in their application. This abstract should not exceed 1,500 characters including blanks.

## V. Financial conditions

Due to the diversity in our Fellows' situations, financial conditions for Fellowships are negotiated on a case-by-case basis after successful application.

The following principles apply:

- a. An appointment for a Fellowship does not constitute a work contract, and is not subject to legal provisions concerning the German social security system.
- b. Regular and Junior Fellows are provided with a fully furnished apartment on the HWK campus. No rent is charged for the apartments.
- c. Regular and Junior Fellows are eligible for a lump sum towards travel costs. Even in the case of split Fellowships, this lump sum is paid only once. Details on specific travel allowances by country can be found here: <https://www.h-w-k.de/en/fellows/application.html>
- d. If a Fellow is employed by a university, a research organization, or as a researcher by a company, he/she must seek for financial support (paid leave or sabbatical) from the employer first, considering the great benefit of the Fellowship for the employer, resulting from the Fellow's research as well as from the creation of new networks.
- e. If appropriate, the HWK can provide the Fellow with a compensation to help maintain the Fellow's standard of living. This compensation takes into account documented losses in earnings due to the Fellowship and the Fellow's position, as far as the budget of the institute allows for.
- f. Should an employer agree to continue paying the Fellow's full salary during the Fellowship, the HWK can contribute to the costs of a substitute; a separate agreement between the employer and the HWK would be necessary in this case.
- g. For Junior Fellows, personal stipends are limited to a maximum of 2,000 EUR per month.

## VI. Heads of Programs

Please note that due to the coronavirus pandemic, we currently work from home. Kindly contact us by email as we cannot be reached by phone.

BRAIN	Dr. Dorothe Poggel	+49 (0) 4221 9160-109	dpoggel@h-w-k.de
EARTH	Dr. Doris Meyerdierks	+49 (0) 4221 9160-104	dmeyerdierks@h-w-k.de
ENERGY	Wolfgang Stenzel (acting)	+49 (0) 4221 9160-103	wstenzel@h-w-k.de
SOCIETY	Wolfgang Stenzel	+49 (0) 4221 9160-103	wstenzel@h-w-k.de