HiDA

GUIDELINES FOR APPLICANTS: How to apply for the **HIDA VISITING PROGRAM**

PLEASE NOTE: The HIDA Visiting Program addresses postdocs from (inter)national research organizations and research scientists in industry (master degree, at least 3 years research experience or PhD).
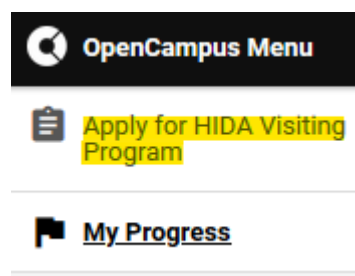
GENERAL INFORMATION

This guideline will explain the essential steps you need to take to complete and submit your form for the HIDA Visiting Program. Please also check our FAQs for further information.

Applications for the HIDA Visiting Program are accepted via the **HIDA application portal**. You will receive a personal login once you have registered. Please also check your spam folder. With the login data you can start your application, edit and save the information in each section until you submit. There is no inactivity timeout. All mandatory fields are marked with * and should be completed in English.

After login, you may start your application using the **OpenCampus Menu** at the top left corner. Please select '**Apply for HIDA Visiting Program**'.

NOTE: Links to other HIDA programs (if there is an open call) will be available on the OpenCampus menu bar of your main application page after logging in.

Application to the HIDA Visiting Program consists of a **three-step process**, administered through our online application portal as outlined below.

A) Enter your information about you and your planned research project
B) Enter information about your HOST supervisor and send an email to your HOST supervisor
C) Fill out the rest of the application form and submit your application

PLEASE NOTE: As soon as you have entered your supervisor's contact details and have clicked *send email*, we will automatically send him or her an email with a link, requesting to provide us with additional information to support your application. Please make sure that your host supervisor has agreed to your application beforehand. After the supervisor has submitted his or her form, we will send you a confirmatory email. We will also confirm successful submission of your application via email.

You do not need to submit any documents apart from the application form. Please keep in mind that we can only accept complete applications submitted through our online application portal. Please do not send applications to the coordination office via postal services or email. We are not able to accept those application and they will not be returned.

APPLICANT

Please fill in your personal data. If you have multiple names, please enter the name stated on your passport. If applicable, please use hyphens. Please enter your business email address (and at least one telephone number) for further contact.

INFORMATION ON THE PLANNED PROJECT

Please supply information at which Helmholtz Center you are planning on carrying out your research project, your proposed starting month and why you would like to work on this project.

Your start date is not a fixed date. Please note that the review process may take approximately 3 months after the application deadline for the HIDA Visiting Program and you should begin your research stay at the host center within 12 month after acceptance.

HOST SUPERVISOR

Please enter the complete contact details of your supervisor at your host center. As soon as you have completed the contact details and click *send email*, your supervisor will automatically receive a request for submitting a form to support your application. Please let your supervisor know in advance that they will receive an email from HIDA to support your application. Also, check with your supervisor that he/she has received an email after you have submitted the contact details (otherwise contact HIDA: hida@helmholtz.de).

Please submit your application once you have completed the online form. The supervisor does not have to submit his/her forms in order for you to submit your application. However, please be aware that the deadline for your supervisor to submit his/her form is the same as the application deadline. Therefore, you need to make sure that you register with the online system and enter the contact details of your supervisor in good time, so that he/she has time to submit his/her form before the deadline. It may take about 30 to 60 minutes for the supervisor to fill in the form and to answer some questions about you and your planned research project. It is your responsibility to ensure that your supervisor provide his/her form in time.

As soon as your supervisor submit his/her form, we will send you a confirmatory email. You can always check your application status and references using the *My Progress* link in the portal.

PROPOSED WORK

The research proposal should be well-argued and written by the applicant. The proposal is subdivided into:

- A summary of the proposed project
- The proposed work itself
- Motivation & reason
- Benefit to HOME research group

The research proposal should explain the background of the research project and contain an outline of the work to be performed at the host center. Please indicate how this project is related to data and/or information science and specify the data you are planning to work with as well as the methods you will use. No figures or tables may be included. Also, state your motivation for your planned exchange and how your home research group may benefit from it. The maximum numbers of characters should not be exceeded.

PRESENT WORK

An overview of your present work performed at the home center should allow the reader, in a brief and concise manner, to appreciate both your experience and its relevance to the proposed research project.

SCIENTIFIC CV

If applicable, enter information about your postdoctoral and doctoral research as well as your university studies (both BSc and MSc or MD). You can add or remove separate entries with the functional buttons.

If you are a scientist (master or diploma with 3 years research experience) leave the section PhD research as they are and indicate in the *Details* section that you have a master degree.

Please list in reverse chronological order, e.g.

> From:
> October, 2016 to September, 2018
> Details:
> Master of science in biology, Humboldt-University, major in immunology
> From:
> October, 2013 to September, 2016
> Details:
> Bachelor of arts in computer science, Humboldt-University, major in software engineering

You can change the chronological order simply by clicking on *show row weights* and change the values, save and check the correct order in *View*.

PUBLICATIONS/CONFERENCES/OTHER

If applicable, please provide us with your most important publications to support your application (max. 3). Please list publications that are already published (do not list any publications in preparation or under revision).

AWARDS AND RELEVANT FELLOWSHIPS

Please list grants, awards, contributions or fellowships you received or held in the past or are receiving relevant to this application.

OTHER FUNDING SOURCES

Please list other contributions, fellowships or grants you are applying for in addition to this program.

PREVIOUS APPLICATIONS

Please indicate if you have already applied to this program in former times (you can apply multiple times, see also our FAQs).

ADDITIONAL INFORMATION

Please tell us where you have first heard about the HIDA Visiting Program.

SUBMISSION

Please do not forget to submit your application once you have filled in all sections. The supervisor does not have to submit his/her forms in order for you to submit your application. You can also download a final pdf of your application. **Please note that upon submission of your application form, you will receive a confirmation email from HIDA with a reference number.**

After submission, you cannot change or add information, but you can check your supervisor's reference status using the *My Progress* link in the portal. As soon as your supervisor submit his/her form, we will send you a confirmatory email. **The completed application (from applicant and host supervisor) must be submitted by the application deadline.**

For a detailed description of the information that will be requested during the application process, screenshots of the online form are included in APPENDIX.

WE WISH YOU GOOD LUCK!

APPENDIX

MY PROGRESS

You can check your application progress via *My Progress* using the OpenCampus menu at the top. Click on *Application for the HIDA Visiting Program* and you can edit and save your application. Using *Edit* do edit application; using *View* to check your information:

To edit or view your application, click on *Application Process* below and *Expand All*. Follow the link below *Status of Application*.

Once you and your supervisor have submitted the form, the status will be *Complete*.

LOG OUT

Click on your account name at the top (besides the OpenCampus Menu) and click *Log out*.

APPLICATION FORM PREVIEW

For a detailed description of the information that will be requested during the application process, see screenshots of the online form on the following pages.

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Please note that only postdocs (or postgraduates with min. 3 years research experience) are eligible to this program!

Current academic status *

We do not consider your application if you are currently not a postdoc (or similar).

○ Yes, I am a postdoc
○ No

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1. Applicant ‹

Gender *

| - None - | ⌄ |

Title

| - None - | ⌄ |

First Name *

| |

Middle Name

| |

Last Name *

| |

Date of Birth * ‹

E.g., 2021-06-24

| |

Nationality *

| - None - | ⌄ |

When did you start in the current position * ‹

Date

E.g., 2021-06-24

| |

HOME institute correspondence address ‹

Institute *

| |

Institute address *

| |

Post code *

| |

Town *

| |

Country *

| - None - | ⌄ |

Phone Number

Please add prefixes for country code and area code e.g. +49 30 555 555.

| |

Business email address *

| |

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2. Information on the planned exchange

My exchange is planned to the HOST Center/Institute *

- None -	∨

Proposed starting date of the exchange *

Please choose a proposed starting date roughly within the upcoming 12 months.

Year	Month
∨	∨

Reasons of your stay *

☐ Learning new methods/technique
☐ Starting cooperation
☐ Expansion of existing cooperation
☐ Other

Do you currently have any connection to the host center *

- None -	∨

3. HOST Supervisor

Click on "Email to host supervisor" button below and then the system will send an email request to your host supervisor for completion an online Acceptance Form. Please check with your supervisor that he or she has received an email after you submitted the contact details (otherwise contact HIDA: hida@helmholtz.de✉).

Title *

- None -	∨

First Name *

Last Name *

Helmholtz Center *

- None -	∨

Institute address *

Post code *

Town *

Telephone number *

Please add prefixes for country code and area code e.g. +49 30 555 555.

Business email address *

Please make sure that there are no blank spaces in the email address when copy-pasting it from another document.

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4. Proposed Work

Project title *

Summary of the proposed work *

Content limited to 1000 characters, remaining: **1000**

Keywords *

Choose up to 6 keywords to describe the proposed research work.

| <none> | ▾ | Add |

All selections

Nothing has been selected.

Proposed work at the receiving institute in relation to data/information science *

Please indicate how this project is related to data and/or information science; please specify the data you are planning to work with and the methods you will use. (max. 3000 characters)

Content limited to 3000 characters, remaining: **3000**

Motivation & reasons *

Please describe briefly the reasons for the choice of the HOST research group and what you expect to achieve. (max. 1250 characters)

Content limited to 1250 characters, remaining: **1250**

Benefit to HOME research group *

Please describe briefly the reasons for the choice of the HOST research group and what you expect to achieve. (max. 1250 characters)

Content limited to 1250 characters, remaining: **1250**

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5. Present Work

Short summary of current research *

Please give a brief overview of your current research at your HOME institute, also address the relevance of your work for the planned research project. (max. 2500 characters)

Content limited to 2500 characters, remaining: **2500**

Special field of current research interest *

Choose up to 6 keywords to describe your present research work

| <none> | ⌄ | Add |

All selections

Nothing has been selected.

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6. Scientific CV

Full CV since PhD research (or master studies)

⊹ Please list in reverse chronological order your academic research positions held since your PhD research (or master studies). State the duration, kind of position, the research topic, the supervisor, and the institute, if applicable.

From

Year	Month
2021	Jun

to:

Year	Month
2021	Jun

Details

[Remove]

[Add another item]

PhD research

⊹ Please provide information regarding your PhD research. State the duration, the research topic, the supervisor, and the institute, if applicable. If you are a scientist (master or diploma degree with 3 years research experience) leave the section PhD research as it is and indicate in the *Details* section that you have a master degree.

From

Year	Month
2021	Jun

to:

Year	Month
2021	Jun

Details

[Remove]

[Add another item]

Date of PhD exam *

Date on which PhD was be awarded. If you are a scientist (with a master degree), enter the current date.

Date

E.g., 24.06.2021

![HiDA logo]

Education

⊹ Please list in reverse chronological order your education and training (prior to your PhD work, starting from the beginning of your university (or equivalent) studies). Please state the duration, the university, major subjects and the degree obtained, if applicable.

From	‹

Year   Month

[2021 ▼]   [Jun ▼]

                                    to:
Year   Month

[2021 ▼]   [Jun ▼]

Details

[   ]

[Remove]

[Add another item]

Professional non-academic positions held in the past

[   ]

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7. Publications/Conferences/Other

Show row weights

Publications

If applicable, list any (co-)authored, peer-reviewed publication in international journals (excluding manuscripts submitted, in revision or in preparation) in reverse chronological order (max. 3 publications).

Authors

Title

Year

Journal

Link to the published publication

Remove

If applicable, please list no more than 3 publications to support your application.

Add another item

Show row weights

Conferences

If applicable, list participation/attendance at conferences to support your application (max. 3).

Name of Conference

Country

- None -

Year

Contribution

Remove

If applicable, please list no more than 3 conferences to support your application.

Add another item

Show row weights

Other

Title

Year

Description

Remove

Add another item

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8. Awards and relevant fellowships

Please list grants, awards, contributions or fellowships you received or held in the past or are receiving (max. 3).

9. Other funding sources

Please list other contributions, fellowships or grants you are applying for (in addition to this program, max. 3)

Additional Information

Please provide us with feedback on the application process

How did you become aware of this program?

- [ ] www.helmholtz-hida.de
- [ ] Social network
- [ ] Poster or flyer
- [ ] Friends, colleagues
- [ ] Other

Confirmation *

○ I confirm that all information given in my electronic application is complete and correct. I am aware that false information, given intentionally or unintentionally, will result in my exclusion from the admission procedure or - if detected at a later time point - from the membership of the program. I agree to the storage of my personal data for application and admission purposes. I agree to the confidential distribution of my personal data to individuals that are involved in the application and admission procedures. I declare that I am fluent in written and spoken English and that I fully understand the above written statements.

Confirmation 2 *

○ I confirm that my supervisor at my home institute has consented to my partaking in this exchange program.