

HIDA Trainee Network Program: Guidelines for successful candidates

CONGRATULATIONS on joining the HIDA Trainee Network! This information sheet serves as a general guide to help you with your next steps. Please be aware that these steps might vary between centers. You should therefore ask your [center's contact persons](#) for additional help.

Please note, in order to obtain the travel reimbursement, you should have a contract with your home center during the time of your exchange. If successful applicants for the HIDA Trainee Network wish to switch between funding options, an agreement needs to be obtained from HIDA in line with the home and host centers involved.

Feel free to contact us anytime: hida@helmholtz.de

Here are the steps that follow:

A) For participants who have chosen the option reimbursement of travel expenses

- Please be in touch with your host to arrange the details and time of your exchange. Some Helmholtz Centers have guesthouses. You may ask your host supervisor if he or she could help you to get in contact with the responsible person at your host center.
- Please discuss the timing for your exchange with your home supervisor and plan your business trip. Depending on the center, you may also need an employer statement or similar from your home center allowing to work at the host center. You might contact your human resources department or ask your [center's contact persons](#) for additional help.
- Please contact your travel department to plan your trip and to discuss the procedures and regulations (e.g. "Bundesreisekostengesetz" or similar) applicable at your home center. You should also discuss how the reimbursement of travel expenses will take place. There may be the possibility that you will receive upfront payments by your center to cover your accommodation and travel costs.
- Where applicable, indicate "HIDA Trainee Network" in your business trip application. A travel accounting process will take place after your return taking into account the incurred costs. HIDA will reimburse your home center for your expenses covering accommodation, travel and material costs of up to 2.000 EUR per month (for a total of up to three months).
- During the exchange, your contract of employment will be continued and your salary continues to be paid by your home center.
- Please inform HIDA about your exchange dates. We will be in touch with you concerning your final report. The final report should be submitted approximately 3 months after your exchange. You will receive a certificate after your report's submission.

Please also note our guidelines for acknowledgements on the second page.

B) For participants who have chosen the option research grant

- Please be in touch with your host to arrange the details and time of your exchange. Some Helmholtz Centers have guesthouses. You may ask your host supervisor if he or she could help you to get in contact with the responsible person at your host center.
- Please discuss the timing for your exchange with your home supervisor and plan your exchange.
- Please be in touch with your home center's and your host center's human resources departments informing them about your participation in the HIDA Trainee Network and to discuss the necessary procedures. You might ask your host supervisor or the [center's contact persons](#) to get in touch with the host's human resources department.
- You will take a leave of absence from your home center for the duration of the exchange and will sign an agreement with your host center (e.g. guest researcher contract, form varies at centers). Additional documents may depend on the centers. If you need an official letter confirming your participation for the HIDA Trainee Network, please do not hesitate to contact us (we send an official letter only on request).
- You will receive your research grant from the host center. HIDA will reimburse your host center for this research grant after your exchange (according to the [guidelines](#) for the HIDA research grant):
 - You will get a monthly grant of 2.860 EUR (see guidelines § 4 (2)) and a mobility allowance of 400 EUR per month (see guidelines § 4 (3)).
 - In Germany, health insurance is mandatory. Here, we recommend that you get in contact with your current health insurance company what options you might have. To cover these costs, you can get a health insurance allowance in the amount of 400 EUR per month upon presentation of appropriate proof of health insurance coverage.
 - All other social insurances (e.g. unemployment insurance, pension insurance) are voluntary during the leave of absence. Thus, they are not covered by the subsidies of the research grant. You might get in contact with your responsible person at the human resources department at your home center regarding advice on this matter.
 - You might get additional allowances for e.g. renting a temporary secondary residence upon presentation of an appropriate proof (see guidelines § 4 (4)).
- Please inform HIDA about your exchange dates. We will be in touch with you concerning your final report. The final report should be submitted approximately 3 months after your exchange. You will receive a certificate after your report's submission.

Funding acknowledgements

The term "**Helmholtz Information & Data Science Academy (HIDA)**" should appear in the acknowledgements for publications, software, etc. that are created in the context of or with the support of the HIDA Trainee Network.

Possible text modules (please understand these only as suggestions, they can individually be adapted): "I [We] acknowledge the Helmholtz Information & Data Science Academy (HIDA) for providing financial support within the HIDA Trainee Network program [enabling a short-term research stay at xyz to learn/analyze/...]."

Or a little shorter: "With the support of the Helmholtz Information & Data Science Academy (HIDA), financially supported by the HIDA Trainee Network program."