Helmholtz Visiting Researcher Grant: Guidelines for successful candidates

CONGRATULATIONS on joining the visiting program of the Helmholtz Information & Data Science Academy (HIDA)! This information sheet serves as a general guide to help you with your next steps. Please be aware that these steps might vary between Helmholtz Centers.

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

Here are the steps that follow:

- Please be in touch with your host at the Helmholtz Center to arrange the details and time of your exchange. Some 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 be in touch with the host center’s human resources departments informing them about your participation in the exchange program 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.

- If applicable, you will take a leave of absence from your current institution 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.

- You will receive your research grant from the hosting Helmholtz 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 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 exchange program.

Possible text module: "I [We] acknowledge the Helmholtz Information & Data Science Academy (HIDA) for providing financial support enabling a short-term research stay at xyz to learn/analyze/create...."