

GUIDELINES FOR HOME & HOST SUPERVISOR: HIDA Trainee Network & Helmholtz Visiting Researcher Grant

GENERAL INFORMATION

The HIDA Trainee Network and Helmholtz Visiting Researcher Grant foster 1–3-months-research stays at a Helmholtz Center. This program is open to doctoral and postdoctoral researchers with a strong link to the (applied) information and/or data sciences. There are two funding options supporting the research stay at another Helmholtz Center (reimbursement of travel expenses or research grant). For further information, please see also our [FAQs](#) and [Guidelines for Research Grants](#).

APPLICATION

Applications for the HIDA Trainee Network or the Helmholtz Visiting Researcher Grant are accepted via the HIDA application portal. The application consists of three parts:

- 1.) Application by candidate (details can be found in the [Application Guidelines](#), only accessible when call open)
- 2.) Application by HOME supervisor
- 3.) Application by HOST supervisor

During the application process, candidate provides contact details of their home supervisor (current Helmholtz Center), if they are applying under the HIDA Trainee Network, and host supervisor (planned Helmholtz Center). This triggers an automatic email with a link to the supervisors, requesting that they provide HIDA with additional information to support the candidate's application. It may take about 30 to 60 minutes for the supervisors to fill in their forms and to answer some questions about the candidate and the planned research project at another Helmholtz Center.

Successful submission of the supervisor's form will be confirmed by email. **The completed application (from applicant, home and host supervisor) must be submitted by the application deadline.**

After successful application:

The review process might take approximately four to five months. Applicants will be informed whether they were successful or not (supervisors get a copy of the result). Successful candidates will be contacted by HIDA with further information on how to proceed. They may then finalize the organization of the exchange and get in contact with the personnel department.

ADMINISTRATIVE ISSUES (Initiative and Networking Fund)

NOTE: You may want to get in touch with the responsible [Contact Persons at the Helmholtz Centers](#) for further administrative issues (you find an updated list on our website). It may also be useful to get in contact with the personnel department in advance.

Funding option 1: Funding for travel and material expenses (from HOME center; only available under HIDA Trainee Network)

Helmholtz-internal doctoral and post-doctoral researchers have the opportunity to apply for reimbursement of travel and material expenses.

- Before the exchange: Business trip application at HOME Helmholtz Center (sending institution) by successful applicant
- During the exchange: Contract of employment will be continued and the salary of successful applicant continues to be paid by HOME Helmholtz Center
- After the exchange: Reimbursement of travel and material expenses based on receipts.

HOME Helmholtz Center will make advance payment. Up to 2000 EUR per month (max. 6000 EUR for a total of 3 months) for travel and material expenses* can be refunded by HIDA through the Initiative and Networking Fund (Impuls- und Vernetzungsfonds). All additional costs (over the amount of 2000 EUR per month) may be covered by the HOME Helmholtz Center.

**Travel and material expenses: e.g. travel costs, accommodation in a guest house, additional expenses for meals, costs for extra computing power, acquisition of necessary software in the context of the exchange*

Funding option 2: Research grant (from HOST center)

Helmholtz-affiliated postdocs may have the opportunity to apply for a research grant.

- Before the exchange: Coordination with administration/personnel department at HOME und HOST Helmholtz Center
- During the exchange: The recipient of the HIDA research grant is released from his or her duties by the sending institution (e.g. partner university or institution). The research grant plus subsidies** is paid by the HOST Helmholtz Center (receiving institution).

The basic amount of the research grant is 2860 EUR per month plus subsidies (please also check our [Guidelines for Research Grants](#) for further information). The HOST Helmholtz Center will make advance payment for research grants including subsidies, which can be refunded by HIDA through the Initiative and Networking Fund (Impuls- und Vernetzungsfonds).

***Subsidies: e.g. mobility allowance, insurance allowance, rent allowance*

HIDA TRAINEE NETWORK: FAQs FOR APPLICANTS

What is the HIDA Trainee Network?

The HIDA Trainee Network is a Helmholtz-wide exchange program for doctoral and postdoctoral researchers who work at one of the Helmholtz Centers and whose research has a strong connection to (applied) information or data sciences. It enables short-term research stays at another Helmholtz Center financially supported by HIDA.

I am not a data scientist, computer scientist, information scientist, etc. – can I also apply?

If your planned research project at another Helmholtz Center is strongly related to (applied) data and/or information science, then you can apply. For instance, you are a biologist by training and want to learn and analyze cell processes with bioinformatics analyses at another Helmholtz Center.

What means Helmholtz-associated Postdoc?

It means that you are a scientist who already holds a doctorate degree and are affiliated with one of the Helmholtz Centers, but are employed at a German university or other partner organization. You usually have a contractual link with the Helmholtz Center (e.g. guest researcher contract or similar). If you are unsure, please get in touch with the [contact person](#) at your Helmholtz Center you work at whether you are eligible.

I am currently working with a fellowship at one of the Helmholtz Centers or I am a Helmholtz-associated doctoral researcher – can I also apply?

We would recommend getting in touch with the [contact person](#) at your center to find out whether funding for travel and material expenses might be possible – however this varies between centers.

I have no association with one of the Helmholtz Centers – can I also apply?

Currently, this program is only open for researchers working at or are affiliated with one of the Helmholtz Centers. If you are an external doctoral or postdoctoral researcher, you can apply to the [Helmholtz Visiting Researcher Grant](#).

During the application process, I am asked for contact details of my host supervisor – can my host supervisor be a postdoc?

Your official host supervisor should be the head of the research group in which you wish to carry out your research project. Of course, you can be supervised by others, e.g. a senior postdoc or scientist, during your exchange.

How long is the exchange financed?

Usually, HIDA financially supports one- to three-month-long research stays at another Helmholtz Center. Once your research stay is granted, it cannot be divided into separate stays (e.g. you cannot split a three-month-long research stay in three separate one-month-long visits).

When can I start my exchange?

Please note that the review process may take approximately four to five months after the application deadline for the HIDA Trainee Network, depending on the number of applications. You should also take into consideration that you need some time to organize your exchange. In general, you should start your research stay at another center within 12 months after acceptance for the HIDA Trainee Network.

Where can I find affordable accommodation during my research stay?

Helmholtz Centers often have guesthouses. You may ask your host supervisor, if he or she could help you find accommodation. HIDA is also there to support wherever possible.

What happens after submission?

Please refer to our [website](#) for further information on our selection process. The review process may take approximately 3 months. You will be informed by email whether your application was successful or not.

My application was successful – what happens next?

You will get an email notification with further information on how to proceed.

How am I reimbursed or paid?

The funding approval is made in agreement with the centers. In case of funding option 1, your travel expenses will usually be reimbursed by your home center (sending institution) through approval of a business trip. Please note that in general you must submit receipts, so keep them safe. In case of funding option 2, the research grant will be paid by the host center (receiving institution). Detailed information will follow after successful application. You may also have a look into our [information sheet on funding options](#), which you can find on our website.

Can I take vacation during the exchange?

Of course, you can. You can organize the vacation days individually, but they should be taken in agreement with the groups involved.

What happens after my exchange?

At the end of your research stay, applicants are asked to provide HIDA with a report of their activity at the host center. You will be notified to submit a report by email. The final report should be submitted to the HIDA Office within 3 months of completing the research stay. Upon receipt of the final report, the HIDA Office will send you a certificate of participation in the HIDA Trainee Network on your request. Detailed information about the report will follow by email.

Can I apply several times?

Yes, you can apply several times. In case your application is granted, you might be able to apply with another project next time.

HELMHOLTZ VISITING RESEARCHER GRANT: FAQs FOR APPLICANTS

What is the Helmholtz Visiting Researcher Grant?

The Helmholtz Visiting Researcher Grant offers doctoral students and postdocs the opportunity to do a fully-funded short-term research stay at one of the 18 Helmholtz centers. Applications will be accepted from national or international research organizations, universities or the private sector. The program is promoted by HiDA, the Helmholtz Information and Data Science Academy. Its aim is to enable new research collaborations, to foster knowledge exchange, and to explore new or emerging research topics in the field of information and data sciences.

Where can I find an overview of all centers belonging to the Helmholtz Association?

The Helmholtz Association consists of 18 independent research centers all over Germany. You can find an overview of all our centers [here](#). We have six research fields: Energy; Earth & Environment; Health; Aeronautics, Space and Transport; Matter; and Information. Find out more about our research fields [here](#).

I am not a data scientist, computer scientist, information scientist, etc. – can I also apply?

If your planned research project is strongly related to (applied) data and/or information science, then you can apply. For instance, you are a biologist by training and want to learn and analyze cell processes with bioinformatics analyses at the host center.

I am a postdoc at a partner university or institutions associated with one of the Helmholtz Centers – can I also apply?

Yes, you can apply – you may also check our [HIDA Trainee Network](#) whether this program suits you better.

I am a postdoc and currently working at one of the Helmholtz Centers – can I also apply?

If you are a postdoc at one of the Helmholtz Centers and are interested in a research stay at another Helmholtz Center, please check our [HIDA Trainee Network](#).

During the application process, I am asked for contact details of my host supervisor – can my host supervisor be a postdoc?

Your official host supervisor for your application needs be the head of the research group or division in which you wish to carry out your research project. During your exchange you may be supervised by a senior postdoc or scientist.

How long is the exchange financed?

Funding can be provided for a duration of one to three months. Once your research stay is granted, it cannot be divided into separate stays (e.g. you cannot split a three-month-long research stay in three separate one-month-long visits).

When can I start my exchange?

Please note that the review process may take approximately four to five months after the application deadline for the Helmholtz Visiting Researcher Grant. You should also take into consideration that you need some time to organize your exchange. In general, you should start your research stay at your host center within 12 months after acceptance for the program.

Where can I find affordable accommodation during my research stay?

Helmholtz Centers often have guesthouses. You may ask your host supervisor, if he or she could help you find accommodation. HIDA is also there to support wherever possible.

What happens after submission?

Please refer to our [website](#) for further information on our selection process. The review process may take approximately 3 months. You will be informed by email whether your application was successful or not.

My application was successful – what happens next?

You will get an email notification with further information on how to proceed.

How am I reimbursed or paid?

The funding approval is made in agreement with the centers. The research grant will be paid by the host center. Detailed information will follow after successful application. You may also have a look into our information sheet on funding.

Can I take vacation during the exchange?

Of course, you can. You can organize the vacation days individually, but they should be taken in agreement with the groups involved.

What happens after my exchange?

At the end of your research stay, applicants are asked to provide HIDA with a report of their activity at the host center. You will be notified to submit a report by email. The final report should be submitted to the HIDA Office within 3 months of completing the research stay. Upon receipt of the final report, the HIDA Office will send you a certificate of participation in the HIDA Visiting Program on your request. Detailed information about the report will follow by email.

Can I apply several times?

Yes, you can apply several times. In case your application is granted, you might be able to apply with another project next time.

GUIDELINES

For the allocation of research grants within the Trainee Network or the Helmholtz Visiting Researcher Grant of the Helmholtz Information & Data Science Academy (HIDA)

Preamble

The Helmholtz Association of German Research Centres (Helmholtz-Gemeinschaft Deutscher Forschungseinrichtung e.V.) would like to systematically foster junior researchers within an exchange program.

Within the framework of the Trainee Network and the Helmholtz Visiting Researcher Grant of the Helmholtz Information & Data Science Academy (HIDA), the Helmholtz Association would like to offer young, talented researchers who have a connection to information and data science and related technologies the opportunity to conduct interdisciplinary research during a short-term stay at a Helmholtz Center, in order to strengthen their own competencies and to enrich the Helmholtz Association's portfolio of methods and research. To support a research stay as a part of the HIDA exchange programs, the hosting Helmholtz Center (Host Center) awards research grants.

§ 1 Purpose of the Grant

The research grant serves to support a research stay at a Helmholtz Center with a focus on information or data science within the framework of the HIDA Trainee Network or the Helmholtz Visiting Researcher Grant and provides financial support to cover living expenses during the period of the grant stay.

Funding will be provided for

- (1) Postdocs and
- (2) Postgraduates (usually Diplom/Master) with at least three years of professional research experience.

Furthermore, postgraduates from the artistic-technical environment are eligible to apply within the framework of special funding segments provided for this purpose.

§ 2 Eligibility, Requirements

The program is primarily aimed at researchers who work at a Helmholtz Center belonging to the Helmholtz Association and who are transferring to another Helmholtz Center for the duration of their planned research stay (HTN). In addition, researchers from national or international university or non-university (inter)national institutions are also entitled to participate (HVRG).

The planned research project at the host Helmholtz Center must clearly have a connection to information and/or data science.

The recipient of the research grant will receive a leave of absence from the sending institution. The possibility of a tax-free grant is excluded if a status of active employment is in existence during the period of the grant stay.

§ 3 Status of the Grant Recipient

During their research stay, grant recipients carry out their research work in cooperation with the respective Helmholtz Center.

The recipient of the grant is not obligated to deliver any particular research in return or perform specific employment tasks while carrying out their research work within the HIDA Trainee Network or Helmholtz Visiting Researcher Grant.

§ 4 Duration and Amount

The grant stay is limited between one and three months and must be used in a single period:

(1) The grant will be awarded for a maximum period of three months.

(2) The grant is paid monthly at the end of the month. The basic amount of the grant is 2,860.00 EUR. The amount is calculated so that it adequately covers the living expenses of the grant recipient and acts as an incentive to pursue further scientific training at the host Helmholtz Center.

(3) Additionally, without need of application and proof, a mobility allowance of 400.00 EUR per month will be granted as a subsidy for conference and research trips or journeys home, etc.

(4) In addition, further allowances can be paid upon request:

- Health insurance allowance in the amount of 400.00 EUR per month upon presentation of appropriate proof of health insurance coverage.
- Rent allowance of 800.00 EUR per month for renting a temporary secondary residence upon presentation of a copy of

the rental contract of both the current and future residence.

- Child allowance of 400.00 EUR per month for bringing along a minor child (100.00 EUR for each additional child) on presentation of a corresponding birth certificate and proof of childcare at the temporary place of residence.

§ 5 Application

Note: The call for submitting applications for HIDA research grants is published several times a year at stipulated time periods to ensure a fair and competitive selection process. A grant will only be awarded on application. Applications must be submitted in proper form and in time to the designated recipient as stated in the call for grant applications.

Applications should usually be sent directly to the Helmholtz Association's HIDA Office (using an online application portal) and must include an outline of the planned research project and a confirmation from the supervisor at the hosting Helmholtz Center.

§ 6 Application and Selection Procedure

Note: Exact details of the application are listed separately on the HIDA website.

All applications are checked by the HIDA Office to ensure that they are completed and admissible (formal review). Participants are then selected by a selection committee on the basis of the application documents submitted. The selection committee is appointed by the HIDA Steering Committee, which is composed of representatives of the Helmholtz research

fields and the Data Science Graduate Schools of HIDA (HIDSS).

The grant is awarded in particular on the basis of the applicant's letter of motivation or statement of objectives, the quality and originality of the project, and its basic feasibility within the timeframe of the planned research stay. Furthermore, a connection to data or information science and the added value for the research portfolio of the Helmholtz Association must be clearly evident.

Note: The members of the selection committee as well as the award criteria that will be used in the selection process will be published on the HIDA website.

§ 7 Approval

The research grant is approved and paid for by the hosting center in coordination with the HIDA Office of the Helmholtz Association.

§ 8 Personal Report; Certificate

At the end of the exchange, grant recipients are required to write a personal account of their experience (within three months of the end of

the stay). After receiving the report, the HIDA Office will send out a certificate certifying participation and receipt of the grant on the participant's request.

§ 9 Tax Exemption

Grants are tax-exempt, provided that the requirements of § 3 number 44 of the Income Tax Act are met. A statutory opinion (can be provided on request) principally certifies the tax exemption of this grant within the HIDA Trainee Network. We would like to point out that grant's tax exemption status is subject to individual audit by the relevant tax office in the context of the examination of the grant holder's tax return.

§ 10 Miscellaneous

The Helmholtz Association reserves the right to make changes and additions to these guidelines.

§ 11 Effective Date

These Guidelines shall enter into force on the day following their publication.

GUIDELINES FOR APPLICANTS:

How to apply for the **HELMHOLTZ VISITING RESEARCHER GRANT**

PLEASE NOTE: The Helmholtz Visiting Researcher Grant addresses doctoral researchers or 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 Helmholtz Visiting Researcher Grant. Please also check our **FAQs** for further information.

Applications for the Helmholtz Visiting Researcher Grant 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 Helmholtz Visiting Researcher Grant'.

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 Helmholtz Visiting Researcher Grant 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 Helmholtz Visiting Researcher Grant 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 Helmholtz Visiting Researcher Grant.

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 Helmholtz Visiting Researcher Grant* and you can edit and save your application. Using *Edit* do edit application; using *View* to check your information:



 Complete
  Pending
  Failed
  PDF file

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

- Application Process: HIDA Visiting Program

Reference number: 12194

Expand all



	Documents	Actions
Application Process: HIDA Visiting Program		
Status of Application		
Application for the HIDA Visiting Program		 My Application - HIDA Visiting Program
References		
HOST Supervisor		
Report		

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

- Application Process: HIDA Visiting Program

Reference number: 12263

Expand all

	Documents	Actions
Application Process: HIDA Visiting Program		
Status of Application		
Application for the HIDA Visiting Program		 My Application - HIDA Visiting Program
References		
Report		

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.

PLEASE NOTE: Doctoral students and PhD students are eligible to apply for this funding line, as well as M.A. holder with a minimum of 3 year of research experience.

Application

Please note that only doctoral students (with at least one year of research experience at the time of the research stay) postdocs, or researcher with a master/diploma degree and min. 3 years research experience are eligible to apply!

Current academic status

☐ Yes, I am a doctoral student
☐ Yes, I am a postdoc
☐ Yes, I am a researcher (master/diploma)
☐ No

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 *

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.

4. Proposed Work

Project title *

Summary of the proposed work *

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. 2000 characters)

Motivation & reasons *

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

Benefit to HOME research group *

Please describe how your HOME research group will benefit from the visit. (max. 1250 characters)

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.

6. Scientific CV

Show row weights

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

Year Month to:
2021 Jun

Details

Remove

Add another item

Show row weights

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

Year Month to:
2021 Jun

Details

Remove

Add another item

Date of PhD exam *

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

Date

E.g., 24.06.2021

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

Year Month to:
2021 Jun

Details

Remove

Add another item

Professional non-academic positions held in the past

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	<input type="text"/>
Title	<input type="text"/>
Year	<input type="text"/>
Journal	<input type="text"/>
Link to the published publication	<input type="text"/>
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	<input type="text"/>
Country	<input type="text" value="- None -"/>
Year	<input type="text"/>
Contribution	<input type="text"/>
Remove	

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

[Add another item](#)

[Show row weights](#)

Other

Title	<input type="text"/>
Year	<input type="text"/>
Description	<div style="height: 100px;"></div>
Remove	

[Add another item](#)

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 *

☐ 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 *

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