

HIDA TRAINEE NETWORK: Information on funding options

Each Center of the Helmholtz Association is an independent legal entity and may be subject to different regulations. Please speak with your contact at your center in advance to determine which type of funding is suitable and whether there are exceptions to and deviations from the following funding options.

1. Receive funding for travel and material expenses (up to 2.000 EUR per month): For Helmholtz-internal doctoral researchers and postdocs who have existing employment contracts with one of the centers for the duration of the research stay. You organize your research stay as a business trip. HIDA reimburses your Helmholtz Center (Home Center) for the expenses after the end of the exchange.

The usual provisions in place at the Helmholtz Center determine which travel expenses are eligible for reimbursement; this typically includes transportation expenses, expenses for accommodation (e.g. at a guest apartment), and additional meal expenses that are covered by per diems. The Helmholtz Center can also claim material expenses to HIDA after the exchange is completed. These include, among others:

- Expenses for processing power
- Acquisition of software needed for the exchange
- Hard disk
- Laptop*

The materials listed above become the property of the Helmholtz Center following their purchase.

*A laptop may be purchased in principle. However, this may significantly reduce the maximum amount of funding available from HIDA to cover the travel and material expenses.

2. Receive a research grant to finance your research stay (2.860 EUR per month plus allowances; see further details in the HIDA Guidelines for Research Grants): For Helmholtz-associated postdocs who are affiliated with a Helmholtz Center but are employed at a university or other partner organization. You will take a leave of absence from your home organization and receive the research grant from the Helmholtz Center that is hosting you (Host Center). HIDA reimburses the Helmholtz Center for the expenses after the end of the exchange.

Grants are not subject to tax, provided the requirements under § 3 number 44 of the German Income Tax Act are met. A legal assessment (which can be provided upon request) certifies that this HIDA research grant is exempt from tax as a matter of principle. Nonetheless, we would like to point out that the tax-exempt status of this grant is subject to individual verification by the respective tax office when reviewing the grant holder's tax return.

Health insurance coverage is required in Germany. We recommend that you contact your current health insurance provider to discuss the options available to you during the period you are receiving the HIDA research grant. In order to cover these expenses, you can receive an allowance of 400 EUR per month by presenting proof that you have health insurance coverage. This allowance and the other allowances listed in the guidelines for the grant are lump sums.

All other types of social insurance (e.g. unemployment insurance, pension insurance) are voluntary and therefore are not covered by the allowances that are part of the research grant. Under certain conditions, recipients of the grant can submit an application to the Federal Employment Agency for additional voluntary insurance in the unemployment insurance scheme within a month of commencing their work. Further information can be obtained from the local employment agencies (<https://www.arbeitsagentur.de/en/welcome>). You also have the option of paying in to the statutory pension scheme if you wish. We recommend that you contact the HR department or the respective insurance providers for advice if you have any questions regarding this.

If you are working in Germany on a visa, we recommend that you contact your foreigners' authority to determine whether an interruption to your status as a grant recipient would affect your status. Further information is also available from the following hotline: <https://www.make-it-in-germany.com/en/about-the-portal/contact/hotline/>.

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.

§ 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).

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.

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.