

## **GUIDELINES FOR HOME & HOST SUPERVISOR: HIDA Trainee Network**

### GENERAL INFORMATION

The HIDA Trainee Network fosters 1-3-months-research stays at another 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 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, the candidate provides contact details of his or her home supervisor (current Helmholtz Center) 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 3 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)

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*