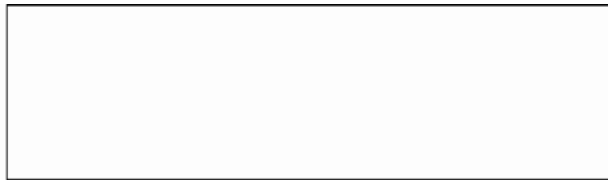




LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN



# **LMU Research Fellowships Promotion of Postdoctoral Researchers**

**- Outgoing Scheme -**



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## LMU Munich

Ludwig-Maximilians-Universität (LMU) München is a leading research-intensive university in Europe with a tradition going back more than 500 years. LMU Munich covers a wide spectrum of subjects ranging from the Humanities and Cultural Sciences, Law, Economics and Social Sciences, Natural Sciences to Medicine and Veterinary Medicine. As part of its Institutional Strategy LMUexcellent, LMU places a major focus on the provision of optimal conditions and reliable career options for junior researchers at all stages of their academic career. To this end, the University established the LMU Research Fellowship Program in 2009 as a building block of the "[LMU Academic Career Program](#)".

## General Description of the LMU Research Fellowship Program

The LMU Research Fellowship Program is designed to promote excellent junior academics from all fields of research. The program gives early-stage postdoctoral researchers the opportunity to carry out an independent research project with the support of an LMU professor and enhances their career development by fostering the training and mobility of fellows. Therefore, Research Fellows will have to engage in cross-border or cross-sector mobility as part of their project. In addition, the program serves to further strengthen the University's network of regional and international partnerships.

The program is co-financed by the Marie Skłodowska COFUND scheme of the European Union's Framework Program for Research "Horizon 2020" and adheres to the scheme's provisions for the implementation of fellowship programs. As part of COFUND, the program offers an incoming and a new outgoing scheme. Up to 15 LMU Research Fellowships will be available in the 2017 Call, ten incoming fellowships and five outgoing fellowships:

- The Incoming LMU Research Fellowships are directed at international postdocs who have completed their doctoral degree within the last three years. They will undertake research stays at international academic partner institutions or collaborate with non-academic institutions as part of cross-sectoral fellowships.
- The Outgoing LMU Research Fellowships are targeted at postdocs who have completed their doctoral degree at LMU Munich within the last year. They will initially undertake a secondment to an academic institution in a country outside of the European Union before returning to LMU Munich for a reintegration phase.

## What does the fellowship offer?

As part of the 2017 call, five Outgoing LMU Research Fellowships will be awarded. Selected fellows will be offered optimal working conditions to carry out their own independent research project:

### Duration

The “LMU Research Fellowships” are granted for a period of two years. In exceptional cases, funding for an extra year during the outgoing phase of the fellowship will be awarded to fellows who need additional research time due to the scope and originality of their planned research (2+1 fellowship).

**Fellowships should commence by September 1, 2018.**

### Fellowship

Research Fellows will be employed by the University for the full duration of the fellowship (including the outgoing phase) and will receive an attractive salary according to the German “Tarifvertrag der Länder (TV-L)” (typically TV-L pay grade E 14 = annual gross salary starting at approx. € 50,000).<sup>1</sup> The fellow’s gross salary will be subject to income tax deduction and social security contributions. These depend on the fellow’s individual status and are both paid directly to the state by the University as employer. For further information on employment, taxes, social security, immigration and living in Germany please see the links below.

### Resources

As part of the fellowship, material and travel expenses (including expenses for research assistants) of up to € 15,000 during the outgoing phase and up to € 10,000 during the reintegration phase may be granted. In addition, a contribution to living costs during the outgoing phase will be provided. Furthermore, candidates may apply for up to € 2,000 for the reimbursement of relocation costs to Munich, subject to legal conditions.

### Academic Integration at LMU Munich

The fellows will be integrated into a faculty of LMU Munich and during their 12-month reintegration phase may also become involved in teaching (up to 2.5 hours per week). Their application must be supported by a professor of LMU Munich, who will function as academic mentor for the respective fellow for the duration of the fellowship and will ensure the fellow’s academic and infrastructural integration. During the fellow’s reintegration phase, the mentor

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<sup>1</sup> The fellow’s salary will be established on the basis of an individual assessment of the fellow’s professional history according to the guidelines of the collective agreement for the public service of the German states („Tarifvertrag der Länder (TV-L)“).

will secure 50% of the personnel costs of the fellow's position and will be responsible for providing a work place at the respective department or institute.

The fellows will also be members of the Young Center of the Center for Advanced Studies ([www.cas.lmu.de](http://www.cas.lmu.de)) and be able to make use of its services (e.g. organization of international workshops, invitation of visiting academics, etc.). CAS is a forum for intensive interdisciplinary academic exchange, which promotes cooperation between outstanding researchers from LMU Munich and fosters the integration of visiting academics.

Their academic integration and the services provided by CAS will foster the disciplinary and interdisciplinary development of Research Fellows. In addition, fellows will be able to choose from a wide variety of support services and professional training options specifically designed for early-career researchers at LMU Munich relating to e.g. advancing their individual career, enhancing their research and teaching competences, developing transdisciplinary competences such as leadership and communication skills as well as translating their research into social and technological innovations.

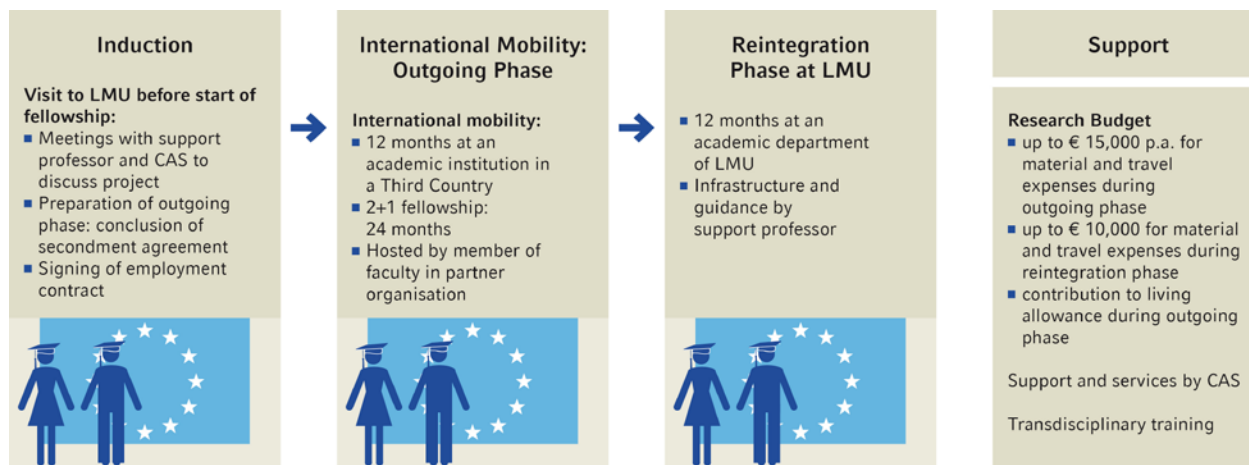
## **Mobility**

As part of their fellowships, fellows will initially undertake a 12-month-secondment to an academic institution of their choice in a country outside of the European Union (a so-called Third Country).<sup>2</sup> In exceptional cases an outgoing phase of 24 months can also be awarded. Candidates will have to provide a detailed justification of the necessity and added value of the extended outgoing phase for their projects.

During their outgoing phase, fellows will be hosted by a member of faculty of their chosen partner organization who – like the fellow's support professor at LMU Munich – must support the application. He/she will take on a mentorship role in addition to the fellow's support professor by providing the necessary infrastructure and academic guidance during the fellow's outgoing phase.

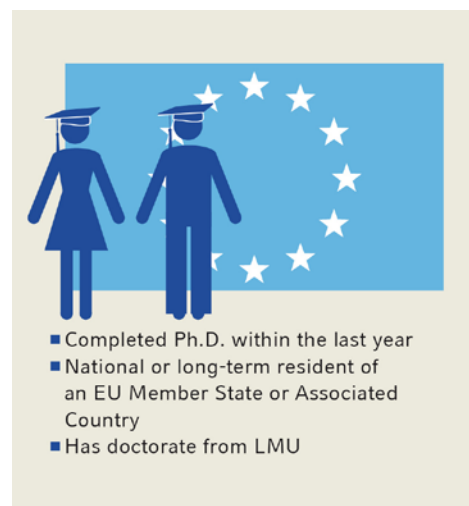
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<sup>2</sup> Third Countries are countries which are neither EU Member States ([https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)) nor associated to the Horizon 2020 framework program ([http://ec.europa.eu/research/bitly/h2020\\_associated\\_countries.html](http://ec.europa.eu/research/bitly/h2020_associated_countries.html)).



## Who can apply?

The LMU Research Fellowship Program is open to applicants who have completed their doctoral studies at LMU Munich within the last 12 months prior to the call deadline. Candidates who have completed their doctorate more than one year previously but whose postdoctoral experience does not amount to a total of more than one year because of career breaks due to family, health or other reasons will also be eligible to apply. Any such interruptions should be indicated in applicants' CVs. Doctoral students who have not completed their Ph.D. by the closing date for applications may also apply. However, the Ph.D. must be completed before the commencement of the fellowship (see section How to apply?).



In addition, applicants must fulfil the Marie Skłodowska-Curie mobility requirements: Only nationals or long-term residents of an EU Member State or an Associated Country may apply.<sup>3</sup>

Furthermore, applicants *must not* have resided or carried out their main activity (work/study/etc.) in the Third Country where the outgoing phase will take place for more than 12 months in the three years immediately prior to the application deadline unless as part of a procedure for obtaining refugee status. Compulsory national service and/or short stays such as holidays are not taken into account.

<sup>3</sup> Long-term residence means a period at any time in the past of full-time research activity in the EU Member States ([https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)) or Horizon 2020 Associated Countries ([http://ec.europa.eu/research/bitly/h2020\\_associated\\_countries.html](http://ec.europa.eu/research/bitly/h2020_associated_countries.html)), which lasted at least five consecutive years.

**Applicants who do not meet these criteria will not be eligible to apply for an LMU Research Fellowship.**

LMU Munich is an equal opportunity employer committed to excellence through diversity and therefore explicitly encourages women to apply. Disabled applicants with essentially equal qualifications will be given preference.

**When and how to apply?**

Applications must be prepared and submitted electronically through the LMU Research Fellowship online application portal ([www.lmu.de/excellent/research-fellowships](http://www.lmu.de/excellent/research-fellowships)) in English. Guidance on completing the individual sections of the application is provided on the application portal.

**The closing date for applications is December 1, 2017 at 23:59 (CET).**

The following documents must be uploaded as part of the online application:

**CV** (max. 2 pages)

The CV should provide a detailed history of your academic training and employment to date. Please ensure that any breaks in your career due to maternity, paternity or adoptive leave, ill health or other reasons are clearly stated. In addition, please confirm that you meet the mobility criteria and note that you will have to provide additional information concerning these requirements.

**Certificates / Transcripts of Records**

Please upload certificates or transcripts of records as part of your online application. If your certificate is in another language than English or German, please provide a certified translation with the certificate.

**Research Proposal** (max. 5 pages; font: Arial; font size: 11 pt.)

In your research proposal you should address the following questions:

- What are the main aims of this research project?
- What are the central research questions?
- Which theories and methods will be employed?
- What is the innovative potential that merits funding? How will the project contribute to your field of research?
- How and in what form will the results of this research project be disseminated?

- How will the project be connected to existing research activities at LMU Munich?
- Why have you chosen your host institution for the outgoing phase and what is the value-added of your secondment for your project?
- How will the outgoing and the return phase be integrated into the overall project plan and how will the outgoing phase – in particular – contribute to the successful completion of the project?
- How will this research project contribute to the development of your career?

If you intend to apply for funding for three years, you will need to explain in detail why an additional year of funding during the outgoing phase is deemed necessary due to the scope and originality of the planned research project. Please note that a term of three years can only be awarded in exceptional cases which must be well founded.

Please include a timeline in the research plan.

### **Budget Plan**

When putting together a budget plan for your project, please make sure to take into account the maximum amounts under Resources and use the Excel template provided on the online application portal. The resources applied for should be consistent with the proposed research project and a justification of the required resources should be provided in the budget plan.

### **Ethics assessment**

As part of your application you will need to indicate potential ethical issues entailed by your research project and complete an ethics checklist. If your project raises any ethical issues, you will need to provide a separate statement on how these will be addressed. Detailed guidance is provided in the ethics section of the online application.

### **Letter of recommendation** (max. 2 pages)

A letter of recommendation is to be submitted by an external referee using the online application portal.

### **List of potential peer reviewers**

Please list a minimum of three and up to five experts who are in a position to act as potential referees of your application. Individual referees may be selected from your list and additional referees identified by LMU Munich. Only referees who do not have any conflicts of interest will be contacted and asked to provide an evaluation of your application. Further guidance on the selection of referees is provided on the online application portal.



**Support statement by an LMU professor and his or her CV** (each max. 2 pages)

You will be responsible for identifying and contacting a potential support professor. The Center for Advanced Studies supports candidates in providing further information on core areas of research at LMU Munich and finding professors who match the candidate's research interests. Inquiries should be directed to [researchfellowships@campus.lmu.de](mailto:researchfellowships@campus.lmu.de). It will be at the discretion of LMU professors whether or not to support a candidate ([list of professors](#)).

The support statement by an LMU professor and his or her CV are to be submitted via the Dean of the respective faculty by the closing date for applications.

It should not exceed two pages and must include a statement by the support professor to the effect that he or she will secure 50% of the personnel costs for the fellow's position during the reintegration phase of the fellowship, either through the provision of half of an academic employee position or equivalent resources. If the candidate applies for an additional year of funding, a short appraisal by the Support Professor regarding the extended funding period will be required. Furthermore, the statement will need to confirm that the support professor will provide a work place at the respective department or institute and ensure the fellow's academic and infrastructural integration during the research fellowship.

**Please note:** A support professor may provide academic integration and infrastructural support only for **one** candidate.

**Support statement by a member of faculty from your chosen partner organisation and his or her CV** (each max. 2 pages)

You will be responsible for identifying and contacting a potential partner organization. The support statement by a member of faculty from your chosen partner organization and his or her CV are to be submitted via the online application portal. The support statement should confirm the willingness of the member of faculty to host the fellow for the entire outgoing phase and to provide the necessary infrastructure and academic guidance. The secondment to the chosen partner organization will be arranged as part of an individual secondment agreement following the approval of the outgoing fellowship.

General questions regarding the application process may be directed to:

[researchfellowships@campus.lmu.de](mailto:researchfellowships@campus.lmu.de)

## Selection Procedure



1. Applicants must submit their applications in full through the online application portal ([www.lmu.de/excellent/research-fellowships](http://www.lmu.de/excellent/research-fellowships)).

The University Research Board of LMU Munich is responsible for overseeing the review process and making recommendations on the selection of candidates. The Board is an interdisciplinary committee consisting of high-ranking internal and external academics. The Board advises the University Governing Board on issues regarding research funding and the promotion of junior academics.

2. Following the closing date for applications, all online applications will undergo an eligibility check. Applicants will be informed whether their application has been formally accepted.
3. As part of the international peer review, all eligible applications will be evaluated by two referees. Applications will be ranked on the basis of the results of the evaluation and the University Research Board will decide on the selection of candidates for an interview. Applicants will receive an email whether or not they have been shortlisted for an interview. Interviews are expected to take place in April 2018.
4. The University Research Board will conduct the interview with each applicant. Based on the international peer review and the results of the interviews, the URB will make a recommendation on the selection of candidates to the University Governing Board.
5. The University Governing Board will reach a final decision on the selection of candidates and the resources to be granted on the basis of the recommendations by the University Research Board. The fellowships will then be awarded.

## Selection Criteria

The applications will be evaluated on the basis of the following criteria:

- **Outstanding quality of the applicant** as indicated by e.g. certificates, publications, prizes and awards, third-party funding raised by the applicant, international experience (weighting 30%)
- **Quality and feasibility of the research project** also with respect to the planned collaboration with the partner organization and potential ethical issues (30%)
- **Involvement in one of the research areas** of a professorship at LMU Munich and **contribution of the planned collaboration with the partner organization** to developing such areas by innovative approaches and research perspectives (20%)
- **Impact and benefit of the fellowship to the candidate's career development** (potential for advancing their candidate's career): increasing academic output, third-party funding, and/or transfer of scientific knowledge, initiation of new cooperative research networks, increasing prospects for faculty or senior-level position (20%)

## Appeals Procedure

Candidates may submit any complaints regarding the evaluation of their application. While any formal shortcomings in the selection process will be addressed, the academic evaluation of candidates will generally not be open to appeal as the quality and impartiality of the assessment is ensured through a four-stage process involving international peer review. Formal complaints regarding the funding decision must be submitted in writing to [researchfellowships@campus.lmu.de](mailto:researchfellowships@campus.lmu.de) within 30 days of the receipt of the decision. Complaints will be reviewed by the University Research Board. The outcome of the review and, if relevant, any actions to be taken will be communicated to applicants by the Chairs of the Board.

## Useful Links

The following websites provide information on employment, taxes, social security, immigration and living in Germany:

- <http://www.en.uni-muenchen.de/scholars/services/gateway/index.html> (website of LMU Gateway – for New International Academic Staff at LMU Munich)
- <https://euraxess.ec.europa.eu/> (EURAXESS Researchers in Motion Portal which provides a wide range of information for researchers on working and living in Germany including social security, taxes, immigration requirements, etc.)
- <http://ec.europa.eu/eures/> (website of the European Job Mobility Portal which also provides a wide range of information on working and living in Germany)

- [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht_node.html)  
(website of the German Federal Foreign Office which provides information on visa regulations)