



Application Guidelines

Short Term Grants

What is the duration of a Short Term Grant?

Short Term Grants are intended for stays of about 1-3 weeks duration.

Who may apply?

Applicants for Short Term Grants must have completed their PhD. The Centre offers Short Term Grants to applicants in all disciplines that can be supported at the University of Bayreuth*.

Applicants for Short Term Grants must have lived outside Germany for a minimum of 12 months in total in the 18-month period prior to submission of the application. Researchers of German nationality are eligible to apply if their regular residency is abroad with the prospect of at least five years. Potential applicants who have completed their school education and one university degree or one university degree and their doctorate in Germany are subject to the regulations applying to German citizens. Researchers currently based at German research institutions are not eligible for this programme.

We view the diversity of our awardees as an asset and are expressly committed to the goal of gender equality. Female scholars and anyone who can help make the research profile of the university more diverse are strongly encouraged to apply.

In case of doubts about the eligibility of the researcher, submission of documentary evidence may be requested after the call deadline.

Are there specific research priorities?

There are no research priorities. Researchers from all disciplines represented at the University of Bayreuth may apply. Both disciplinary and interdisciplinary projects are possible.

Who may act as local host at the University of Bayreuth?

Potential hosts for a Short Term Grant are senior faculty members of the University of Bayreuth, i.e. Professors, Junior Professors, Habilitation candidates, and independent Junior Research Group Leaders.*

How will the local host at the University of Bayreuth be involved?

The local hosts act as primary research collaboration partners for the Grantees. In this capacity, they also provide their Grantees with appropriate office space and an up-to-date

* Members of the Cluster of Excellence (as defined by [§ 11 \(3\) of the Cluster Rules](#)) cannot act as host if the research focus of the application is on African Studies. This is due to regulations of the German Research Foundation stipulating that the Centre cannot provide funding to enhance resources of the university's Cluster of Excellence. In case of doubt, please contact our office before applying.

infrastructure including access to library systems and laboratories. They recommend suitable terms and coordinate the decision with their department and Dean as well as with the Bayreuth Humboldt Centre.

When is the application deadline?

The deadline is **November 4, 2024; 23:59 h CET**. Incomplete or late applications will not be considered.

Whom may I contact for information when preparing my application?

Candidates preparing an application for a Short Term Grant are encouraged to [contact the Office of the Bayreuth Humboldt Centre](#) for further inquiries. Before doing so, we kindly ask you to **have a look at our [Frequently Asked Questions](#)**.

How do I apply?

Please submit your **complete application** via our [online form](#) by **November 4, 2024**.

In addition to the information requested in the online form, applicants need to submit the following documents:

1. A **concise outline of research plans** jointly signed by applicant and host(s) incl. a preliminary schedule regarding the candidate's projected stay at the University of Bayreuth (max. 2 pages excluding list of literature)
2. **CV** in tabular form (max. 3 pages)
3. **List of publications** of the applicant (covering last 10 years only, highlighting the 5 most relevant publications for the project; max. 2 pages)

In addition to the above, the local host(s) at the University of Bayreuth need to submit their **supporting letter** as a pdf via [email](#) to the Office of the Bayreuth Humboldt Centre until the given deadline as detailed in the [Application Guidelines Host](#). In the supporting letter, the host(s) explicate the applicant's scientific excellence and suitability, and state their involvement in the collaborative research project. Ultimately, the host should include the facilities provided by the hosting institute (max. 2 pages).

For the afore-mentioned attachments, please conform to the following formatting standards: *font* Arial, 11 pt; *line spacing* 1.5; *all margins* 2.5 cm. Page limits may not be exceeded. Incomplete or late applications will not be considered. The application and the supporting letter should be submitted in English. In exceptional cases German is possible; please consult with the Office.

How are the applications evaluated?

The Executive Board of the University of Bayreuth Centre of International Excellence "Alexander von Humboldt" will evaluate the applications according to the following criteria:

- Academic record and academic performance of the applicant to date,
- Future potential of the applicant,
- Quality of key publications specified in the application,

- Originality and innovation potential of the suggested research outline, and
- Feasibility of the research project in cooperation with the local host and interconnectivity with the University of Bayreuth beyond the local host.

When will a decision be made?

An announcement of the decisions made on the applications is expected in December 2024 / January 2025.

Timetable

Call for applications	July 2024
Application deadline	November 4, 2024
Review procedure	November/December 2024
Awarding decision	December 2024
Notification of applicants	December 2024 / January 2025
Earliest starting date of research stay	February 2025
Latest starting date of research stay	9 months after acceptance
Latest call for billing	6 months after research stay

To prepare your application, in the following please find all items asked in the online form for your preparation:

General Information

- First name*
- Middle name
- Family name*
- Title*
- Date of birth*
- Place of birth*
- Country of birth*
- Gender*
- Nationality*
- Country of permanent residence*
- Stays in Germany within the last 18 months (incl. type of stay)

Contact Information

- E-Mail*
- Website
- Street*
- Town*
- State
- Postal code*
- Country*
- Telephone Number*

Research Profile:

- Research Discipline (Major)*
- Research Discipline(s) (Minor)*
- Research Tags*
- Date of Completed PhD*

Current Professional Employment (if applicable)

List your current professional employment including the names of the employer and the institutional address. Please briefly list your duties and responsibilities.

Name of employer
Current position
Address
Employed in this position since
Duties and responsibilities (max. 700 characters)

Most Relevant Former Professional Employments (if applicable)

Max. 3 Employers

Time period
Position
Institution
Duties and responsibilities (max. 700 characters)

Additional Relevant Information

List of awards and accomplishments (if applicable)

Please list your most relevant awards and accomplishments (max. 5 awards)

Year / Award

List of relevant duties and responsibilities beyond your professional employment (if applicable)

Max. 5 entries

Year / Responsibility

Research Project

Working title (max. 200 characters)*

Abstract (max. 1000 characters)*

Main disciplinary fields of the research project

You can add up to three further disciplines.*

Projected time frame of your research stay at UBT

Fixed (start and end date) / flexible (earliest start date and latest end date)

Host

Main Host and Second Host (if applicable)

Title, Name*

Current Position at the University of Bayreuth*

Institute*

Faculty*

Employed at UBT since*

E-Mail*

Website*

Have you collaborated with this host in the past? If so, how? (max. 500 characters)

Additional Question

How did you learn about this Call for Applications?

Documents for Submission

Please include all information outlined in the relevant [Application Guidelines](#)

Outline of your research proposal* (**Upload**)

Curriculum Vitae* (**Upload**)

List of Publications* (**Upload**)

Please note that to finalize your application, your main host needs to forward their signed supporting letter to the Office of the Bayreuth Humboldt Centre via [email](#) until November 4, 2024.

Declaration of Accuracy and Consent

Ich versichere die Richtigkeit der oben gemachten Angaben. Änderungen und Zusätze werde ich dem Bayreuth Humboldt Centre umgehend bekanntgeben. Die Hinweise zum Antrag sowie die [Ausführungen zur Datenerfassung](#) habe ich zur Kenntnis genommen, insbesondere, dass die

Verantwortung für die Vollständigkeit dieses Antrags bei mir liegt. Ich erkläre mich damit einverstanden, dass die Bewerbungsunterlagen für 5 - 10 Jahre beim Bayreuth Humboldt Centre verbleiben.

I certify that the information provided in this application is accurate to the best of my knowledge. Furthermore I agree to inform the Bayreuth Humboldt Centre immediately of any changes and amendments. I have taken note of the information provided in and regarding this application as well as the [notice about the storage of personal data](#). I accept responsibility for the completeness of my application. I agree that this application and accompanying documents shall remain with the Bayreuth Humboldt Centre for 5 - 10 years.

all fields with (*) are required