

Preamble

Fellows¹ are selected to carry out research projects on the basis of public invitations to contribute to specific research programmes, and also applications independent of specific programmes on the basis of individual project proposals. Recognized scientists, and in individual cases individuals from non-scientific sectors such as public administration, business, art, civil society or other fields, may be appointed as visiting scientists ("Fellows") at the GFZ for a limited period, usually not exceeding two years. Appointments should take into account the international character of science and research, the qualification of the scientist, and the scientific originality and feasibility of the project. Care should be taken to achieve a balanced mix of age groups among the scientists. Fellows receive a grant from the GFZ, subject to available funding, to compensate for costs incurred by them or their home institution in connection with their stay in Potsdam.

§ 1 Principles

- (1) Fellows shall be directly assigned to a Director based on their specific research subject. The GFZ shall conclude a written agreement with the Fellow, defining the mutual rights and obligations between the GFZ and the Fellow.
- (2) Any modifications to the planned research project (e.g. an interruption in work during the defined funding period) require the prior written consent of the GFZ.
- (3) Secondary employment is only possible in exceptional cases, provided that it does not interfere with the purpose of the grant. Fellows must obtain written approval from the GFZ before accepting any secondary employment. The regulations on the admissibility of secondary employment and on potential deductions from the grant are detailed in Section II. 1.8 and 2.2 of the BMBF Additional Regulations for the Promotion of Talented Students and Talented Young Scientists (*Zusätzlichen Nebenbestimmungen zur Förderung begabter Studierender sowie begabter Nachwuchswissenschaftlerinnen und -wissenschaftler des BMBF*), (http://www.bmbf.de/pubRD/richtlinie_begabtenfoerderung.pdf), which apply to all Fellows.
- (4) No further funding may be received from German science funding institutions for research on topics of the same or related content during the funding period.
- (5) The GFZ must be informed immediately in writing of any other funding received for research projects with the same content or on related topics (e.g. by foreign institutions), as well as any other external funding and any change in the Fellow's personal or economic circumstances relevant to the amount of the grant that may have an impact on its calculation or payment (e.g. change in marital status, income from

¹ In the absence of a female/non-binary designation for the English word "Fellow," the term "the Fellow" in this agreement shall always apply to female/non-binary Fellows as well.

employment, etc.). Likewise, incidents of long-term illness (more than six weeks) must be reported to the GFZ.

(6) There is no legal entitlement to the allocation of a grant.

§ 2 - Grants

(1) The GFZ awards research grants to scientists with above-average qualifications from Germany and abroad.

(2) Grants are awarded for a period of two years. In exceptional cases, grants may be extended for up to two more years.

(3) Grants may be awarded to doctoral researchers, junior scientists, senior scientists and professors:

a) grants for **Doctoral Researchers** enable graduates with above-average qualifications who completed their university degree (diploma / MA) no more than three years ago to undertake a research stay at GFZ for a limited period.

b) grants for **Junior Scientists** (post-docs) enable scientists with above-average qualifications who are at the beginning of their scientific career and who, as a rule, obtained their doctorate no more than four years ago to undertake a research stay at the GFZ for a limited period.

c) grants for **Senior Scientists** enable scientists with above-average qualifications who, as a rule, obtained their doctorate no more than twelve years ago to undertake a research stay at the GFZ for a limited period. The scientists are expected to have a clearly recognizable, independent scientific profile. As a rule, they should already work at least as an assistant professor or junior research group leader, or can demonstrate several years of independent scientific activity.

d) grants for **Professors** enable professors of different age groups with above-average qualifications, and who can provide evidence of outstanding research results, to spend undertake a research stay for a limited period.

(4) In the case of grants awarded to persons outside academia (see preamble), the recipient shall be assigned to a category pursuant to § 2 (3) on a case by case basis.

(5) The grant serves to cover the recipient's cost of living, and is only available for the purpose specified in the agreement and only in the amount awarded.

(6) Annex 1 of these guidelines provides provisional guidance on the amount awarded for each tier of the programme. The actual amount awarded depends on the recipient's qualifications and family situation.

(7) The grant is comprised as follows:

a) Basic amount (including an allowance for material costs)

b) Accommodation allowance

c) Moving expenses

d) Allowance for travel costs

- e) Allowance for spouse or registered civil partner
 - f) Lump sum for child care
- (8) The grant is paid monthly in advance for the duration of the recipient's actual attendance.
- (9) Grants serve research purposes and are tax exempt in Germany in accordance with § 3, No. 44, EStG [*Einkommensteuergesetz* / Income Tax Act]. The fellowship does not establish or constitute an employment or work relationship. Accordingly, no contributions are payable to social insurance schemes.
- (10) In order to prevent discrimination in the distribution of grants, the specific situation of disabled persons must be accounted for in accordance with § 1 of the Law on Equal Treatment of Disabled Persons [*Gesetz zur Gleichstellung behinderter Menschen*].

§ 3 - Accommodation Allowance

Fellows receive an accommodation allowance corresponding to 10% of the basic amount of the grant awarded.

§ 4 - Relocation expenses

- (1) Travel expenses for the Fellow's outward and homeward journey will be reimbursed in accordance with the provisions of the German Federal Travel Expenses Act (BRKG). Family members who accompany the Fellow for an uninterrupted period of at least three months will be reimbursed for their travel expenses.
- (2) Relocation costs will be reimbursed up to the amount of a lump sum calculated according to distance and size of the family (Annex 2).

§ 5 - Travel allowance

A written application must be submitted to GFZ for journeys that serve the agreed purpose of the research stay. The modalities and amount of the travel allowance is determined in accordance with the German Federal Travel Expenses Act (BRKG).

§ 6 Allowance for a spouse or registered civil partner

- (1) If a spouse or registered civil partner pursuant to the Federal Act on Registered Civil Partnership [*Gesetz über die eingetragene Lebensgemeinschaft*] accompanies the Fellow for an uninterrupted period of at least three months, upon application a married persons allowance may be granted during the funding period in the amount of 276 EUR per month. Certified proof of marriage or entry in the civil partnership register must be submitted when applying for this allowance.
- (2) Any income of the spouse (salary or income from self-employment / employment in Germany, or German or foreign grants) which exceeds the so-called "earnings cap for marginal employees" (mini-jobber, currently 400 EUR per month) will be set off against the married persons allowance. Details of the partner's monthly income must be submitted to the GFZ when applying for the allowance.

§ 7 Lump sum for child care

A lump-sum childcare allowance of EUR 276 per month may be granted upon application during the funding period to cover expenses for children under the age of 12 years at the time the fellowship is awarded and who accompany the Fellow for an uninterrupted period of at least three months. If the children do not require a visa to enter Germany, a certified copy of the birth certificate(s) must be submitted to the GFZ with the application.

§ 8 - Health insurance

- (1) Research Fellows must arrange their own health insurance with a relevant provider. Evidence of insurance must be submitted to GFZ upon commencement of the fellowship.
- (2) If a health insurance scheme in the Fellow's home country does not guarantee sufficient coverage for their stay in Germany, the Fellow is obliged to take out health insurance for himself/herself and any accompanying family members.

§ 9 - Achievement and utilization of research results

- (1) The objectives agreed ahead of the fellowship are to be achieved during the term of the research stay at the GFZ. If these cannot be achieved, the reasons are to be communicated to the GFZ in writing.
- (2) Research results are to be submitted to the GFZ before the conclusion of the funding period in the form of a final report.
- (3) The publication of research results achieved in the context of the fellowship should be accompanied by appropriate reference to the funding provided by GFZ.
- (4) Fellows must comply with the GFZ rules on "Safeguarding Good Scientific Practice", which are aligned with the DFG's Code of Conduct "Guidelines for Safeguarding Good Research Practice" (<https://intranet.gfz-potsdam.de/en/for-researchers/good-scientific-practice>).
- (5) The exploitation of research results is governed by Sections 6-12 of the Supplementary Provisions for Grants on an Expenditure Basis of the Federal Ministry of Education and Research for Project Funding [*Besondere Nebenbestimmungen für Zuwendungen des Bundesministeriums für Bildung und Forschung zur Projektförderung auf Ausgabenbasis*] (<http://www.bibb.de/dokumente/pdf/0330a.pdf>).

§ 10 - Procedure

- (1) A written agreement concerning the fellowship will be prepared on the basis of the details provided by the Fellow. Any change in personal or economic status relevant for the calculation or payment of the grant must be communicated to GFZ without delay. Should a Fellow provide erroneous or incomplete details, or breach their duty of notification (Sentence 2), the agreement may be subsequently amended and, as a result, the GFZ may demand the repayment of grant money pursuant to Article 3.

- (2) The GFZ is entitled to partly or fully cancel this agreement on important grounds. Good cause shall be deemed to exist in particular if:
- a) the prerequisites for the conclusion of the agreement are no longer met;
 - b) the Fellow made erroneous or incomplete statements on important facts or failed to comply with their duty of notification (Article 1, Sentence 2).
 - c) the Fellow discontinues their research project prematurely.
- (3) A subsequent correction (Article 1, Sentence 3) or termination of the agreement (Article 2) will insofar lead to the discontinuation of payment. Wrongly paid amounts will be reclaimed by the GFZ. An interest rate of 3 percent above the respective yearly base rate shall apply.
- (4) The grants envisaged in these regulations may be paid in lesser amounts if it is anticipated that the GFZ would otherwise exceed its available budget.
- (5) In exceptional cases, and after consultation with the funding providers, the Executive Board may deviate from these guidelines in their decision-making.

§ 11 - Period of validity

The GFZ Executive Board approved these guidelines at its meeting on 26 January 2023. The guidelines enter into force on 1 January 2023. Any amendments and additions to the guidelines must be made in writing.

Prof. S. Buitter
Executive Board

Dr. St. Schwartze

Monthly basic amounts for recipients of fellowships

1) Category 1

Doctoral researchers

(Diploma / MA as a rule no more than three years ago) EUR 2,000

2) Category 2

Postdocs / Junior Scientists

(Doctorate as a rule no more than four years ago): EUR 2,500

3) Category 3

Experienced Scientists / Senior Scientists /

W2-Professors / Associate Professors

(Doctorate as a rule no more than twelve years ago)

or comparable: EUR 3,000

4) Category 4

W3-Professors / Full Professors / Directors /

Institute Directors

or comparable: EUR 4,500

Lump sum for relocation costs for Fellows (outward and homeward journey combined)

Germany	EUR 500
Europe ²	EUR 720
Overseas I (close) ³	EUR 1,200
Overseas II (far) ⁴	EUR 1,500

Allowances for accompanying family members (per family member) (outward and homeward journey combined)

Germany	EUR 100
Europe	EUR 100
Overseas I +II	EUR 150

² These zones are based on continents. 'Europe' thus refers to all countries of the European continent, including Turkey and Russia to the Ural Mountains.

³ North America, Africa, Asia.

⁴ South America, Australia.