

# Guidelines for completing the application in the Research Group Linkage Programme

(please find further information in our FAQs)

## Documents required:

- a) Application form**
- b) Time and expenses schedule**
- c) Budget plan**
- d) Quotation for equipment, if applicable**
- e) Detailed research plan**
- f) Curriculum vitae of the applicant and all academics involved**
- g) List of publications for the last five years for the applicant and all academics involved**
- h) Confirmation from the institutes involved**

Please submit a single copy of all documents **in German or English only**.

### **to a) Application form**

In order to schedule a practicable starting date for funding the proposed institutional partnership, please bear in mind that processing an application takes between four and six months. The internal Selection Committee meets twice annually, usually in April and October. Sponsorship for a research group linkage can begin approximately two months after the selection decision.

No. 5: Please enter the subject area of your proposed research project using the respective code from the Humboldt Foundation's [research area index](#).

No. 9: Applicants from developing and threshold countries must address the relevance of the results of their research collaboration to development policy.

No. 12 ff. and 17 ff: please fill in the form "information about the applicant" for each applicant (no more than two from each partner institute). All applicants (no more than four) must sign the application form. The signatures must be on **one and the same** page of the form (faxed copies are acceptable).

No. 22: Please provide information on junior researchers and other staff involved in the collaboration.

### **to b) Time and expenses schedule**

On the form "Time and expenses schedule" you must explain when and for what purpose funds are required. This time and expenses schedule is binding for the subsequent documentation of the use of funds. The budget plan (cf. c) explains the amounts stated on this form.

The aim of the Research Group Linkage Programme is to combine alumni support activities in order to help build long-term collaborations. Therefore, this programme does not fund one single type of activity (e.g. just workshops or reciprocal research visits).

### to c) Budget plan

Based on your time and expenses schedule, please explain and justify the requested funding amount and its use in a manner that is clear and comprehensible to the Selection Committee. Please bear in mind the following:

#### 1. Personnel

Up to 20 % of the funding amount may be used for academic auxiliary staff – e.g. for support in conducting interviews, literature research, excavations, but also organising conferences and workshops.

#### 2. Material resources

##### 2.1 Expenditures for travel to the partner institute and reciprocal research visits

This category contains all expenditures, mainly for travel and accommodation, incurred by applicants and their staff for reciprocal research visits. The following information is also required:

- name and own institute of each traveller (with respective destinations);
- duration of the planned visit (from – until);

The reciprocal research visits may last up to three months per annum.

##### 2.2 Joint specialist conferences and workshops

Up to 20% of the funding amount may be used for conferences and workshops. This sum may include expenditures for travel and accommodation, rental of facilities and technical equipment.

The following information is also required:

- contents and objectives of the planned event
- prospective date and duration of the event
- title of the event (if already determined)
- planned venue of the event
- number of participants from the partner institutes (including names, if possible) as well as prospective total of participants
- detailed costs (travel and accommodation expenses, organisation etc.)

Please list expenses for auxiliary staff to prepare conferences and workshops under No. 1. Personnel.

##### 2.3 Equipment

Scientific equipment may only be requested for the institute abroad employing the academic who was previously sponsored by the Alexander von Humboldt Foundation. Please attach estimates in German or English, if possible in the form of a concrete quotation. Please bear in mind that we can only fund scientific equipment to the value of up to 20,000 EUR.

##### 2.4 Printing costs

This includes, for example, expenses for publications resulting from the collaboration.

##### 2.5 Consumables/other

In individual cases, additional expenses may arise in the context of the collaborative project, such as necessary outsourced services. Please specify the costs given here in great detail. Office supplies, administrative and telephone expenses are not considered other material expenses.

#### 3. Administrative lump-sum

Up to 15 % of the funding amount granted may be used as an administrative lump-sum. If funding totalling 55,000 EUR is being requested, for example, it may include an administrative lump-sum of up to 8,250 EUR. It may be used to offset costs resulting from the use of existing and/or specifically acquired material or specially created personnel

infrastructure. The administrative lump-sum may only be requested for the German partner institute.

If applicable, information on contributions by the applicant

As a rule, applicants are expected to contribute to the project; this may take the form of providing permanent staff and infrastructure.

**to d) Estimates for equipment**

cf. c) 2.3

**to e) Detailed research plan**

You may use up to ten pages to present the subject-matter of your joint research and planned collaboration. The research plan will be reviewed by experts in the respective discipline and should contain detailed information on methodology, a time and working plan and a bibliography. Please indicate in your working plan which of the academics involved, including junior researchers, will assume which tasks.

**to f) Curriculum vitae of all academics involved**

Please submit CVs for all academics who will be involved in the planned collaboration. Please indicate foreign language skills, as well.

Junior researchers' CVs should contain:

- current own institute;
- language skills;
- current position or status, and conferral date of the doctoral degree, if applicable;

**to g) List of publications for the last five years for all academics involved**

Please attach a current list of publications for the past five years for each of the academics involved (including junior researchers).

**to h) Confirmation from the institutes involved**

Please attach a confirmation concerning the general support of the planned collaboration by the head of the institute unless you yourself are the director of the institute. There is no special form for the required confirmation.