

# Humboldt Kollegs

## Regional and expert conferences by and for Humboldtians

### Programme Information

#### 1. Aim of the programme

The Alexander von Humboldt Foundation aims to strengthen regional and professional networking between its alumni and spark junior researchers' interest in Alexander von Humboldt Foundation programmes and in Germany as a research location. Initiatives by individual Humboldtians or Humboldt alumni associations that serve this aim are eligible for financial support for the organisation of regional and expert conferences, known as Humboldt Kollegs, outside Germany.

#### 2. Eligibility and funding recipients

Alumni of Alexander von Humboldt Foundation fellowships and award programmes ("Humboldtians") are eligible to apply. The application can also be made on behalf of a Humboldt alumni association. Alumni who apply for Humboldt Kollegs in a country where they are not academically active on a permanent basis submit applications together with alumni who are academically active on a permanent basis in the respective country. The latter act as funding recipients and assume sole responsibility for the planning, content and financial and organisational implementation of a Humboldt Kolleg.

#### 3. Theme

The general theme of a Humboldt Kolleg should, if possible, cover the full spectrum of a scientific subject area or be transdisciplinary in order to give Humboldtians from different disciplines and fields of research the opportunity to report on their most recent research results in relation to the general theme of the conference. Moreover, it is also possible for Humboldt Kollegs to be organised on themes within a narrower scientific subject area. Humboldt Kollegs which are planned in the context of large conferences or serial conferences in the same subject area can be supported only in exceptional cases, prior consultation with the Alexander von Humboldt Foundation is absolutely necessary before submitting an application.

#### 4. Participants

At least a third of all participants in a Humboldt Kolleg should be Humboldtians. The Alexander von Humboldt Foundation would welcome the inclusion of its award winners in the programme of a Humboldt Kolleg (e.g. as keynote speakers). In individual cases, the Foundation can cover their travel expenses as a means of additionally supporting their participation. The other participants should, if possible, be composed of:

- junior researchers (i.e. doctoral candidates and post-doctoral researchers who have completed their doctorate within the past 12 years);
- researchers from Germany;

- other researchers.

It would also be appreciated if alumni of the German Academic Exchange Service (DAAD) and other Germany Alumni were invited. Each participant must have a professional connection to the general theme of the conference in order to be able to contribute to the professional debate. Efforts are to be made to get participating junior researchers actively involved.

## 5. Application

The complete application package consists of:

- [application form](#),
- curriculum vitae;
- a conference concept including a description of the content and objectives (1–2 pages);
- a preliminary programme including details of the time frame;
- [list of participants](#) form.

Applications can be submitted up to 12 months before the planned Humboldt Kolleg but must be received by the Alexander von Humboldt Foundation at least six months in advance.

## 6. Selection

The Alexander von Humboldt Foundation decides on applications based on how well the planned Humboldt Kolleg serves the purpose of the programme (cf. 1.), how it promotes the professional and regional networking of Humboldtians, and the level of participation of junior researchers and of researchers from Germany. The decision also depends on the availability of the Alexander von Humboldt Foundation's budgetary resources and on the length of time since the last Humboldt Kolleg with a similar group of participants was sponsored in the respective country. The Alexander von Humboldt Foundation aims to enable Humboldtians in as many countries as possible to organise a Humboldt Kolleg at intervals of several years.

## 7. Financing

The Alexander von Humboldt Foundation can award a grant from funds of the Federal Foreign Office to support the implementation of the planned Humboldt Kolleg. The grant will be calculated on the basis of a maximum lump sum of €125 per conference day and participant in attendance. The total grant amount may not exceed €40,000.

**Conference days** are the days covered by the **academic** programme. Funding is generally provided for up to three conference days. Days that are used only partially for the academic programme can be calculated pro rata. If the majority of the participants need to arrive the day before or cannot depart until the day after the conference in order to attend the entire academic programme, additional half days can be taken into account.

The calculation of the grant is based on the number of participants, as follows:

- number of Humboldtians, and
- number of junior researchers (limited to the number of Humboldtians participating); and
- number of other researchers, including researchers from Germany (limited to the number of Humboldtians participating).

For the financing of persons who are included in the "list of participants" but, based on this formula, cannot be taken into consideration for grants in the maximum possible amount of €40,000, the Humboldt Foundation may require, prior to disbursing the grant, proof of financing from another side (see No. 4, Information on Co-Financing, on the application form).

The grant may be used to cover all expenses immediately arising from the organisation of the conference. In particular, it can be used for conference documents and publications, accommodation and meals, travel expenses, translations, administrative costs and room hire.

The Alexander von Humboldt Foundation expects researchers from Germany to be invited to the Humboldt Kolleg. The foundation may, upon application, cover part of the travel expenses (economy class flight, train ticket) for up to four researchers from Germany. The researchers from Germany must be named at least one month before the Humboldt Kolleg begins. The Alexander von Humboldt Foundation will engage a travel agent to book the tickets. The ticket arrangements will be as economical as possible and make use of discounts and reduced-fare offers from low-price providers when available.

The Alexander von Humboldt Foundation will bear the travel expenses for researchers from Germany in addition to the conference grant.

The Alexander von Humboldt Foundation welcomes financial contributions from third parties; these can also consist of the provision of facilities, administrative support, etc.

## **8. Payment and billing**

The Alexander von Humboldt Foundation will pay the grant upon request. Payments of up to 80% of the grant amount can be made prior to the beginning of the Humboldt Kolleg. The final instalment will be paid after completion of the Humboldt Kolleg and upon submission of the final report (cf. 9.) to the Alexander von Humboldt Foundation.

The final report must indicate the actual duration and number of participants per conference day. Please note that if the actual duration is shorter and/or the number of participants fewer than indicated in the application the grant will be recalculated, which could result in a reduction of the final instalment or a request to return funds that have already been paid. However, if the funding recipient has incurred actual costs or entered into binding obligations that exceed the recalculated grant (e.g. if confirmed participants fail to attend), the Alexander von Humboldt Foundation may honour these expenses up to the amount of the original grant if a detailed, justified case is presented.

After completion of the final statement of accounts, unused funds must be returned to the Alexander von Humboldt Foundation.

Payment of the grant and reimbursement of travel expenses for researchers from Germany are dependent on the availability of budgetary resources.

## **9. Obligations of the funding recipient**

The funding recipient is obligated

- to conduct the Humboldt Kolleg as described in the application;
- to notify the Alexander von Humboldt Foundation of any significant changes in good time;

- to refer to the financial support provided by the Alexander von Humboldt Foundation in all relevant documents and announcements, as well as in all publications resulting from the Humboldt Kolleg;
- to submit a [final report](#) to the Alexander von Humboldt Foundation describing the conference and its results, including the final programme and a [list of participants](#), within two months after the Humboldt Kolleg at the latest. Only the forms provided on the [website](#) can be used for this purpose.

## **10. Programme advertisement and marketing, use of the logo of the Alexander von Humboldt Foundation**

Humboldt Kollegs also serve to advertise Alexander von Humboldt Foundation programmes and promote Germany as a research location.

Therefore, we expect a presentation on Alexander von Humboldt Foundation programmes to be held during the Humboldt Kolleg. A presentation template is available on this [website](#).

In addition, we expect the funding recipient to provide informational material on Alexander von Humboldt Foundation programmes at the Humboldt Kolleg. An [order form](#) for informational material can be downloaded from this [website](#).

The Alexander von Humboldt Foundation encourages funding recipients to set up a website for the Humboldt Kolleg and notify the foundation about the site so that it can be linked to the [event calendar](#) on the Alexander von Humboldt Foundation website.

Funding recipients may use the logo of the Alexander von Humboldt Foundation with the label "Unterstützt von / Supported by". It may be downloaded from the password-protected section via the log-in mask of the service portal "[My Humboldt](#)" in an electronic file format that conforms to the specific requirements for print.

For the use of the logo in publications and all other (especially public) presentations of the Humboldt Kolleg, please take note of the following: The use of the Alexander von Humboldt Foundation logo in any kind of communication is subject to strict rules. The logo and its constituent parts are trademark protected and may not be used without prior written permission from the Foundation. The logo consists of two parts: the head of Alexander von Humboldt and the lettering. Together, these elements form the indivisible word/image mark. The logo and its constituent parts may not be copied, altered, truncated or integrated into other logos. This also applies to the Alexander von Humboldt Foundation's logo with the addition "Unterstützt von / Supported by".

## **11. Participation of representatives of German science organisations**

The Alexander von Humboldt Foundation welcomes the participation of representatives of German science organisations in the Humboldt Kolleg. We recommend notifying the Alexander von Humboldt Foundation, the respective German Embassy or German Consulate General, the local representatives of the German Academic Exchange Service (DAAD) and the Goethe Institute, as well as other German science organisations, in good time. Please understand that, due to the large number of events worldwide, the Alexander von Humboldt Foundation cannot be represented in person at every event.

The Alexander von Humboldt Foundation bears the cost for the participation of its own representatives. These costs are not part of the grant.

## **12. Humboldt Network, Alumniportal Deutschland and Humboldt Life**

Humboldtians who are eligible to participate in a Humboldt Kolleg can be identified by [searching the Humboldt Network](#). The Alexander von Humboldt Foundation also recommends searching Humboldt Life, the exclusive section for Humboldtians of the [Alumniportal Deutschland](#) community.

The online community of the Alumniportal Deutschland can also be used to search for other participants, such as DAAD and other German alumni. It is also possible to advertise the event and report on the Humboldt Kolleg.

### **Information and advice**

The headquarters of the Alexander von Humboldt Foundation will be pleased to provide information and advice on the Humboldt Kollegs programme. We recommend already contacting the Foundation in the planning phase for a Humboldt Kolleg and before submitting an application.

### **Contact information**

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