

Information on preparing a full application for a Humboldt Research Hub

Alle documents are to be submitted as PDF. The financial plan is to be submitted as PDF and as Excel sheet.

1. Form full application

To be filled in by the applicant. Section 7 is also a checklist for the completeness of the full application.

2. Research concept including GANTT chart

The research concept may be up to 20 pages in length (including bibliographical references) and should describe the research topic and the intended collaborations for the requested Humboldt Research Hub. Use of the appropriate “[Template research concept](#)” is mandatory. All sections must be filled in. There is no restriction on the number of characters that can be entered in the individual sections.

The detailed research concept must expand on the description submitted with the application outline. Please note: No changes may be made to the research topic, the involved collaborative partners and proposed methods, or the key and cutting edge technologies to be used.

The following items must be added to the information provided in the application outline:

- Details of how the participating junior researchers would be integrated into the time and work schedule (section 6);
- If an advanced junior researcher at the applicant’s institute is to be involved in managing the Humboldt Research Hub, their intended tasks must be set out in the time and work schedule;
- If applicable, information on the private-sector stakeholders involved in the target country where the Humboldt Research Hub is to be established (sections 5 and 6).

Time and work schedule (section 6): The work as divided into the work packages and tasks set out under section 6 must be presented visually in a [Gantt chart](#). We recommend making the GANTT chart first as a way to check whether the work packages are optimally distributed throughout the sponsorship period; detailed descriptions of the work packages then are to be provided in section 6.

3. Financial plan

The financial plan submitted to the Alexander von Humboldt Foundation with the full application is binding.

Changes during the sponsorship period are only possible under the conditions explained in the Regulations on the use of funds (III. Purpose, use and provision of the funding amount).

The appropriate template “[financial plan](#)” must be used to draw up the financial plan.

Only numerical entries are possible; conversion into euro amounts takes place automatically. All totals are calculated automatically.

Please note: The **amounts highlighted in green are binding**:

- The sums of budget items 1.1, 1.2, 2.1, 2.2, 2.3, 2.4.1, 2.4.2;
- The amounts listed in budget item 3;
- The resulting total sums for each individual sponsorship year;
- The total sum for the entire sponsorship period.

The items **highlighted in yellow** are also necessary for evaluating the application. They indicate the extent to which the collaborative partners and the junior researchers involved at their institutes would receive financial and organisational support for the jointwork on the research concept. This more detailed financial plan is also intended to offer the collaborative partners greater planning security.

When drawing up the financial plan, please also consider the FAQs on the programme website, in particular the following ones:

“What support can be provided to the collaborative partners for their work on the joint research concept?”

All expenses incurred by a collaborative partner in the course of conducting the joint research may be covered from the funding amount: research stays at the Humboldt Research Hub in the target country and at the institutes of the collaborative partners in Germany and in Africa or the Middle East, research trips and conference attendance, organisation of joint conferences and workshops at the cooperating institutions, consumables, scientific literature, sundries (e.g. costs for publications, conducting field research). These outlays and expenses on the part of the collaborative partners must be reimbursed by the head of the Humboldt Research Hub or the office administering the funding amount at their home institution.

The funding amount may be used to employ support staff at the Humboldt Research Hub and at cooperating institutions in Africa and the Middle East.

The funding amount may not be used to employ support staff at the institution of the collaborative partner in Germany. A share of the costs for support staff e.g. for events may however be reimbursed.

The funding amount may also be used to finance scientific equipment for collaborative partners in Africa and the Middle East.

Scientific equipment at the institute of the collaborative partner in Germany cannot be funded.

The head of the research hub may spend up to three months per year at the institute of the collaborative partner in Germany to conduct joint research.

“What measures can be taken to support the junior researchers from Africa, the Middle East and Germany who are involved in the research hub?”

1. **Employment** for junior researchers

Junior researchers can be employed at the Humboldt Research Hub in the target country as well as at the institutes of collaborative partners in Africa and the Middle East. The costs of employing junior researchers at the institute of the collaborative partner in Germany cannot be covered.

2. **Reciprocal research stays** by junior researchers at the research hub and the institutes of the collaborative partners

Reciprocal research stays of up to six months at the respective Humboldt Research Hub and at the institutes of the collaborative partners in Germany, Africa and the Middle East can be covered for junior researchers from all participating countries who are involved in the Humboldt Research Hub.

3. **Mobility** for junior researchers

Research trips and conference attendance necessary for the academic work on the research concept can be covered for junior researchers from all participating countries involved in the Humboldt Research Hub.

The expense type 1.1 “salary supplements” may be used to pay salary supplements to the head of the Humboldt Research Hub and to collaborative partners in leading academic positions at institutions in Africa and the Middle East – in consultation with their respective home institution and taking into consideration the relevant applicable statutory and (non-)collective and/or salary-related regulations.

Research stays (expense type 2.1) must be conducted in accordance with the fellowship guidelines of the Alexander von Humboldt Foundation, as amended. Daily allowances to cover the cost of living may only be provided at a level customary for the respective country or location, and only up to the maximum fellowship rates set by the Alexander von Humboldt Foundation.

As the head of their Humboldt Research Hub, the funding recipient can spend up to three months per year conducting research at the institutes of their collaborative partners in Germany. They may take daily allowances from the funding amount to cover their cost of living during these visits, up to the level of the applicable fellowship rates of the Alexander von Humboldt Foundation (currently max. €3,600 per month).

The expense type 3 “management costs” may be used to cover all expenses incurred for the purposes of setting up and supporting the Humboldt Research Hub, including what are known as indirect project expenditures. It may be used to compensate for all costs resulting from the use of existing and/or specifically acquired materials or specifically created personnel infrastructure (e.g. general institutional facilities, laboratories/workrooms, operating and maintenance costs, materials and staff management, energy consumption, IT infrastructure, testing). This e.g. also includes: costs for administrative personnel at the head of the Humboldt Research Hub’s home institution (e.g. management of funding, office assistance), costs for leasing and furnishing spaces for the Humboldt Research Hub etc.

4. Forms “[Declaration of the collaborative partner to be integrated in the Humboldt Research Hub](#)” and “[Declaration of the junior researcher to be integrated in the Humboldt Research Hub](#)”

The respective forms must be filled in and signed by hand by each collaborative partner and junior researcher who would be involved in the research hub.

The forms need to be filled in on screen, printed out, signed by hand by the individual in question, scanned and returned to the applicant, who must then submit it together with the other application documents.