

Guide to a complete application

for the German Research Chair "Mathematics and its Applications" at AIMS Tanzania

Applications must be written in a fashion that presents sufficient information and is understandable for both the foundation and the peer reviewers with whom it will consult in its evaluation. All documentation must be written in **English**.

Applications must contain the following:

- **The applicant should provide:**

- a) Completed application form
- b) List of publications
- c) List of five key publications
- d) CD-ROM with the five key publications cited under c)
- e) Description of current core areas in teaching and research including past and present collaborations
- f) Descriptions of experience in scientific capacity building in research and teaching
- g) Concept for teaching and research profile for the chair and for prospective collaboration
- h) Financial plan

- **The applicant is responsible for obtaining:**

- i) Three international expert reviews
- j) Statement by the collaborative partner(s) in Germany (if applicable)

Do not use any application folders, clear plastic folders or loose-leaf binders to secure your documents (one-sided / black and white), but please submit the following:

1. a filing fastener with all documents in the order given *above* (plus CD-ROM)
2. for *i) to j)* : please ask your expert reviewers and – if applicable - the collaborative partner(s) in Germany to send their statements to the Alexander von Humboldt Foundation directly (four weeks after the application deadline at the latest)

For further questions please contact GermanResearchChairs@avh.de.

Please send the application package by regular mail to:

Alexander von Humboldt Foundation
Selection Department
Jean-Paul-Straße 12
53173 Bonn, Germany

on a) **Application form**

The form is available on the Alexander von Humboldt Foundation's website. Please fill in the form completely and pay special attention to the following points:

- **Point 7**

Please provide a seamless overview of every stage of your career. If you were ever in receipt of a fellowship please state the organisation that granted the fellowship in addition to the institution at which you were working under the heading "Institution".

- **Point 8**

This is where you can cite fellowships and awards that did not involve changing your place of residence or your position. Please also indicate any third-party funds that were raised.

- **Point 10**

In addition to your academic disciplines, please cite the relevant codes from the Humboldt Foundation's [research area index](#).

- **Point 11**

The key terms on your research topic are an initial orientation to help identify appropriate independent peer reviewers. Please bear this in mind when choosing formulations.

The requested summary of your research proposal will serve as brief information for the selection committee and the independent reviewers.

on b) **Publication list**

- Please draw up a **complete, chronological [list of your academic publications](#)** including conference papers and patents, stating the following details: all authors, title, publisher/journal, edition and first and last page number. Please include only publications which are at least "submitted" (no publications "in preparation").
- If these publications are not in English, please state the titles in both the original language and in English translation and add detailed English summaries or translations.

on c) **List of key publications**

- Please draw up a **[list of your five most important and pertinent key publications](#)**, of which at least one should have appeared in print in the last two years. Please give reasons for your choice of each key publication (relevance of results, significance for your career; no more than 1000 characters). In cases of multiple authorship, please also elucidate your contribution to this key publication.

on d) **CD-ROM with the five key publications cited under c)**

- Please enclose a CD-ROM with your five key publications cited under c).

on e) **Description of current core research focus**

- Please present your current research and teaching interests. Also mention previous focus areas (no more than 10 pages).
- In this context, also illustrate your involvement in national/international research collaborations and indicate any additional academic networking and its significance for your scientific work.

on f) **Description of experience in scientific capacity building (research and teaching)**

Explain in detail (no more than 2 pages) in what role and to what extent you have been involved in building and maintaining scientific capacity (teaching and research) and what results have

been achieved. In this context, please also outline your previous activities and experience in training students and doctoral candidates.

on g) **Concept for teaching and research profile for the chair and for prospective collaborations**

Please explain in detail (no more than 2 pages)

a) the academic focus you would like to set for teaching and research at AIMS Tanzania and the measures you envisage to achieve this goal.

b) how you want to network your working group at AIMS Tanzania

- Please address the opportunities for collaboration with national universities and research institutions as well as industry. How could these be expanded and invigorated for the benefit of both partners?
- With which university/universities or research institution/s
 - in Germany
 - in other countriesdo you already have robust contacts?
- With which university/universities and research institution/s would you most like to work, and which scientific focus areas could produce useful synergies? How do you envisage concrete cooperation, in particular with regard to involving students and junior academics?

Please describe the current state of your preparations and agreements.

Please note: The decisive factor in assessing your application is not the number of contacts, but rather the strength of the concepts you have already discussed with your partners abroad. See also j).

c) how your planned research focus could contribute to the development of Tanzania.

on h) **Financial Plan**

Please elucidate your proposed expenditure in as much detail as possible, and itemise it explicitly for each category. Bear in mind that you must **not exceed the permitted maximum amounts** for the individual categories.

- Your **salary** will be set by arrangement with AIMS Tanzania and may amount to up to 85,000 euros per year (employer's gross amount) depending on your career stage. Your Financial Plan should provisionally list the maximum sum.
- **Relocation costs:** Please calculate – as far as possible – the relocation costs for yourself and, if applicable, your family and itemise the expenses (travel costs per person, shipping of household effects, etc.).
- **Research stays in Germany:** Please state – as far as possible – the year and duration of your intended research stays and itemise the respective costs (travel expenses, costs of stay).
- **Conference Participations:** Please list – as far as possible – the conferences you plan to attend. Calculate the respective costs and itemise them (e.g. travel costs, accommodation costs, attendance fees).
- **Realization of workshops and conferences at AIMS:** Which workshops and conferences do you intend to hold, and in what year? Please explain the basis of your cost calculations, e.g. number of participants (national/international), travel and

accommodation costs per attendee, venue rental, etc. Please note: in this context, you can also request funds for initiating cooperation with industry.

- **Costs of academic literature, equipment, consumables:** What purchases are you planning, and in what year? Please describe these costs in as much detail as possible.

Please note: Funds can be reallocated to a certain extent between the individual cost categories over the course of the funding period. You can find more information on this option and on the use of funds in the [Regulations on the use of funds](#).

Use the form [Financial Plan](#) to provide a final overview of your planned expenditures in the respective categories. Please do not alter the layout of this form, as some fields apply mathematical functions.

on i) **Expert reviews**

Please forward our [List of questions for expert reviewers](#) and the [Programme Information](#) to three reviewers you have chosen and ask them to send their statements to the Humboldt Foundation directly. We require reviews from international collaborative partners, two of whom should not be located in the country where you are currently working.

on j) **Statement by the German collaborative partner (if applicable)**

Please closely coordinate the contents of your collaboration(s) with your research partner(s) at German universities/research institutes and ask them to send a statement on the proposed joint projects and activities to the Humboldt Foundation directly. The statement(s) should address:

- your specialist focus areas in teaching and research and the results achieved to date by international comparison
- contents and extent of your collaboration to date (if applicable)
- contents of your proposed collaboration as well as current state of your agreements; are results in research and teaching expected?
- what will be the German collaborative partner's contribution to the joint work on research and teaching (if applicable)?

Please note: You may submit an application even if you have not yet developed contacts to a cooperation partner at a German university or research institution by the application deadline. You would then have time until the Selection Meeting to initiate cooperation, and would be expected to inform of the state of the negotiations in detail during the Selection Meeting at the latest.

as of October 2016