

## FAQ – Fellowship Forschungswerkstatt

### Who is eligible to apply and who can be the team leader?

- Doctoral candidates, postdocs<sup>i</sup>, academic staff, alumni<sup>ii</sup> and research-oriented Master students of Bauhaus-Universität Weimar are eligible to apply
- a team consists of at least two early stage researchers from different disciplines
- only academic staff members, doctoral candidates or postdocs of Bauhaus-Universität Weimar may be nominated as team leader in the application
- the team leader takes over the project management and needs to be affiliated to a professorship or an institute at the Bauhaus-Universität Weimar

### What do we need to consider when drawing up the financial plan of our project?

The funds (to the amount allocated in the grant letter) will be earmarked and allocated to the faculty/host professorship of the team leadership for management:

- the funds may not be used to supplement existing staff positions,
- when spending the funds, the recipients are bound to the submitted financial plan,
- the [management policies](#) of the Bauhaus-Universität Weimar for the management of funds apply,
- Expenses within the frame of the funding have to be related and appropriate to the project,
- Projects that receive funding from other public (as well as internal and external) funds for the same purpose during the requested project period are excluded,
- Expenses, which are incurred before the awarding of funding may not be refunded retroactively.

Changes to the financial plan are possible within the framework of the maximum funding amount and the maximum duration of the project and must be approved by the responsible fund manager. The Research Operations Office and Bauhaus Research SchoolRS will then be informed.

### Which options of financing are there and who advises me on which questions?

#### ➤ Material Expenses (Research Operations Office – DFO)

The material resources required for the project are to be planned and outlined in the financial plan for project-related activities within the maximum possible project duration of 12 months. For example, consumables or expenses for Workshops, exhibitions or networking events may be financed. Further examples for resources eligible for funding are publication costs, orders, travel expenses and accommodation costs.

In addition, a lump sum of up to EUR 5,000.00 can be applied for as part of the maximum funding amount of the project, which is to be used in accordance with the financial regulations and does not have to be proven.

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<sup>i</sup> Based on the "European Framework for Research Careers", eligibility to apply covers the following stages: R1 "First Stages Researcher" (up to the completion of the doctorate) and R2 "Recognised Researcher" (doctorate holders or equivalent who are not yet fully independent; 2 to max. 4 years after the doctorate). R3 "Established Researcher", i.e. researchers who have already developed independence, and R4 „Leading Researchers“, e.g. professorship holders, will not be funded.

<sup>ii</sup>As a rule, no more than 2 years may elapse between the time of application and the completion of the degree or doctorate.

**Funding will not be provided for the following:**

- Regularly recurring formats
- Qualification papers (i.e. Master thesis, doctoral thesis, post-doctoral thesis)
- Catering costs, food and beverages
- Teaching assignments and sole teaching formats
- honoraria for members and affiliates of the Bauhaus-Universität Weimar
- Sole printing cost subsidies for reproducing completed works
- Sole travel cost subsidies
- Visa costs
- Insurance

The Research Operations Office is responsible for the administrative process of the application procedure (Receipt of applications, management of the selection process, award/rejection letters). Dr. Susan Gniechwitz and Kristina Hellmann at the Research Operations Office are available for questions regarding the preparation and submission of applications as well as for the planning of material expenses within the framework of your financial planning.

**Dr. Susan Gniechwitz**

Research Advisor

Focus on EU Funding

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E-mail: [susan.gniechwitz@uni-weimar.de](mailto:susan.gniechwitz@uni-weimar.de)**Kristina Hellmann**

Research Advisor

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E-mail: [kristina.hellmann@uni-weimar.de](mailto:kristina.hellmann@uni-weimar.de)**➤ Scholarships (Bauhaus Research School - BRS)**

Scholarship funds for doctoral candidates, postdocs and Master's students may be applied for the duration of the planned project in accordance with the statutes „Satzung für die Vergabe von Stipendien an der Bauhaus-Universität Weimar“ (MdU30/2022) and the requirements regulated therein.

As a general rule, § 11 of the above-named statutes, on secondary employment and on the exclusion of double sponsorship, must be taken into account.

The Bauhaus Research School is available to you for advice and for planning the possible scholarship funds. The contact person is Marion Hensel.

**Marion Hensel**

Scholarship Coordinator

Bauhaus Research School

Marienstr. 14, Room 203

Phone: +49 (0) 36 43 / 58 41 20

E-mail: [marion.hensel@uni-weimar.de](mailto:marion.hensel@uni-weimar.de)

➤ **Funding opportunities for international guest researchers (International Office - DIB)**

If you are planning to finance a short-term stay (max. approx. 4 weeks) of an international guest researcher as part of your project, please first consult the following website to find out whether there are alternative financing options at the DIB or which points need to be taken into account when planning the stay ([Gastgeber\\*innen an den Fakultäten](#)).

If you have any questions or need advice, please contact Daniela Raddi at the DIB in good time before submitting your application.

**Daniela Raddi, Dipl.-Ing.**

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**Who can consult us on questions concerning the implementation and financial settlement of the project?**

**Contact persons at the faculties**

The funds will be earmarked and allocated to the faculty/host professorship of the team leadership for management. In case of questions regarding the management of the funds, please contact the managing director and/or funds manager of your faculty.

**Contact Person for Safety Issues**

Responsibility for safety in all areas during the implementation of projects within the framework of the fellowship lies with the host professor of the team leadership through the transfer of duties from the president to the dean, the professor or the safety officer of the faculty → "Dienstweisung zum Vollzug von Rechtsvorschriften des Gesundheits-, Arbeits-, Brand- und Umweltschutzes ([Mdu 12/2017](#))"

**Service Centre for Safety Management (SI), Belvederer Allee 6**

Head of Service Centre for Safety Management Sebastian Oberänder, B.A.  
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**Security Services** Internal: 6603 External: +49 (0) 36 43 / 814720

**Other important contact persons:**

**Finance Department (DF), Division for Procurement, Cranachstraße 47**

Head of Division Sylvia Reichelt Business Administrator (VWA)  
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**Service Centre for Computer Systems and Communication (SCC), Nutzerservice, Steubenstraße 6a**

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**Service Centre for Facility Management (SL), Cranachstraße 47**

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**Legal Affairs (JU), Belvederer Allee 6**

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