

Guidelines for the Seed Financing Fund

Postdocs' funding line

1. Objectives

The aim of the funding is to support postdocs in their own academic careers by helping with funding applications for research projects. The funds are not designed to be used for the immediate implementation of research proposals and projects, but rather as "start-up" financing for preparing research applications. The acquisition of competitive funding should improve the young researcher's external funding skills.

The Bauhaus-Universität Weimar supports its **postdocs at the beginning of their academic careers** by providing them with financial support for preparing promising research applications for third-party funding (DFG research grants with own position/"DFG-Sachbeihilfe mit eigener Stelle", Walter Benjamin-Programme or similar). The University also helps **advanced postdocs**, who have already proven themselves in their relevant subject area by providing financial support for applications for third-party funds to **establish** their own junior research group (Emmy Noether Programme, Heisenberg Programme, Marie Curie Fellowship, ERC or similar).

2. Funding modules

Applicants can choose between two different funding modules.

The **'own position' funding model 1** allows to apply for funding to finance a portion of the applicant's own position, whilst the **'other personnel, equipment and resources' funding model 2** allows the funding of other personnel, equipment and resource costs (see point 7). Depending on the labour law requirements and the justified need (see point 7), funding modules can be applied for individually or in combination with one another.

	Funding type	Financial provision	Period
Funding module 1	Own position	Up to 40,000 €	max. 12 months
Funding module 2	Other personnel, equipment and resources	Up to 10,000 €	max. 12 months
Funding modules 1+2	Own position and Other personnel, equipment and resources	Up to 43,000 € (40,000 € + 3,000 €)	max. 12 months

3. Submission of application

Applications are open to **postdocs** who are employed at the Bauhaus-Universität Weimar¹¹. **Doctoral candidates** who have submitted their theses at the Bauhaus-Universität Weimar are also eligible to apply. Under the guidelines, **postdocs with a current scholarship** at the Bauhaus-Universität Weimar may only apply for seed funding under funding module 2.

Applications must be submitted **to the Research Operations Office only electronically (with a copy sent to the Dean's Office)** in accordance with the deadline set out in the relevant year's tender procedure. The amount of funding being applied for should be warranted by the expenditure and resources required for the application format being prepared.

¹ University instructors and professors are not entitled to apply.

4. Criteria

The funding criteria are as follows:

1. The plausibility and quality of the application,
2. The prospects of successfully developing an assessable project application,
3. The professional and formal rooting in the relevant faculty of the research project being applied for by the postdoc,
4. Strengthening the visibility of research in the main research areas undertaken at the Bauhaus-Universität Weimar,
5. The planned project's contribution to strengthening own academic career of the postdoc.

5. Proposal

The proposal may be submitted in German or English as one merged PDF document. The proposal must be submitted to the Research Operations Office (with a copy sent to the Dean's Office), containing the following documents in the following order:

1. Cover sheet (relevant template with basic information and the applicant's signature),
2. Description of the project, including work plan and timetable (maximum three sides),
3. Financial plan/requirements (broken down by cost categories),
4. Short CV in tabular form giving (a maximum of) three key publications,
5. Letter of recommendation from a Bauhaus-Universität Weimar professor, including statement on the project application as well as on the project's and applicant's professional and organisational integration into the host professorship administering the project,
6. PhD certificate (for doctoral students: the date of thesis submission should be confirmed in writing by the supervisor).

Please note the '[Statutes concerning Good Scientific and Artistic Practice at the Bauhaus-Universität Weimar](#)'.

6. Decision-making body and allocation of funds

Funding Approval decisions are made by the Research and Projects Committee. This decision-making body reserves the right to reduce the funds being applied for. Funding will not be awarded on a proportional basis by faculty.

7. Use of funds

The maximum funding period is twelve months. The funds must be used solely for the intended purpose, otherwise they will have to be returned. A positive third-party funding decision within the relevant funding period may result in the decision committee reducing the funding applied for.

'Own position' funding module 1: depending on the labour and fixed-term employment law requirements of the particular individual case, funding may be (partially) used to cover the applicant's personnel costs in the following circumstances. *Reinforcement or refinancing* (e.g. to ease the faculty general budget) may not compromise the basic fixed-term employment conditions underlying the existing employment contract. This means that the achievement of any qualification objectives already agreed must still be ensured, and/or the majority of the position must still be financed by third-party funds.

Recruitment or continued employment must credibly impart the qualification objective of 'acquiring knowledge to formulate qualified third-party funding applications and other knowledge to apply for third-party funds'. The duration of employment should be at least or not significantly less than 12 months.

The Personnel Department should be involved in the creation of any recruitment, continued employment, or reinforcement applications at an early stage.

'Other personnel, equipment and resources' funding module 2: the postdoc may use the funds to increase the positions shares of other research staff, for student assistants who provide relief by taking on some of the postdoctoral researcher's tasks, or for equipment and travel costs. If there is a qualification objective underlying the applicant's fixed-term employment contract, then this may not be compromised by the redistribution of tasks; if the fixed term relates to a third-party funded project, then employment must continue to be primarily in this project.

Non-personnel resources may be used for consumables, literature, specialist software, and equipment² not available at the University³. Applicants may also use the funds to alleviate their teaching responsibilities via teaching appointments. This must be coordinated with the head of the supervising professorship and must be documented in the letter of recommendation. The application to alleviate teaching responsibilities must be properly submitted.

Combined applications to funding models 1 and 2 must comply with the aforementioned conditions for both individual modules.

8. Processing and reporting

Administrative processing (receipt/handling of applications, assisting with the selection process, acceptance/rejection letters) is undertaken by the Research Operations Office.

The funds are made available to the faculty, respectively the host professorship, to be administered for the intended purpose. After 12 months and after 24 months, a checklist must be submitted to the Research Operations Office in which information on the achievement of the funding objective is requested. The submitted third-party funding application must be attached.

9. Validity of guidelines

These guidelines were drawn up by the Research and Projects Committee on 21 February 2024. From this date onwards, all project approvals will be subject to the content of these guidelines.

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² University instructors and professors are not entitled to apply.

³ Literature, specialist software and equipment must be inventoried by the relevant host professorship.