

# FAQs Add-on Fellowships for Interdisciplinary Life Science

**We look forward to receiving your application. We will be pleased to answer your personal questions regarding the application process individually, but we also refer you to the following FAQ for answers to some regularly asked questions.**

- ▶ 1 Who is my contact person, if I have any questions about the „Add-on Fellowships for Interdisciplinary Life Science“?

The responsible project manager can be found on the [project page](#). Alternatively, please send any queries by e-mail to [addon-nat\[at\]joachim-herz-stiftung\[dot\]de](mailto:addon-nat[at]joachim-herz-stiftung[dot]de).

- ▶ 2 What is the „Add-on Fellowship“?

The Add-on Fellowship is an award for early career scientists following a national call for applications, who are engaged in both interdisciplinary research and interdisciplinary approaches within the life sciences and related disciplines (physics / computer science / mathematics / engineering and related research fields). Fellows receive an individually applicable fund of maximum € 12,500 and access to the Fellow and Alumni network. Fellows with at least one child receive additional funding of a maximum of € 3,000 for the purpose of balancing family and career.

- ▶ 3 Who evaluates the application?

The responsible contact person checks formal criteria. Pre-selection by the Joachim Herz Foundation is possible.

Subsequently, the evaluation is conducted in a two-stage process: The applications are each evaluated by two reviewers, and then a jury of experts makes a comparative funding decision. Please refer to the [project page](#) for the reviewers and jury members.

- ▶ 4 What is the schedule?

A funding decision will be made late in October. In the meantime, no statements can be made about the evaluation status. We ask to avoid inquiries about the processing status.

- ▶ 5 Is there a list of the funded fellows and alumni?

Please refer to the [project page](#) for the funded fellows and alumni of previous years.

- ▶ 6 Am I eligible to apply? Will I remain eligible to apply even though I am receiving another fellowship or have obtained research funding?

The main criteria for the Add-on Fellowship are as follows:

- (1) You are either a doctoral candidate or postdoc at the beginning and ideally throughout the funding period. Career transition is possible.
- (2) You are integrated into the German science system, e.g., through an employment contract with a university or research institution in Germany.
- (3) You can demonstrate basic funding through employment or another fellowship or similar.

Another fellowship in addition to the Add-on Fellowship is not a disqualification for your application.

If you have obtained (junior) funding, you remain eligible to apply for the Add-on Fellowship. In case of an already existing own research funding of, for example, a DFG, BMBF or EU project, you are no longer eligible to apply.

► **7 Which documents are necessary for a complete application?**

Please refer to the [project page](#) for the necessary documents. You will also be guided to the necessary documents in the online application portal. The following documents must be submitted for the application.

- Completed application form
- Letter of motivation
- CV
- Description of your research
- Supporting letter by supervisor/group leader (stating his/her support and the need for fostering the applicant's interdisciplinary skills)
- Copies of the study degree / transcript of records and possibly doctoral certificate

► **8 Should the application describe a new interdisciplinary project or support an already established interdisciplinary project?**

Both are possible. Your current project can provide insight into the knowledge and experience you have already gained in interdisciplinary work. A stronger emphasis on interdisciplinary work may also be a goal of the application. Refocusing your project with the fellowship is possible.

► **9 Can graphics or other representations be included in the project description?**

If a graphic significantly enhances your project description, then you are welcome to include it. Please note that the application should still be kept short.

► 10 **How detailed should the planned use of funds be presented?**

We recommend that you present the use of funds with as much detail as necessary. The more detailed your information, the better the jury can imagine your project. You can give yourself some flexibility by providing broad estimates. For example,

conference / research stay X for approx. € A,  
training on topic Y for approx. € B, training on topic Z for approx. € C,  
hardware...

It is possible to modify the initially intended use of funds in the course of the support. In these cases, a justification of the modified use of funds must be provided.

► 11 **Do all certificates from the school grade to the Bachelor's / Diploma / Master's degree to the doctoral certificate have to be submitted?**

No, the highest degree obtained (Bachelor / Diploma / Master) or the highest title obtained (doctorate) is sufficient.

The decision is yours as to which other certificates of graduation you submit. All documents will be considered by the jury. Please check for yourself whether your application benefits from, e.g., the bachelor's transcript of records and certificate or the graduate school / Ph.D. courses.

In case of a doctorate not yet or already completed during the bachelor or master studies, please submit the doctoral certificate / transcript of records **and** the certificate(s) of the student degree(s) / transcript.

► 12 **Can necessary documents be submitted later?**

Yes, documents can be submitted at a later date up to a certain extent after agreement with the responsible contact person. This may occur in the case of certificates or the supervisor statement that have not yet been issued.

If the supervisor prefers to send the statement directly to the Joachim Herz Foundation, please send it via e-mail to: [addon-nat\[at\]joachim-herz-stiftung\[dot\]de](mailto:addon-nat[at]joachim-herz-stiftung[dot]de).

► 13 **Which language is preferred?**

The documents can be submitted in German or English. There is no preference. It is possible to write the motivation letter in German and the project description in English.

► **14 Does a transition from a doctorate to postdoc conflict with the Add-on Fellowship? Can I still apply as a postdoc with a shorter contract than the Add-on Fellowship duration?**

No, the fellowship is not tied to a specific contract situation. The contract situation may change. An example is the transition from a doctoral position to a postdoc position, or from a postdoc position to a subsequent postdoc or (junior) professor position.

However, we recommend outlining future plans despite any uncertainties in the contract situation. If the future is uncertain, ask yourself if you want to stay in academia in Germany: If yes, then feel free to apply. If no, then the fellowship may not be helpful in its orientation.

If the future is uncertain at the time of application, demonstrable efforts to remain in academia should be communicated and possible options outlined in the application (e.g., personal agreement with the lab of XYZ). A contract as evidence is not to be provided to us. The supervisor's statement may also provide indications to future career perspectives.

► **15 How will the funds be utilized once the fellowship has been awarded?**

You would receive a funds request form from the responsible contact person. You fill the form out (voucher date / item / costs). Your contact person will review each item to determine if reimbursement is applicable. The basis for this is 1) the applicable guidelines and 2) your application. You can consult with your contact person in advance.

If the request passes the review, funds will be transferred to your personal bank account – usually within 14 days. Normally, you have already paid for this use of funds in advance, and you will be reimbursed via the funds request form. For larger amounts, advance reimbursement is possible.

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► **16 What to expect at the networking meetings?**

The networking meetings are divided into a mandatory get-to-know meeting of the current cohort (usually in February to April) and optional cross-year meetings (usually in September).

The program of events differs from year to year and serves the purpose of networking with the Add-on community, professional exchange and talks, and offers for continuing education opportunities.