Application Guidelines
Strategic Scientific Workshops

Who may apply?

Applicants for a Strategic Scientific Workshop have to be senior faculty members of the University of Bayreuth, i.e. Professors, Junior Professors, Habilitation candidates, (Junior) Working Group Leaders, or (Senior) Research Associates/Akademische (Ober-)Rät*innen*. The Centre offers funding for Strategic Scientific Workshops to eligible applicants from all disciplines at the University of Bayreuth. Please note that as per regulations of the German Research Foundation, the Centre cannot provide funding to enhance resources of the university’s Cluster of Excellence.

What do I need to know about the workshop format and those involved?

The Strategic Scientific Workshop aims to strengthen the University’s Focus Areas considerably and likewise to deepen existing or to establish new ties with international researchers from abroad with a clear objective to create sustainable pioneering research networks for the University of Bayreuth.

A Strategic Scientific Workshop involves usually at least one current or envisaged international partner, preferably from the University’s strategic hubs or key regions. Applicants need to submit a joint application for a subject-specific workshop with well-defined strategic objectives for further development. All Workshops take place at the University of Bayreuth for at least two days to allow for networking opportunities on campus, including a UBT campus tour.

What is the overall budget to realise the Strategic Scientific Workshop?

Support for each workshop is subject to the event’s complexity and may be granted up to 20,000 EUR. Complementary funding sources are welcome. We ask applicants to detail all expenses in a comprehensive budget plan as part of their documents submitted.

When is the application deadline?

The deadline for the academic year 2020 is May 3, 2020; 23:59 h CET. Incomplete or late applications will not be considered.

Whom may I contact for information when preparing my application?

Candidates preparing an application for fellowships may contact the Bayreuth Humboldt Centre Office for further inquiries.

How do I apply?

Please submit your complete application via our online form by May 3, 2020.

In addition to the information requested in the online form, applicants need to submit the following documents (max. 15 pages):
1. **Exposé of the planned research project** including the following documents (one document):
   1. Workshop title and description of the scientific objectives,
   2. Outline and evaluation of partners and institutions involved
   3. Description of the partners' contribution
   4. Outline of how the University of Bayreuth may benefit from this workshop immediately and on a longer timescale, including strategic objectives
   5. A budget plan
   6. A workshop plan

2. **CVs and lists of publications** with relevance to the Workshop’s objectives from main projected participants

Please conform to the following formatting standards: *font* Arial, 11 pt; *line spacing* 1.5; *all margins* 2.5 cm. Page limits may not be exceeded. We will not consider incomplete or late applications. The application needs to be submitted in English.

**How are the applications evaluated?**

The Executive Board of the Bayreuth Humboldt Centre will evaluate the applications according to the following criteria:

- Academic excellence of the applicants and suggested participants to date,
- Academic excellence of the proposed cooperative workshop at UBT
- Strategic significance and sustainability of the proposed workshop goals
- Interconnectivity with UBT and feasibility of the Strategic Scientific Workshop

**When will a decision be made?**

An announcement of the decisions made on the applications is expected by July 2020.

**Are there specific research priorities?**

There are no research priorities. Researchers from all disciplines may apply. Both disciplinary and interdisciplinary Strategic Scientific Workshops are possible.

**Who is responsible for organising the Strategic Workshop at the University of Bayreuth?**

The main applicant is fully responsible for organising and administering the Strategic Scientific Workshop according to the terms and regulations issued by the Bayreuth Humboldt Centre. The Centre’s office will advise on the use of expenses and audit the final billing.

**Timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for applications</td>
<td>January 2020</td>
</tr>
<tr>
<td>Application deadline</td>
<td>May 3, 2020</td>
</tr>
<tr>
<td>Review procedure</td>
<td>May/June 2020</td>
</tr>
<tr>
<td>Awarding decision</td>
<td>June/July 2020</td>
</tr>
<tr>
<td>Notification of applicants</td>
<td>July 2020</td>
</tr>
<tr>
<td>Earliest date for conducting the Workshop</td>
<td>August 2020</td>
</tr>
<tr>
<td>Latest date for conducting the Workshop</td>
<td>August 2021</td>
</tr>
<tr>
<td>Latest call for payment</td>
<td>6 months after end of Workshop</td>
</tr>
</tbody>
</table>
Items asked in the online form for your preparation:

**Main Applicant:**
- First name*
- Middle name
- Family name*
- Title*
- Current Position*
- Institute*
- Faculty*
- Employed at UBT since*
- E-Mail*
- URL
- Telephone Number*

**Research Profile:**
- Research Discipline (Major)*
- Research Discipline(s) (Minor)*
- Research Tags*

**Additional Relevant Information**
- List of awards and accomplishments (if applicable)
  Please list your 5 most relevant awards and accomplishments (max. 5 awards).

**Curriculum Vitae* (Upload)**

**List of Publications* (Upload)**

**Envisaged Strategic Scientific Workshop**
- Workshop Title. (max. 200 characters)*
- Description of scientific objects. (bullet points, max. 200 characters)*
- Please state the main disciplinary fields your project is located in.
Main collaborative partner(s): (mind. 1, max. 4)

- First name*
- Middle name
- Family name*
- Title
- E-Mail*
- URL
- Current Position*
- Institute/ Employer*
- Address*
- Employed since*
- Curriculum Vitae* (Upload)
- List of publications* (Upload)

Have you collaborated with one or more of these partners in the past? If so, how? (max. 500 characters)

Projected time frame of the Strategic Scientific Workshop

Documents for Submission

- Exposé of planned research project* (Upload)

Declaration of Accuracy and Consent

Ich versichere die Richtigkeit der oben gemachten Angaben. Änderungen und Zusätze werde ich dem Bayreuth Humboldt Centre umgehend bekanntgeben. Die Hinweise zum Antrag sowie die Ausführungen zur Datenerfassung habe ich zur Kenntnis genommen, insbesondere, dass die Verantwortung für die Vollständigkeit dieses Antrags bei mir liegt. Ich erkläre mich damit einverstanden, dass die Bewerbungsunterlagen beim Bayreuth Humboldt Centre verbleiben.

I certify that the information provided in this application is accurate to the best of my knowledge. Furthermore I agree to inform the Bayreuth Humboldt Centre immediately of any changes and amendments. I have taken note of the information provided in and regarding this application as well as the notice about the storage of personal data. I accept responsibility for the completeness of my application. I agree that this application and accompanying documents shall remain with the Bayreuth Humboldt Centre.

all fields with (*) are required