B. Guidelines for application

I. General information

1. Content of application

The application comprises the following:

- Application form
- Applicant's Curriculum Vitae, including previous research experience (1-2 pages maximum)
- A list of previous publications (1-2 pages maximum)
- A project description (7 pages maximum)
- Calculation of the estimated costs (1 page maximum)
- A copy of the supervision agreement with the doctoral candidate

The application must be co-signed by the head of the relevant institute and dean's office. It is recommended to ensure adequate time in order to obtain the relevant signatures for the application.

Moreover, each application should include an affirmative statement by the head of the institute where the applicant is employed. The statement should expand on the applicant's expertise, the relevance or innovativeness of the project idea, as well as the scientific prospects for the applicant as a result of the project.

Furthermore, the head of the institute should provide information on supervision of the doctoral candidate and ensure that supervision can be maintained until project completion, in the event of premature departure of the sponsored researcher. In this respect, a supervision agreement should be concluded. Upon request, the corresponding model supervision agreement can be provided by the Graduate Academy of Leibniz University Hannover (https://www.graduiertenakademie.uni-hannover.de/).¹

In the event that the grant recipient leaves the project between approval and project start or at an early stage of the project term, the approved funds flow back into the central research fund or are distributed to designated successors. Therefore, please inform Research and Innovation Service immediately if you plan to leave the university.

2. Submission

Please submit the application together with the required documents:

- as a printed version with the original handwritten signatures (one copy), as well as
- an electronic version as a PDF, without the application form.

Address:

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¹ https://www.graduiertenakademie.uni-hannover.de/fileadmin/graduiertenakademie/weitere_pdf-Dokumente/Druck_Leitlinien_Broschuere_A5_neu.pdf

Issued: July 2020
Dezernat Forschung und EU-Hochschulbüro, Technologietransfer
Reference: Leibniz Young Investigator Grants
Dr. Sonja Detay

Postal address:
Brühlstr. 27
30169 Hannover

Visitor address:
Herrenhäuser Str. 2
30419 Hannover

3. Further information
Research and Innovation Services
Dr. Sonja Detay
Tel. 0511/762-17814
Email: sonja.detay@zuv.uni-hannover.de

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II. Structure of the application

1. Project title

2. Keywords

Provide 3 to 5 keywords (these may consist of multiple words) that characterise your project as accurately as possible and enable its subject-specific classification.

3. Project description (7 pages maximum)

The project description should include the following aspects:

- a summary of the project content (abstract) that is generally comprehensible
- the scientific background of the project / explanation of the state of the art
- the innovativeness of the project, expected project outcomes, prospects for the research project and individual research prospects (including possible, subsequent applications)
- Work plan and schedule

4. Funding request (1 page maximum)

The following table is binding for the application for project funding.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Grounds/application for project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel expenses</td>
<td>Salary scale and duration of employment</td>
</tr>
<tr>
<td>Travel expenses</td>
<td>Itemisation of individual costs</td>
</tr>
<tr>
<td>Publication costs</td>
<td>Itemisation of individual costs</td>
</tr>
<tr>
<td>Total sum</td>
<td></td>
</tr>
</tbody>
</table>

In addition, please provide information on how your position will be financed for the duration of the planned project. Please note that you cannot apply for funding to (partially) finance your position.

The requested funding should predominantly be used for personnel.\(^2\) Funding should not be requested to finance infrastructure or to commission third parties.

If applying for funding for doctoral candidate positions, please indicate in the application what concrete prospects, further development and institute involvement they would have from such funding. For this, please also provide information on how appropriate supervision will be ensured during the project and what arrangements have been made by the institute concerning the doctoral procedure of the doctoral candidate.

Please note that according to the regulations considering university teaching ("Verordnung über die Lehrverpflichtungen an Hochschulen (Lehrverpflichtungsverordnung – LVVO –)") the doctoral candidate is obliged to teach within the project.

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\(^2\) Personnel expenses should be determined as closely in line with demand as possible.

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Please note, as of 01.01.2003, contributions to state accident insurance (LUK) must be taken into consideration when making financial projections for the project. Please view circular A no. 04/2014 of Leibniz University Hannover.

5. Declarations

5.1. Declarations regarding the intended research

☐ Testing on humans or material taken from humans
   Please present the ethical and legal aspects of the planned experiment(s)
   (treatment trials or experiments, criteria for selection of test subjects, presentation of possible risks
   and the appropriate corresponding precautionary measures, method of providing test subjects with
   information and obtaining consent)

☐ Testing on animals
   Please describe the intended animal testing

If you conduct research projects on humans or using human data, please obtain a statement from the Central Ethics Commission of Leibniz University Hannover before carrying out the project.

For medical research proposals, a medical ethics committee must be consulted.

5.2. Application to other bodies

If you have already submitted an application for funding for the proposed project to another body, please provide information regarding this.

If this is not the case, please declare the following:

"An application for funding this project has not been submitted to any other body. If I intend to submit such an application, I will promptly inform Research and Innovation Services."

5.3. Rules for good scientific practice

Among other things, the general principles for good scientific practice include
- working in accordance with the law of the art ("lege artis"),
- documentation of results,
- maintaining strict honesty with regard to contributions by partners, competitors and predecessors.

Please declare the following with respect to the rules of good scientific practice:
"By submitting this application, I declare that I will comply with the rules of good scientific practice."

5.4. Disclosure of address and personal contact details, as well as data on the approved project

If the project is approved, your photo (or a group photo) and your address and contact details at the institute, as well as information on the approved project will be disclosed on the website of Leibniz University Hannover and possibly in the daily newspapers (HAZ). Furthermore, the collected data will be stored in order to enable networking activities between the sponsored researcher and other outstanding junior researchers of Leibniz University Hannover.

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Please declare the following if you consent to the storage and disclosure of this data:

☐ "In the case of project approval, I consent to disclosure of a photo of me (or group photo) and my contact details (name, institute, telephone number, email, link to my personal homepage at the institute), as well as the project title, abstract and duration of the project on the website of Leibniz University Hannover and potential daily newspapers.

☐ Furthermore, I consent to the use of my data by Research and Innovation Services for further networking activities between outstanding junior researchers."

These consents are voluntary and can be revoked at any time, e.g. by letter or e-mail. The revocation of the consent does not affect the legality of the processing carried out on the basis of the consent up to the revocation.

☐ I do not consent to the use or disclosure of my data.

6. Signature
The application must be signed by the applicant.