

## B. Guidelines for application

### I. General information

#### 1. Content of application

The application includes the following parts:

1. Application form
2. Project description (Chapter 1 – 5: maximum 8 pages)
3. Applicant's Curriculum vitae in the provided format (max. 4 pages), incl. a list of max. 10 (project)-relevant publications
4. Statement of the hosting scientist concerning career support. Please attach the statement as an appendix

##### In funding module A:

5. Confirmation by the hosting institute that it will finance the three-year doctorate and a copy of the supervision agreement with the doctoral candidate (after confirmation of supervision or upon employment). Please attach the confirmation as an appendix.

##### In funding module B:

6. Confirmation of employment by the hosting institute as well as confirmation of coverage of further project costs incurred. Please attach the confirmation as an appendix.

The head of the respective institute must co-sign the application. Please inform the Dean of the faculty about your application.

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

**Funding module A:** The head of the institute must informally confirm the guarantee of the three-year doctoral period as well as the doctoral supervision and describe the integration of the doctoral candidate into the institute. The supervisor must sign a supervision agreement at the beginning of the project. The Graduate Academy of Leibniz University Hannover (<https://www.graduiertenakademie.uni-hannover.de/>) provides a template. Please send a copy of the supervision agreement to Research and Innovation Service three months after the start of the project. The institute should also explain which concrete measures and activities to support the scientific career of the postdoc.

**Funding module B:** Applicants must enclose a statement from the host institute of the LUH with the application, in which it the host assures that the applicant will have sufficient basic equipment and a workplace at the institute. If the implementation of the project requires further funds (besides the financing of the position of the international postdoc), the host has to confirm that these funds will be provided locally to a sufficient extent. Furthermore, explain the concrete measures and activities to support the scientific career of the international postdoc.

#### 2. Submission

Please submit the application with the required documents in electronic form as two PDF files (1: scan of the signed form and 2: application, CV and attachments as one editable PDF) by email to [dezernat4@zuv.uni-hannover.de](mailto:dezernat4@zuv.uni-hannover.de) by 1 May 2023.

**The deadline for funding line B "Global Leibniz Young Investigator Grants" has been extended. The new deadline is 1 July 2023.**

---

### 3. Further information

Research and Innovation Service  
Dr Maria Leuteritz  
Tel. 0511/762-5824  
E-Mail: [maria.leuteritz@zuv.uni-hannover.de](mailto:maria.leuteritz@zuv.uni-hannover.de)

## II. Structure of the application

In sum, the total length of chapters 1 – 5 must not exceed eight pages.

### 1. Project title

Please insert the title of the project.

### 2. Applicant

Title, Forename, Surname

### 3. 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.

### 4. Project description

The project description should include the following aspects:

- a summary of the project content that is generally comprehensible (abstract, max. 200 words)
- the scientific motivation and own previous research
- objectives and innovativeness of the project and its expected project outcomes (e.g. dataset, programming code, text publication, database, demonstrator) and their relevance for the clusters of excellence (initiatives)
- Work plan and schedule
- budget calculation (in funding module A: please add how your host plans to fund of your position during the project)

Not eligible for funding is the contracting of third parties and basic equipment as well as end funding for dissertation or subsequent projects.

### 5. Reference to the cluster of excellence or the cluster of excellence initiative

In your proposal, please explain in detail to which specific cluster of excellence or cluster of excellence initiative your project is related and how your project can contribute to the cluster of excellence (initiative).

### 6. Literature

Please list publications cited in the application.

### 7. Declarations

If the response to any of the following points is yes, please comment on them in the annex.

#### 7.1. 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)

For medical research proposals, a medical ethics committee must be consulted (e.g. MHH).

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.

Safety-related aspects („Dual Use Research of Concern“)

Please check whether there are indications in your planned research project that possible research results could produce knowledge, products or technologies that might be directly misused for significant harmful purposes (Dual Use Research of Concern, DURC).

If your answer to this question is "yes", please contact the Committee for Responsibility in Research.<sup>2</sup>

## 7.2. 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."

## 7.3. 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"),
- to consistently challenge and carefully examine the results of one's own scientific activity;
- to document processes and results of one's own scientific activity;
- to maintain strict honesty with regard to one's own contributions as well as those of other persons, in particular staff, students as well as partners and competitors;
- to allow and encourage critical discourse in the scientific community.

Please declare the following with respect to the rules of good scientific practice:

"By submitting this application, I hereby declare, that I will comply with the Gottfried Wilhelm Leibniz University of Hannover's Code of Good Scientific Practice and to strictly avoid the forms of scientific misconduct listed therein from the beginning."

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

If the project is approved, 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. Furthermore, the Research and Innovation Service will store the collected data in order to process the projects.

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

In the case of project approval, I consent to disclosure 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.

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.

## 8. Signature

The application must be signed by the applicant. A digital signature is sufficient.

<sup>1</sup> <https://www.uni-hannover.de/de/universitaet/organisation/gremien-und-kommissionen/ethikkommission/>

<sup>2</sup> <https://www.uni-hannover.de/de/universitaet/organisation/gremien-und-kommissionen/verantwortung-forschung/>