Hochschule
für nachhaltige Entwicklung
Eberswalde

Guideline

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Content

Guideline for the Support of Early-Career Researchers (ECR)

Guideline for the Support of Early-Career Re-searchers (ECR) at Eberswalde University for Sustainable Development (HNEE)

I Purpose of Funding

Early-career researchers (ECR) at HNEE can apply for various funding opportunities for personal, work-accompanying qualification and professional development. The source and availability of funds may vary depending on the different funders and the requirements of specific funding programs.

The funding opportunities listed here are always intended as a supplement to existing funding and do not replace the basic resources, particularly material resources, necessary for carrying out a doctoral project or other research projects. Funding from HNEE is excluded if alternative funding (e.g., within the framework of a third-party funded project, a scholarship, or from the university where the doctoral enrollment is held) is available for the planned activity.

This guideline for supporting the qualification and development of ECR consolidates and standardizes the application process for various funding opportunities. The guideline, together with the corresponding application forms, provides transparency regarding the requirements and criteria for funding and offers guidance for submitting an application.

II TARGET GROUP FOR FUNDING

Applications for travel and other material expenses can be submitted by ECR who

- are employed at HNEE, have successfully completed a doctorate, and are pursuing a scientific leadership position,

OR

- are employed at HNEE and enrolled for doing a doctorate at the Brandenburg Graduate School for Applied Sciences,

OR

- are not employed at HNEE but enrolled in the Brandenburg Graduate School for Applied Sciences and are supervised by a professor at HNEE (e.g., scholarship holders) – provided they are not employed at one of the other Universities of Applied Sciences in Brandenburg.

If sufficient funds are available in the fiscal year, applications may also be considered from ECR who

- are employed at HNEE and enrolled for a doctorate at a university, preferably in Brandenburg, if funding from the supervising university has been denied or is not provided,

OR

- are employed at HNEE as academic staff and pursuing a doctoral qualification, even without having been formally admitted to a doctoral studies

The status at the time of application applies. Approved measures can still be funded up to six months after the end of the employment at HNEE.

III ELIGIBLE EXPENSES

In particular, funding or co-funding of the following measures can be applied for if they contribute to the qualification and development of ECR:

	Maßnahme		Mittel
Travel costs and participation fees	Research stays	national	max. 5.000 €/ year*
		international	max. 8.000 €/ year*
	Active participation in conferences or meetings (usually with own contribution)**		max. 2.500 €/ year*
	Scientific further education (especially summer/spring schools or training within structured doctoral programs)		max. 1.000 €/ year
Other material expenses	Publication costs for Open Access publications in accordance with current HNEE regulations		max. 2.500 €/ publication
	Scientific coaching (e.g., career coaching, reconciliation of work and family life), particularly for postdocs		max. 1.000 €/ year
	Research- and transfer-related consumables and material		50 € - 500 €/ application***

* Maximum amounts may vary due to program- or country-specific funding conditions.
** If contributing your own presentation is not possible, costs can exceptionally be reimbursed in part. Please submit a separate justification.
*** Only with a separate justification if research beyond the originally planned topic is to be conducted and funding by the supervising professor is excluded. Applicants must submit a description of the planned research project.

This list is not exhaustive. The purpose of funding must always be considered when applying. Funding cannot be provided for equipment or basic infrastructure, nor for personnel costs. Consumables and material expenses can only be requested if they are required to expand the original research topic. This enables ECR to obtain funds to pursue their own research ideas that complement their main research project conducted at HNEE.

Current HNEE regulations must always be followed. For the application and accounting of business trips, the Federal Travel Expenses Act and the travel expense rates of the German Foreign Office apply, as outlined in the administrative regulations for the determination of foreign daily and overnight allowances.

For applications from scholarship holders or project staff, it is their responsibility to clarify in advance whether additional funding from HNEE is compatible with the grant or third-party funding conditions.

IV APPLICATION PROCEDURE

The form “Application for Funding of Early-Career Researchers (ECR)” must be used for applications. Grants may also be requested. The application, along with all relevant documents, must be sent by email to the Advisor for Academic Career Development (Contact: wissenschaftliche.karriere@hnee.de), allowing for a two-month processing period before the planned expenditure.

The application should include:

- A concrete description of the planned measure
- Classification of the measure with regard to qualification and/or development goals
- Detailed breakdown of the requested funds
- Timeline for the use of funds

Each eligible person may submit multiple applications per year. Each application covers one measure. Applications can be submitted at any time. The maximum annual funding is generally limited to €5,000 per person (or €8,000 for international research stays) and depends on the available budget. If the available budget in the funding programs is not fully used, additional funds may be requested in justified cases.

V ALLOCATION OF FUNDS

Funds are allocated by the Vice President for Research and Transfer on the recommendation of InnoSupport Research|Start-up|Transfer.

VI USE AND ACCOUNTING OF APPROVED FUNDS

Approved funds may only be used for the approved measures and in accordance with applicable budgetary law. Accounting for measures that have been changed is only possible with the approval of InnoSupport Research|Start-up|Transfer.

Reimbursement for travel costs and personal expenditures should be submitted within two months.

VII REPORTING OBLIGATION

A report on received funding is only required if explicitly requested. The requested report should not exceed one A4 page.

VIII MISCELLANEOUS

This guideline will be evaluated for its effectiveness one year after publication and subsequently every two years, and adjusted if necessary.

Prof. Dr. Matthias Barth
Präsident