## FAQ – Frequently asked questions

1. Who is my contact person for questions regarding the project "Add-on Fellowships for Interdisciplinary Science and Transfer"?

The Add-on Fellowships are a joint project of the clusters *Entrepreneurship* and *New Materials and Resources for the Future*. Please send your questions via email to [addon@joachim-herz-stiftung.de](mailto:addon@joachim-herz-stiftung.de).

1. Can I submit an application even if I have a fixed-term employment contract?

Yes, a fixed-term employment contract is not a disqualifying criterion. The key factor is an existing employment relationship at an academic research institution in Germany on the day of application.

1. I have secured research funding or received prize money. Am I still eligible to apply?

If you have secured substantial research funding as a project leader in a peer-reviewed process from the DFG, BMBF, EU, or a research-funding foundation (e.g., DFG Research Grant, "Eigene Stelle," Emmy Noether Program, Marie Skłodowska-Curie Fellowships, or ERC grant from the EU, endowed professorships), you are no longer eligible to apply for this fellowship program.

If you participated as a team member in a DFG, BMBF, or EU project but did not lead the project, you remain eligible. Similarly, if you have received prize money (e.g., an award for a poster/oral presentation or a doctoral prize), you remain eligible.

1. Is an application in English or German preferred?

Neither the foundation nor the jury has a preference in this regard. Feel free to choose whichever language – German or English – suits you best.

1. What does the topic "Resources for the Future" mean?

The Joachim Herz Foundation promotes interdisciplinary approaches to sustainably and efficiently utilizing natural, economic, and technological resources. This term encompasses the exploration of new materials, life sciences, and economic processes to address future challenges. The aim is to develop new solutions that promote sustainability. To avoid influencing applicants, no specific examples will be provided here.

1. How detailed should the planned use of funds be presented?

The more detailed you are, the better the jury can envision your project. Please use a table format. For example: Conference/research stay A for approximately C EUR for purpose B, training on topic X for approximately Y EUR for purpose Z…

1. Are changes in the use of funds during the course of the fellowship possible?

The Add-on fellowship is a individual support and not a project grant. Changes to the originally planned use of funds are possible during the course of funding period and are usually discussed informally with your contact person at the foundation.

1. What should the description of the motivation focus on?

Please explain how you intend to use the provided funds. Why will the Add-on Fellowship advance your career and research project, why are your research topics relevant, and how does your research align with the goals of the Add-on Fellowships?

1. Should the description of my research focus on my research agenda or on the project for which the funds are being requested?

Since this is a personal funding program, please describe both your personal research agenda and the project that would benefit most from the funding.

1. What is meant by "transfer potential"?

Please describe how your research (or possibly, its results) will or maybe be utilized beyond the project itself, for example, through application in industry, society, or other scientific fields. Be as specific as possible. A mandatory transfer or translation success is not an aim for the fellowship.

1. Should the supervisor's letter be a general letter of recommendation or specifically address the fellowship requirements?

The letter of recommendation may include both aspects. In addition to the usual content of a reference letter, it should especially highlight why you—the applicant—are particularly deserving of support. Please submit the reference letter via email at [addon@joachim-herz-stiftung.de](mailto:addon@joachim-herz-stiftung.de).

If you are not affiliated with a chair or research group, please submit a reference from a professor of your choice.

1. Which certificates should I include with my application?

For your application, you must submit your master's or doctoral certificate (highest degree) as well as a current transcript of records. This may be a grade overview from your master’s or doctoral program, even if it is from some time ago.

1. I did not receive a confirmation email. Was my application still submitted?

The confirmation email is sent automatically. Please wait at least one day and also check your spam folder. If you still have not received an email, please contact [addon@joachim-herz-stiftung.de](mailto:addon@joachim-herz-stiftung.de).

1. When can I expect a decision?

You will receive feedback by October at the latest. In the meantime, no updates on the evaluation status can be provided. We kindly ask you to refrain from inquiries.

Unfortunately, if your application is rejected, we cannot provide feedback on your submission.

## During the Fellowship

1. I will take up a position abroad. Does the fellowship need to be terminated?

If you engage in academic research activities, you can continue the fellowship. This requires the approval of the Joachim Herz Foundation.

1. I will switch to an employer that is neither a public university or research institution nor a private non-profit organization. Does the fellowship need to be terminated?

If you take up a non-academic employment position, you must terminate the fellowship. This applies regardless of the location of employment. In any case, please contact us early so that we can coordinate the next steps.

1. Do expenses, such as conference participation, need to be applied for or approved in advance?

No. You will receive the funding in your private bank account. The funds can then be used for all expenses covered by the categories specified in the fellowship agreement and that have a clear connection to your research.

1. Can I use the fellowship funds to hire a student assistant?

Yes. From the perspective of the Joachim Herz Foundation, the funds can also be used to hire student assistants.

1. Can the research funds be used to purchase data or preprocess data?

Yes. The funds can be used for the acquisition and processing of data, provided that a connection to your own research work is ensured.

1. During the fellowship, I became the parent of a child, care for relatives, or otherwise require resources to promote equal opportunities. Can I apply for these funds retroactively?

Yes, please send us your child's birth certificate. In other cases, please refer to the guidelines of the [DFG](https://www.dfg.de/de/grundlagen-themen/grundlagen-und-prinzipien-der-foerderung/chancengleichheit/antragstellende-gefoerderte/pauschale/vereinbarkeit) and contact us at [addon@joachim-herz-stiftung.de](mailto:addon@joachim-herz-stiftung.de).