

## **Guideline**

**for the award of research fellowships**

**"Singh Chhatwal Fellowships"**

**Friends of the HZI**

**(Förderverein des HZI e.V.)**

## **I. Purpose of the grant and application**

### **1. Purpose of the promotion**

In order to support the scientific activities of the Helmholtz Centre for Infection Research (HZI), the “Friends of HZI” association awards fellowships to scientists for guest stays at the HZI.

These research stays serve on the one hand to enrich and supplement work on certain research projects, but on the other hand also to support the scientific work of the visiting researchers. Research work by scientists can only be funded by fellowships if it is compatible with the research objectives of the HZI.

The financial support serves to secure living costs during the execution of the research project that is clearly defined by the submitted application.

### **2. Application procedure**

The fellowships must be applied for by the head of department/working group to the management of the Friends of HZI. A deadline is set once a year. An expert group appointed by the board of directors of the HZI Association assesses the applications received and submits its recommendation for approval or rejection of the applications to the management of the association within less than six weeks after extensive consultation. A final decision on the awarding of the fellowships is reserved to the management of the Friends of HZI after examination of all documents and assessment.

## **II. Qualification characteristics of the fellowships**

### **1. Fellowship benefits**

The amount of the research grant is monthly:

3.200 EUR

This fellowship includes a flat-rate mobility allowance, travel and visa costs, language tuition costs as well as an allowance for health and liability insurance costs.

### **2. Duration of funding**

Up to 24 months

### **3. Conditions for granting**

Research fellowships can only be awarded to doctoral researchers who completed their doctorate no more than three years ago (closing date for applications).

The dissertation or previous positions should have taken place at a foreign research institution.

The applicant, the applying department/working group and the submitted research concept must meet high international scientific standards.

## **III. General regulations**

### **1. Payments of the fellowship**

Fellowships are tax-exempt and are not subject to social security contributions, provided that the requirements of § 3 clause 44 of the German Income Tax Act (EStG) are met. The fellowship is transferred monthly to a current account to be set up by the fellowship holder at a bank in Germany.

### **2. Additional income**

Research fellowship holders are obliged to report all additional income to the Friends of HZI. Additional income that exceeds the earnings limit for part-time employees will be credited against the fellowship amount.

### **3. Publications**

In the case of publications, the support of the research work with funds from the Friends of HZI as sponsor must be pointed out.

### **4. Good scientific practice**

The fellowship holder undertakes to observe the rules of good scientific practice.

### **5. Maternity protection extension of the research fellowship**

If a child is born during the period of support, the approved support period can be extended by up to 3 months on application in accordance with the protection periods of the Maternity Protection Act.

## **6. Illness**

In the event of inability to work due to an accident or illness, the fellowship will continue to be paid for a period of six weeks, but not beyond the approved fellowship period. In cases of hardship, this period may be extended with the approval of the Executive Board of the Friends of HZI.

## **7. Premature expiration of the fellowship**

The fellowship ends at the end of the day on which the fellowship holder takes up a professional activity against payment.

The fellowship can be revoked before the end of the grant period if the fellowship holder does not make reasonable and necessary efforts to achieve the purpose of the fellowship. The same applies to violations of good scientific practice. The revocation period is 6 weeks to the end of a calendar month.

The right to immediate revocation at any time for good cause remains unaffected.

The fellowship shall be deemed revoked if the claim to its payment is seized, pledged or assigned.

## **8. Social security schemes**

Fellowships of the Friends of HZI do not establish an employment relationship. The payments do not constitute remuneration within the meaning of § 14 Social Code IV. The granting of a fellowship does not constitute an employment relationship. A fellowship is not compensation for a scientific activity.

Fellowship holders are self-employed within the meaning of § 18 EStG. Any social security contributions will not be covered.

## **10. Unemployment insurance**

Under certain conditions, self-employed persons can apply to the Federal Employment Agency for voluntary unemployment insurance within one month of starting the fellowship. The basis for this is § 28a Social Code 111.

Further information can be obtained from local employment agencies or on the Internet at [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

## **9. Health insurance**

The fellowship holders themselves must ensure that they have adequate health insurance, as the granting of the fellowship does not establish an employment relationship. Before a fellowship is paid out, the fellowship holder must provide proof of appropriate insurance cover to the management of the Friends of HZI.

## **10. Pension insurance**

The experts of the pension insurance institution are available for this area of law and for the possibilities of voluntary continued insurance during the fellowship period.

<https://www.deutsche-rentenversicherung.de>

## **11. Status of the fellowship holders**

Fellowship holders receive the right to stay at the HZI for the duration of their fellowship.

## **IV. Final provisions**

This Guideline shall enter into force on the date of signature and shall remain in force until further notice.

Amendments to this regulation must be made in writing.

Braunschweig, 28.11.2018

For the Management Board

Dr. Hansjörg Hauser

Prof. Dr. Dieter Jahn

Prof. Dr. Joachim Klein