

Preamble

The selection of Fellows for the implementation of research projects is made on the basis of both program-specific and stand-alone calls for applications as determined by the respective project proposal. Distinguished scientists and, in individual cases, other recognised personalities from fields other than science, such as administration, business, the arts, civil society or other areas, can be appointed as visiting scientists ("Fellows") at the GFZ for a limited period of time, usually not exceeding two years. With regard to all appointments, the international character of science and research, the qualification of the scientist, as well as the scientific originality and feasibility of the project are to be considered. A well-balanced ratio between senior and junior scientists is sought. The GFZ grants Fellows a fellowship within the limits of available funding, to compensate for expenses incurred to them or to their home institutions as a result of their stay in Potsdam.

§ 1 – Principles

- (1) Fellows are directly assigned to the respective director affiliated with the subject matter. The GFZ concludes a written agreement with the Fellow, which defines the mutual rights and obligations between the GFZ and the Fellow.
- (2) Changes in the planned research project (e.g. interruption of the work within the scope of the fellowship) require the prior written consent of the GFZ.
- (3) Secondary employment is only possible in exceptional cases if it does not interfere with the purpose of the fellowship. The written consent of the GFZ must be obtained before taking on any secondary employment. The regulations on taking on secondary employment and on possible deductions from the fellowship grant can be found in Article II. 1.8 and 2.2 of *Additional Regulations for the Promotion of Talented Students, Junior Scientists and Scientists* (Zusätzliche Nebenbestimmungen zur Förderung begabter Studierender sowie begabter Nachwuchswissenschaftlerinnen und -wissenschaftler) of the BMBF (http://www.bmbf.de/pubRD/richtlinie_begabten-foerderung.pdf), which apply accordingly to all fellows.
- (4) During the period of the fellowship, no other funding from a German science funding organisation or similar may be claimed for research topics with the same or related contents.
- (5) The GFZ must be informed immediately in writing of any other funding for research projects with the same content or related topics (e.g. by foreign institutions), as well as of any other external funding and any change in personal or economic circumstances relevant to the amount of the fellowship that could have an impact on the calculation or payment of the fellowship (e.g. change in marital status, income from employment, etc.). Long-term illnesses extending beyond six weeks must also be reported.
- (6) There is no legal entitlement to a fellowship.

§ 2 – Fellowships

- (1) The GFZ awards research fellowships to scientists with above-average qualifications both from Germany and from abroad.
- (2) The grant is limited to a period of two years. In justified cases, the fellowship may be extended up to a further two years.
- (3) Fellowships are awarded to doctoral students, postdoctoral researchers, experienced academics and professors:
 - (a) Research fellowships for **doctoral students** enable graduates with above-average qualifications who have completed their university studies (degree / MA) generally within the last three years to undertake a temporary research stay at the GFZ.
 - (b) GFZ fellowships for **postdoctoral researchers** enable postdoctoral researchers with above-average qualifications who are at the beginning of their scientific career and who, as a rule, have completed their doctorate within the last four years, to spend a fixed-term research stay at the GFZ.
 - (c) GFZ fellowships for **experienced academics** facilitate scientists with above-average qualifications who have completed their doctorate, as a rule within the last twelve years, to spend a limited research stay at the GFZ. A transparent and detailed scientific profile is required. As a rule, candidates are already working as assistant professor or as junior research group leader or can provide evidence of several years of independent scientific research work.
 - (d) GFZ fellowships for **Professors** enable professors of different age groups with above-average qualifications and with outstanding research findings to carry out a temporary research stay at the GFZ.
- (4) Fellowships for non-academics (see preamble) will be awarded on a case-by-case basis. It is to be decided to which comparable category according to § 2 (3) the Fellow can be assigned.
- (5) The fellowship serves to cover the cost of living expenses of Fellows, and is provided only for the purpose and to the amount specified in the agreement.
- (6) This Fellowship Policy sets out the indicative total amount of the fellowship (Annex 1). The actual level of support will depend on the qualification of the fellowship holder and their family situation.
- (7) The fellowship comprises:
 - (a) Basic amount (including an allowance for material costs)
 - (b) Accommodation allowance
 - (c) Relocation costs
 - (d) Travel allowance
 - (e) Allowance for spouse or registered partners
 - (f) Childcare allowance

- (8) The fellowship is paid in advance on a monthly basis for the duration of the actual stay.
- (9) Fellowships are intended exclusively for research purposes and are tax-exempt in Germany according to § 3 clause 44 EStG. The Fellowship does not constitute an employment or service relationship. Accordingly, no social security contributions are due.
- (10) In accordance with § 1 of the Act on Equal Opportunities for Disabled Persons (Gesetz zur Gleichstellung beeinträchtigter Menschen), applicants with a disablement shall be given special consideration with the aim of avoiding any discrimination in funding.

§ 3 – Accommodation Allowance

Fellows receive a housing allowance corresponding to 10 % of their individual fellowship.

§ 4 – Relocation Expenses

- (1) Travel expenses for the Fellow's outward and return journeys shall be reimbursed in accordance with the provisions of BRKG [*Bundesreisekostengesetz – Federal Travel Expenses Act*]. Family members accompanying the Fellow for a continuous period of at least three months shall be reimbursed in accordance with the BRKG.
- (2) Relocation costs shall be reimbursed on the basis of a flat rate which will vary according to distance and family size (Annex 2).

§ 5 – Allowance for Travel Expenses

Travel that serves the intended purpose of the research stay must be applied for in writing to the GFZ. The modalities and the total travel allowance are regulated by the Federal Travel Expense Act (BRKG).

§ 6 – Allowance for Spouse or Registered Civil Partners

- (1) If the Fellow's spouse or registered partner as defined in the Federal Act on Registered Partnerships (Gesetz über die eingetragene Lebenspartnerschaft), accompanies the Fellow for an uninterrupted period of at least three months, a monthly allowance of 276 EUR can be granted on application during the sponsorship period. A certified copy of the marriage or registered partnership certificate must be submitted with the application.
- (2) Income of the spouse/registered partner (salary or income from self-employment or employment in Germany, other German or foreign fellowships) exceeding the so-called "income limit for marginally employed persons" (currently 400 EUR per month) will be deducted from the grant. The monthly income of the partner must be submitted to the GFZ together with the application.

§ 7 – Childcare Allowance

If children, younger than 12 years of age at the time of awarding of the fellowship, accompany the Fellow for at least three months without interruption, a childcare allowance of 276 EUR per month can be granted on application during the funding period. If the child does not require a visa to enter Germany, a certified copy of the birth certificate(s) must be submitted to the GFZ together with the application.

§ 8 – Health Insurance

- (1) Fellows are responsible for taking out health insurance. Proof of insurance must be submitted to the GFZ at the beginning of the fellowship.
- (2) If the home country's health insurance does not provide sufficient insurance coverage for the stay in Germany, the Fellow is obliged to take out health insurance for himself/herself and for any accompanying family members.

§ 9 – Achievement and Exploitation of the Research Results

- (1) The previously agreed work objectives must be achieved during the research stay at the GFZ. If this is not possible, the GFZ must be informed of the reasons in writing.
- (2) The research results must be submitted to the GFZ in the form of a final report before the end of the funding period.
- (3) In the case of publication of the research results achieved within the scope of the funding, the fact that the research project was funded by the GFZ should be mentioned accordingly.
- (4) The Fellow is obliged to comply with the rules for safeguarding good scientific practice issued by the GFZ in implementation of the DFG Code "Guidelines for Safeguarding Good Scientific Practice" (<http://intranet.gfz-potsdam.de/themen/regelungen-und-formulare/interne-regelungen/uebergreifendes/gute-wissenschaftliche-praxis/>).
- (5) The exploitation of research results must comply with Sections 6-12 of the Special Auxiliary Terms and Conditions for Project Funding by the Federal Ministry of Education and Research for Project Funding on an Expenditure Basis (Besondere Nebenbestimmungen für Zuwendungen des Bundesministeriums für Bildung und Forschung zur Projektförderung auf Ausgabenbasis) (<http://www.bibb.de/dokumente/pdf/0330a.pdf>).

§ 10 – Procedure

- (1) The written agreement pertaining to the fellowship shall be drawn up on the basis of the information provided by the Fellow. The Fellow is obliged to immediately report any changes in circumstances relevant to the granting of the fellowship without delay. Incorrect or incomplete information or a breach of the obligation to notify in accordance with sentence 2 will result in a retrospective correction of the

agreement and may lead to claims for repayment by the GFZ in accordance with paragraph 3.

- (2) The GFZ is entitled to terminate the fellowship agreement in whole or in part for good cause. Important reasons are in particular if
 - a) the prerequisites for the conclusion of the agreement are no longer given;
 - b) the Fellow has provided incorrect or incomplete information on material facts or has violated his or her obligation of notification pursuant to paragraph 1, sentence 2;
 - c) the Fellow terminates the research project prematurely.
- (3) In the event of a subsequent amendment to the agreement in accordance with paragraph 1, sentence 3, or in the event of termination of the agreement in accordance with paragraph 2, the payment of the benefits shall be suspended and amounts paid in error shall be reclaimed by the GFZ. Interest shall be charged at 3% above the respective basic rate of interest (pursuant to section 247 of the German Civil Code).
- (4) The fellowships provided under these regulations can be reduced if the budget available to the GFZ is exceeded.
- (5) In particularly justified exceptional cases, the Executive Board of the GFZ may, in consultation with the funding bodies, take a decision that deviates from this policy.

§ 11 – Period of Validity

The Executive Board of the GFZ approved this Fellowship Policy at its meeting on February 8, 2023. It will enter into force on February 8, 2023. Any amendments or modifications must be made in writing.

Prof. Buiter
Executive Board

Dr. Schwartze

Basic monthly scholarship amounts

1) Category 1

PhD students

(Degree/Masters within the past three years as a rule) EUR 2.000,-

2) Category 2

Postdocs / Junior Scientists

(Doctorate within the past four years as a rule): EUR 2.500,-

3) Category 3

Experienced Scientists / senior Scientists /

W2 Professors / Associate Professors

(Doctorate within the past twelve years as a rule)

or comparable: EUR 3.000,-

4) Category 4

W3 Professors / Full Professors / Directors /

Institute Heads

or comparable: EUR 4.500,-

Relocation allowance for Fellows (including travel costs to and from destination)

Germany	EUR 500,-
Europe ¹	EUR 720,-
Overseas I (near) ²	EUR 1.200,-
Overseas II (far) ³	EUR 1.500,-

Supplement allowances for accompanying family members per family member (including travel to and from destination)

Germany	EUR 100,-
Europe	EUR 100,-
Overseas I +II	EUR 150,-

¹ The division into distance zones is made on the basis of continents. 'Europe' thus encompasses continental Europe including Turkey and Russia up to the Ural Mountains.

² North America, Africa, Asia.

³ South America, Australia.