

FAQ - IEG FELLOWSHIPS FOR POSTDOCS

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1. Funding Aims and Requirements for Applications

Who can be funded by the IEG? Who can apply for a fellowship?

The IEG awards fellowships to postdocs from Germany and abroad working in the fields of European history, history of religion and historical theology or other historical disciplines including Digital Humanities.

What does the IEG fellowship fund?

The IEG Postdoc fellowship is intended to help you develop your own research project in close collaboration with scholars working at the IEG and to contribute to its ongoing [research activities](#).

There is a possibility to develop prospects for further cooperation with the IEG. If a promising application is submitted to a third-party funding body, the fellowship may be extended.

Are there thematic guidelines for funding?

Generally, research projects applicable for funding should concern European history from the early modern period to contemporary history.

There is particular interest in projects

- with a comparative or cross-border approach,
- on European history, including its relation to the wider world, or
- on topics of intellectual and religious history.

There are no guidelines concerning the specific topic itself.

Can I simultaneously apply for a scholarship at another institution?

It is, as a matter of principle, possible to simultaneously apply at other institutions. Please do indicate this on your application form and promptly inform us about potential second applications or decisions regarding these during the selection process.

What is the expected length of stay at the IEG?

The fellowship involves a research stay of six up to twelve months, during which the fellows are obliged to reside at the institute. The fellows live and work at the institute building. Fellows who are accompanied by their children (and, if applicable, partners) to Mainz form the exception.

To whom do I address my application?

Please direct your application via e-mail (application@ieg-mainz.de) to:

Leibniz Institute of European History
The directors | Prof. Dr. Nicole Reinhardt | Prof. Dr. Johannes Paulmann
Subject: Fellowship application

Is it possible to retroactively change the fellowship period applied for?

The fellowship is bound to the period specified in your letter of acceptance.

1.1 Fellowships for Postdocs

Which activities are supported by the postdoctoral fellowship?

The IEG postdoctoral fellowship supports outstanding postdocs who develop a new research project at the IEG after completing their dissertation and who would like to continue this research project at the IEG or in cooperation with the IEG following the postdoctoral fellowship.

Can I apply for a postdoctoral fellowship before completing my PhD?

Your dissertation must be completed before the application deadline. It is part of the application documents.

How long can my PhD go back?

At the time of application, no more than three years may have passed since you completed your PhD. Non-academic activities are not included in this period.

How is the date of the PhD determined?

The date of completion of the last academic achievement required for the doctoral procedure (e.g. defence of the thesis, final oral examination) applies. In general, this date is mentioned next to the date of issue on the doctoral certificate. The application deadline for IEG Fellowships for Postdocs is taken as the cut-off date for the calculation of the period after the PhD.

Which graduation date applies if I have more than one PhD?

In case of multiple PhDs, the PhD which is closest in subject matter to the proposed research project is relevant. Please indicate both PhD graduation dates with the subject of expertise on

your CV. In addition, copies of both doctoral certificates must be submitted and both dissertations must be mentioned in the complete publication list.

Is it possible to apply for an extension of the fellowship?

It is possible to develop prospects for further cooperation with the IEG. If a promising application is submitted to a third-party funding body, an extension of the fellowship is possible.

1.2. Language Skills

The fellowship requires a good command of English. What does that mean?

A good knowledge of English is required to participate in the discussions at the institute.

Do I have to provide proof of a language test?

It is expected of you to account for the language skills you mentioned in the application form through credentials or certificates. This also includes school certificates or the completion of an English-language university degree programme.

2. Residential Obligation

What is meant by residency requirement?

Fellowship holders reside and work in Mainz during the entire funding period. Fellows participate in the public lectures and the weekly research colloquia of the IEG. Participation in other academic events of the Institute (workshops, conferences) is welcomed but not mandatory.

Can I leave the IEG during the fellowship, e.g. for archival and research trips?

Short visits to archives, libraries, external experts and specialised conferences are possible as part of the required stay. Absences must be arranged at least five working days in advance with the Head of the Research Fellowship Programme.

Can I apply even if I do not want to use the accommodation in the IEG building?

In principle, all fellows live at the IEG building during the fellowship. Exceptions to this rule are fellowship holders with families, to whom we cannot offer accommodation in the institute. They are allowed to live outside the institute in Mainz; a workplace at the institute will be provided.

3. Application Process

3.1. Application Deadlines

Could you please tell me the deadline for submitting an application for a postdoctoral fellowship is?

You can find an overview of the current call for applications, with the exact application deadline in each case on our website in the "[Funding](#)" section.

Generally, the application deadline for our IEG postdoc fellowships is 15 October of each year.

Am I bound to the starting date mentioned in the call for applications? Until when is it possible to start the fellowship?

The date mentioned in the call for applications is always 1 April of each year. This date is the earliest possible starting date. It is possible to apply for a fellowship for a later period. However, the desired fellowship period may not start later than 12 months after the date mentioned in the call for applications. For later periods, please apply for the next call for applications.

When and how often do selection meetings for postdoctoral fellowships take place?

Selection meetings for postgraduate fellowships are held every winter.

Do you confirm the receipt of my application and further documents and assessments?

As soon as we receive your application, you will be notified.

When will I receive a decision on my application?

After the selection meeting, we will notify you via email about the decision of the committee. Until then, please refrain from further inquiries.

Can incomplete applications be taken into consideration?

No, they cannot.

Is it possible to apply again after a rejection?

It is possible to apply anew. This is, however, only reasonable if your project has essentially advanced and is substantially distinguishable from your first application.

3.2. Application Documents

Where can I find the application form?

The application form for postdoctoral fellowships can be found on our website in the section "[Funding](#)" on the right side under "Downloads".

What is to be considered while filling out the form?

Please download the pdf form and save it on your hard drive under your name (Surname_Name_form.pdf). Please only fill in the blanks. Please refrain from sending us scans of your completed form.

Are there any requirements for the work and time schedule?

There are no formal requirements for the timetable. We recommend a tabularisation that contains details of the time periods and their respective working steps.

How should the copies of my university degrees be authenticated?

The copies of university certificates do not need to be officially authenticated. At the beginning of the fellowship, the originals of the university certificates or certified copies must be submitted to the Fellowship office.

What documents are required for an application?

For a complete application, you must fill in the IEG application form (Surname_FirstName_form.pdf) and attach a CV, a list of publications (if applicable) and an outline of your postgraduate research project. This should include an outline of the project and a detailed work and time schedule for your stay in Mainz. Furthermore, you are expected to hand in these documents as pdf files: Your university certificates as well as a reference from your academic supervisor. Postdoctoral researchers should attach their completed dissertation as a PDF file to their application documents.

In which language should I write my application?

You can write your application either in English or in German. We recommend you choose the language in which you are most proficient.

In which languages can I submit the outline of my research project?

You can submit the outline of your dissertation in English or German. We recommend you choose the language in which you are most proficient.

Do I need to attach my thesis to the application documents?

Yes, please attach your completed dissertation as a PDF file to your application documents.

Do I have to send the full text of the thesis or can it also be a paper or a short version?

Yes, in any case please send us the full text of your dissertation as a PDF.

I did not write my dissertation in German or English. Do I need to have it translated into German?

You do not need to translate your dissertation. If you have articles about your thesis in German or English, you can submit these alongside your thesis.

3.3. References

Do the references have to be written by professors?

The first reference must be written by the primary academic supervisor of your dissertation. All referees must be authorised to supervise PhDs at their higher education institution.

Does the external referee have to be from the same institution?

The external referee must either be from another institution or from a neighbouring discipline. However, there must be a clear link between the referee's discipline and the applicant's research project.

What form should the assessments be written in and what should they contain?

As a rule, references should be no longer than two pages. They should comment on:

- the academic qualification of the applicant
- topic, aim and current status of the research proposal
- outline or synopsis, work and time schedule for the research stay in Mainz.

In addition, the references must relate specifically to your planned research stay in Mainz. General letters of recommendation will not be considered. Both referees must send a signed, up-to-date assessment as a PDF file by the application deadline directly via e-mail to: fellowship@ieg-mainz.de.

Does a second reference need to be sent?

Yes, both references must be sent by the reviewers via e-mail to fellowship@ieg-mainz.de by the application deadline. Please also enter the contact details of an external reviewer in the IEG application form.

Can the referee already be retired?

All referees have to be authorised to supervise Ph.Ds. at their higher education institution, even if already retired.

In which language may the references be submitted?

They can be submitted in German or English.

4. Financial Framework / Funding

What is the amount of funding for a postgraduate fellowship?

The postgraduate fellowship amounts to € 1.800 per month. The fellowship is paid out directly to the fellows by the IEG.

Can I apply for a family allowance for the duration of my fellowship?

Yes, it is possible to apply for a family allowance. Fellowship holders whose partners accompany them to Mainz, who share a residence (official proof of residence) and whose own income does not exceed € 450 per month, can receive family allowance. Please indicate in your application if your partner will accompany you to Mainz.

Does the IEG pay children's allowance for children who accompany me to Mainz?

Yes, fellowship holders who come to Mainz with their underage children can apply for children's allowance.

Do I receive a grant for health insurance?

No, there is no grant available for health insurance.

Can IEG fellowships be combined with other scholarships or professional activities?

No, for the duration of funding it is not allowed to make use of other gainful employment and financial support.

Can I also apply for a fellowship if my research project has already been funded by another institution?

Yes, you can. Prior utilisation of another fellowship is not an exclusion criterion, subsequent funding is possible.

Are there grants for travel expenses?

No grants are awarded for travel expenses.

Are IEG fellowships tax-exempt?

Yes, the fellowship is tax-exempt according to § 3 Nr. 44 EStG. Appropriate attestation for submission at the tax office can be requested at the Fellowship Office, if required.

5. Data Privacy / Privacy Policy

What happens to my application documents after I have submitted them?

Deletion of your personal application documents generally takes place three months after the completion of the application process. However, this does not apply if there are legal requirements preventing this, further storage of data is necessary for evidence reasons or if you have expressly agreed to an extended storing of your data.

6. Other / Misc

Which commitments do I enter by accepting the fellowship?

- a. By accepting the fellowship all fellows commit themselves to unpromptedly provide the institute's library with a copy of their published academic publication that was enabled by the IEG fellowship.
- b. The fellows live and work at the IEG in Mainz during the entire funding period (residential obligation).

To whom can I turn if I have further inquiries?

If you have further questions that were not answered by our FAQ, please turn to the Research Fellowship Programme by writing an email to fellowship@ieg-mainz.de or calling the number (06131) 39 21749.

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In any case of doubt the German version is valid.