

# Application Guidelines

## Strategic Scientific Workshops

### ***Who may apply?***

Applicants for a Strategic Scientific Workshop have to be senior faculty members of the University of Bayreuth, i.e. Professors, as well as Junior Professors, Habilitation candidates, and (Junior) Working Group Leaders. The Centre offers funding for Strategic Scientific Workshops to eligible applicants from all disciplines at the University of Bayreuth. However, members of the Cluster of Excellence cannot apply if the research focus of the application is on African Studies.\*

### ***What do I need to know about the workshop format and those involved?***

The Strategic Scientific Workshop aims to strengthen the University's [Focus Areas](#) and likewise to deepen existing or to establish new ties with international researchers from abroad with a clear objective to create sustainable research networks for the University of Bayreuth.

A Strategic Scientific Workshop involves at least one current or envisaged international institutional partner, preferably from the [University's strategic hubs or key regions](#). Applicants need to submit a joint application for a subject-specific workshop with well-defined strategic objectives for further development. All workshops take place at the University of Bayreuth for at least two days to allow for networking opportunities on campus including a UBT campus tour.

### ***What is the overall budget to realise the Strategic Scientific Workshop?***

Support for each workshop is subject to the event's complexity and may be granted up to 20,000 EUR. Complementary funding is welcome. We ask applicants to detail all expenses in a comprehensive budget plan as part of their documents submitted. Please use our [template](#) for the budget plan. It is advisable to discuss the budget plan with the office prior to submission of the application. Please contact the [Office](#) of the Bayreuth Humboldt Centre for assistance.

### ***When is the application deadline?***

The deadline for the academic year 2022 is **May 11, 2022; 23:59 h CET**. Incomplete or late applications will not be considered.

### ***Where do I find additional information about the programme?***

For additional information, please visit our [website](#) or our [Frequently Asked Questions](#).

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\* *Members of the Cluster of Excellence (as defined by [§ 11 \(3\) of the Cluster Rules](#)) cannot apply if the research focus of the application is on African Studies. This is due to regulations of the German Research Foundation stipulating that the Centre cannot provide funding to enhance resources of the university's Cluster of Excellence.*

### ***Whom may I contact for information when preparing my application?***

Candidates preparing an application for workshops are invited to contact the Bayreuth Humboldt Centre [Office](#) for further inquiries.

### ***How do I apply?***

Please submit your **complete application** via our [online form](#) by **May 11, 2022**.

In addition to the information requested in the online form, applicants need to submit the following documents:

1. **Exposé of the planned research project** including the following documents (one document, max. 8 pages):
  1. Workshop title and description of the scientific objectives
  2. Descriptions and roles of main participants and institutions involved
  3. Description of the main participants' contribution
  4. Outline of how the University of Bayreuth may benefit from this workshop immediately and on a longer timescale, including strategic objectives
  5. A budget plan (please use this [template](#))
  6. A workshop plan
2. **CVs** (max. 3 pages) and **lists of publications** (max. 2 pages) with relevance to the Workshop's objectives from main collaborative international partners

Please conform to the following formatting standards: *font* Arial, 11 pt; *line spacing* 1.5; *all margins* 2.5 cm. Page limits may not be exceeded. We will not consider incomplete or late applications. The application needs to be submitted in English. In exceptional cases German is possible.

### ***How are the applications evaluated?***

The Executive Board of the Bayreuth Humboldt Centre will evaluate the applications according to the following criteria:

- Academic excellence of the applicants and suggested participants to date
- Academic excellence of the proposed cooperative workshop at UBT
- Strategic significance and sustainability of the proposed workshop goals
- Interconnectivity with UBT and feasibility of the Strategic Scientific Workshop

### ***When will a decision be made?***

An announcement of the decisions made on the applications is expected by July 2022.

### ***Are there specific research priorities?***

There are no research priorities. Researchers from all disciplines may apply\*. Both disciplinary and interdisciplinary Strategic Scientific Workshops are possible.

### ***Who is responsible for organising the Strategic Workshop at the University of Bayreuth?***

The main applicant is fully responsible for organising and administering the Strategic Scientific Workshop according to the terms and regulations issued by the Bayreuth Humboldt Centre. The Centre's office will advise on the use of expenses.

### ***Timetable***

Call for applications	January 2022
Application deadline	May 11, 2022
Review procedure	May/June 2022
Awarding decision	June/July 2022
Notification of applicants	July 2022
Earliest date for conducting the Workshop	August 2022
Latest date for conducting the Workshop	August 2023
Latest call for billing	6 months after end of Workshop

### ***Items asked in the online form for your preparation:***

#### **Main Applicant:**

First name\*  
Middle name  
Family name\*  
Title\*  
Current Position\*  
Institute\*  
Faculty\*  
Employed at UBT since\*  
E-Mail\*  
Website  
Telephone Number\*

#### **Research Profile:**

Research Discipline (Major)\*  
Research Discipline(s) (Minor)\*  
Research Tags\*

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### **Additional Relevant Information**

#### **List of awards and accomplishments** (if applicable)

Please list your 5 most relevant awards and accomplishment (max. 5 awards).

Year / Award

#### **List of relevant duties and responsibilities beyond your professional employment** (if applicable)

Max. 5 entries

Year / Responsibility

#### **Curriculum Vitae\* (Upload)**

#### **List of Publications\* (Upload)**

### **Envisaged Strategic Scientific Workshop**

Workshop Title. (max. 200 characters)\*

Abstract (max. 1000 characters)\*

Main disciplinary fields of the project (max. 3 entries)

### **Projected time frame of the Strategic Scientific Workshop**

Fixed (start and end date) / flexible (earliest start date and latest end date)

### **Additional UBT applicant (if applicable)**

First name

Middle name

Family name

Title

E-Mail

Website

Current Position

Institute

Faculty

Employed since

**Curriculum Vitae (Upload)**

**List of publications (Upload)**

### **Main collaborative partner(s): (mind. 1, max. 4)**

First name\*

Middle name

Family name\*

Title

E-Mail\*

Website

Current Position\*

Institute/ Employer\*

Address\*

Employed since\*

**Curriculum Vitae\* (Upload)**

**List of publications \* (Upload)**

Have you collaborated with one or more of these partners in the past? If so, how?  
(max. 500 characters)

### **Documents for Submission**

**Exposé of planned research project\* (Upload)**

## **Declaration of Accuracy and Consent**

Ich versichere die Richtigkeit der oben gemachten Angaben. Änderungen und Zusätze werde ich dem Bayreuth Humboldt Centre umgehend bekanntgeben. Die Hinweise zum Antrag sowie die [Ausführungen zur Datenerfassung](#) habe ich zur Kenntnis genommen, insbesondere, dass die Verantwortung für die Vollständigkeit dieses Antrags bei mir liegt. Ich erkläre mich damit einverstanden, dass die Bewerbungsunterlagen für 5 - 10 Jahre beim Bayreuth Humboldt Centre verbleiben.

I certify that the information provided in this application is accurate to the best of my knowledge. Furthermore I agree to inform the Bayreuth Humboldt Centre immediately of any changes and amendments. I have taken note of the information provided in and regarding this application as well as the [notice about the storage of personal data](#). I accept responsibility for the completeness of my application. I agree that this application and accompanying documents shall remain with the Bayreuth Humboldt Centre for 5 - 10 years.

all fields with (\*) are required