

Application Process

You want to become part of our community? Calls for application are published on a regular basis. Please check uni.kn/zukunftskolleg for the next deadline. Applications in between calls are not accepted.

*Here you will find all information concerning the application process. If you have further questions please see the *Frequently Asked Questions* section.*

Applications should be submitted via our online application portal. Please note that we do not accept applications submitted per email or post.

– www.uni-konstanz.de/zukunftskolleg/online-application/

There are no formal requirements concerning font style and size, however all documents should be readable.

In general terms, please send all documents in English language as the Recruitment Committee consists of international experts. Exceptions of this rule will be mentioned.

Candidates may not apply for both Postdoctoral and Research Fellowships simultaneously.

For questions concerning the application, please see the FAQ section in this document. The online application also provides assistance via the help icons in the application form.

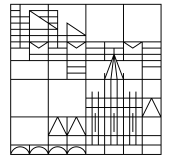
You will be requested to provide the following documents and information for your application:

- Application form
- Motivation letter
- Project outline
- Curriculum Vitae
- Copies of all relevant degree certificates
- Writing Sample
- Two letters of reference
- Two Peer Reviewers
- A Local Host

Application Form

You will find the application form in our online application portal after signing in.

– [/www.uni-konstanz.de/zukunftskolleg/online-application/](http://www.uni-konstanz.de/zukunftskolleg/online-application/)



Motivation Letter

The motivation letter is typically a statement of purpose and should address your motivation to become a member of the Zukunftskolleg. The letter should discuss the fit between you, your project, the Zukunftskolleg, and the University of Konstanz. To what degree would your project benefit from the specific environment of the Zukunftskolleg as well as the Department associated with your research (and vice versa)? Why do you think you are the right person for this programme? How does your experience and proposed research project fit within the advertised framework of the Fellowship? The motivation letter can also be a medium to address relevant experience or research as well as other pertinent information not addressed elsewhere in the application. The Motivation letter should be **no longer than one page**.

Project Outline

Please make sure that your project outline addresses the following issues:

- Scope of the project
- Feasibility of project and work plan

In the final phase of the selection process the candidates will be contacted via the application portal and required to provide a realistic estimation of the resources needed for a successful start of their research project at the Zukunftskolleg such as student/research assistants, equipment, consumables etc. as well as the necessary office (and lab) space.

- Innovative potential and originality of project
- Timeliness and relevance of the project
- Suitability of methodology
- Expected contribution to the field of research
- Suitability of the University of Konstanz for the research project
- All ethical issues raised by a proposed project (if applicable)

The candidate should explain how ethical issues will be addressed, so as to conform to national principles. For advice, please see section 1.11 of our FAQs.

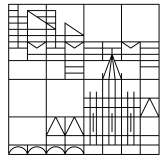
Please include the most important bibliographic sources in your project outline.

The project outline should be **no longer than 5 pages**.

Curriculum Vitae

Applicants can submit evidence-based CVs that reflect their extra-curricular achievements and qualifications.

Applicants should indicate in the curriculum vitae the dates of birth of children and periods of childcare (e.g. periods during which an individual temporarily gave up work for parental leave). Those periods will be taken into account when calculating the years of postdoctoral research experience (for more information, please see section 1.13 of our FAQs).



Copies of all relevant degree certificates

Please provide copies of all relevant degree certificates (e.g., PhD and master's diplomas). German and French languages are also accepted. For other languages, please provide attested translations.

Writing Sample

A writing sample is a generic name for an academic paper, a book chapter, a chapter of your PhD thesis etc. which allows the Recruitment Committee to gain more insight in your scientific work and ability to communicate your scientific approach and objectives. You may choose to submit one sample or several ones, however the total number of pages **cannot exceed 30 pages**.

Applicants from e.g. linguistics/literature/history etc. fields can submit the writing sample in the original language version, so there is no need to translate it.

Two letters of reference

Applicants can either directly upload the reference letters themselves or ask the referees to do it for them. In the second case, the referees will be contacted by us. Importantly, these reference letters should be up-to-date, written on an official letterhead, and be duly signed by the referees.

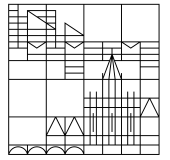
Two Peer Reviewers

In the application, each applicant is required to recommend two potential peer reviewers who would be capable of reviewing the candidate and proposed project from within the applicant's specific research area. A Peer Reviewer should not be a candidate's doctoral supervisor, research collaborator, or anyone with a possible conflict of interest. A Senior Fellow of the Zukunftscolleg can be a peer reviewer as long as she/he is in a position to give an objective and independent assessment of the candidate's qualifications.

The Zukunftscolleg team will consult with the Recruitment Committee concerning the selection of peer reviewers. The Zukunftscolleg (and not the candidates themselves) collect the reviews.

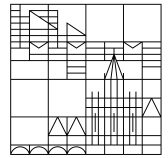
A Local Host

In the application, each applicant is required to name a potential Local Host. The Local Host is a faculty member from one of the departments of the University of Konstanz who works in a similar research field. During the application process, Local Hosts will be asked to evaluate those applicants that name them as a Local Host, and provide statements about the possibility to integrate the candidate in their working group/department. Therefore, before submitting an application, applicants are strongly encouraged to identify and contact their potential Local Hosts in order to clarify whether they would be willing to support their projects. In case you did not find a



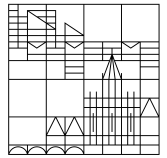
Local Host at first, your application will be considered by the Recruitment Committee and discussed with a potential Local Host. Candidates should be aware that support from the department strengthens the application.

For more information on the Local Host, please see section 1.10 of our FAQs.

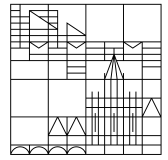


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1. Application Stage

1.1 Who can apply for a Fellowship?

Postdoctoral researchers, who have completed their dissertation, are passionate about research and have a research project idea, which is topically connected to the research profile of the University of Konstanz, are our target group. The call for Fellowships is open to all disciplines represented at the University of Konstanz. For more information about the University Departments, please see our website:

– uni.kn/en/university/faculties-and-departments

Other qualifications, depending on the type of Fellowship, are also necessary. Whereas 2-year Postdoctoral Fellowships are addressed to early stage researchers (two years of postdoctoral research experience at most), 5-year Research Fellows are expected to establish their own research group and to achieve a high degree of independence (maximum five years of postdoctoral research experience). Please check the eligibility requirements for the Fellowships for a detailed description of all pre-requisites for a Fellowship.

– uni.kn/zukunftskolleg/fellowships/research-fellowship

– uni.kn/zukunftskolleg/fellowships/postdoctoral-fellowship

1.2 Can I apply for more than one Zukunftskolleg Fellowship type at the same?

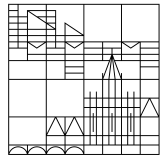
No, candidates may not apply for more than one type of Fellowship (2-year or 5-year Fellowship) simultaneously.

1.3 Is there any conflict in applying to different programmes at the same time?

There is no disadvantage in applying for other programmes at the same time, quite the contrary: In order to apply for the 5-year Research Fellowship in the Zukunftskolleg you need to have another grant of 50,000 € (or equivalent) which can be used during your Fellowship at the Zukunftskolleg. You can also have your own position already paid by another grant—admission to the Zukunftskolleg remains competitive, will be a great achievement and will benefit you.

1.4 Other funding agencies demand from the applicant to have one publication during the last year. Is it the same with the Zukunftskolleg programmes?

There are no numerical requirements (e.g. "one paper"). Referees will judge your productivity with respect to your peers.



1.5 I am in the process of habilitation now. May I nevertheless apply for a Research Fellowship at the Zukunftskolleg?

Please note that the Fellowships are aimed at researches (at early stage for the 2-year and at advanced stage for the 5-year candidates), which do not yet hold a tenured position. Thus, candidates who will have finished their habilitation or equivalent by the deadline of the current call are not eligible in this programme.

1.6 I have submitted my PhD thesis but the defence will take place after the call's deadline, am I still eligible for the Fellowship?

If you have already submitted your PhD thesis and are waiting for the defence to take place, your eligibility will depend on the date of your public defence. Applicants for a 2-year Postdoctoral Fellowship must have completed (i.e. submitted and defended) their PhD by 31 December 2019. The candidates for a 5-year Research Fellowship must be in possession of a doctoral degree at the application deadline for the current call.

1.7 Why do I need a research grant of at least 50,000 €? What should it cover?

The research grant of at least 50,000€ or an equivalent amount of funding is one of the main prerequisites for the application for a 5-year position. The reason for this prerequisite is that we are searching for researchers creating their own research profile and who will acquire experience as a research group leader. To do this, one needs more support than what the Zukunftskolleg alone can provide.

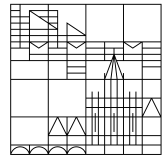
The 50,000€ required for 5-year applicants can cover any aspect of the research project you will conduct as a Fellow at the Zukunftskolleg: such as personnel costs, PhD students, research infrastructure or similar research activities. A grant covering your own personnel costs is also a valid form of funding.

The funding **must be available for use during the Fellowship at the Zukunftskolleg and must be transferrable to the University of Konstanz**. Candidates with external grant applications, which are in the process of evaluation, are also invited to apply. They will receive a Fellowship offer conditional on the approval of the external grant application.

This funding can come from different sources. Our current Fellows have for example secured funding through: Humboldt Foundation, DAAD, DFG, EU funding programmes. Private sponsoring is not allowed, the third-party funding has to be acquired through a competitive procedure where the scientific merit is assessed.

Do you have questions about how to obtain a research grant in Germany? Please find more information on the website of the Research Support Office. The Research Support Office also assists in identifying funding opportunities for your research - provided you have already a Local Host at the University of Konstanz.

– uni.kn/en/research-support/funding-opportunities/



1.8 I have (been offered) a postdoctoral position at the University of Konstanz, can I still apply for a Fellowship?

Yes. As long as you meet all the eligibility requirements, internal applications are welcome. In the case of a successful application, you would become a member of the Zukunftskolleg while maintaining your position within your department.

As a Fellow you would be eligible for a number of benefits including a Research Allowance, the opportunity to apply for additional research funding, the right to nominate Senior Fellows, participation in Scientific Retreats, and the opportunity to participate in Zukunftskolleg seminars and activities organized with our partner institutions.

1.9 In case my application fails this time, is it permitted to apply again next time?

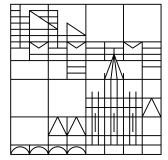
Unsuccessful candidates are eligible to resubmit a revised proposal in the next selection round. Similarly, candidates who have evidence that there has been a shortcoming in the way their proposal has been evaluated, may appeal their rejection and resubmit their application together with a justification for the appeal in the next selection round.

1.10 What is a Local Host?

Since the Fellowship comprises a double affiliation of Fellows – in the Zukunftskolleg and in one department of the university – we wish to secure a welcoming atmosphere for the future Fellows in Konstanz. This is guaranteed through the involvement of the so-called “Local Hosts”. For the Zukunftskolleg Fellows, the Local Host is a faculty member from one of the departments of the University of Konstanz who works in a similar research field. For Fellows in the natural sciences field, the head of the research laboratory or research group often fulfils this role.

During the application process, Local Hosts will be asked to evaluate those applicants that name them as a Local Host, and provide statements about the possibility to integrate the candidate in their working group/department. Therefore, before submitting an application, applicants are strongly encouraged to identify and contact their potential Local Hosts in order to clarify whether they would be willing to support their projects. In case you did not find a Local Host at first, your application will be considered by the Recruitment Committee and discussed with a potential Local Host. It is particularly important for candidates in the laboratory-based sciences to have a Local Host assigned as issues of space, infrastructure, and integration are of particular importance. Candidates should be aware that support from the department strengthens the application.

During the Fellowship phase, the Local Host will act as senior colleague and mentor for the Fellow within the respective research discipline, and if relevant, support the proposed research project with research space and equipment – see also point 3.4.



1.11 If my project raises any ethical concerns, are there additional details I must list?

At the application stage, you are only asked to disclose all ethical issues raised by your project and explain how you will address them, so as to conform to national and European ethical principles.

The main ethical issues that must be addressed by applicants include:

- Human embryonic stem cells (hESC), human embryos or fetuses
- Working with humans ('research or study participants')
- Using, producing or collecting human cells or tissues
- Collecting or processing of personal data
- Animals
- Third countries (i.e. non EU Member States)
- Negative impact on the environment or the health and safety of the researchers involved
- Potential for military applications
- Potential for malevolent/criminal/terrorist abuse

Projects involving data collection or field work in other countries may raise ethical issues. In this case, Fellows are asked to identify the ethical committees and regulatory organizations that will need to be approached. For research conducted in Germany, ethical concerns must be addressed in accordance with German and European law.

For advice, you may contact the Ethics Commission of the University of Konstanz:

uni.kn/en/university/administration-and-organisation/university-bodies-and-committees/university-bodies-for-scientific-integrity/

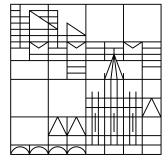
If your project passed the peer review stage and raises any ethical issues, it will be forwarded for review by the University of Konstanz Ethics Committee. On the basis of the recommendations of the Ethics Committee, the Recruitment Committee decides whether a proposal can proceed to the final stage of the selection process. For the 5-year Fellowships, if aspects concerning ethical issues remain unresolved, the Workshop on Future Research Directions gives committee members another opportunity to question applicants on their treatment of ethical issues.

1.12 Is there an age limit for applicants?

Candidates applying for a 2-year position should be in possession of a doctoral degree granted between October 16, 2017 and December 31, 2019. Candidates applying for a 5-year position should have a doctorate granted between October 16, 2014 and December 31, 2019. Unavoidable delays in career development will be taken into account when calculating the years of postdoctoral research experience (please see 1.13).

Other than that, there is no formal age limit, although the candidates' achievements should be in line with their "academic age".

The Zukunftskolleg values multidimensional career tracks. Career breaks and variations in the chronological order of CVs are therefore regarded as potentially valuable contributions to the professional development of researchers. As a certified family-



friendly university, the University of Konstanz especially welcomes returnees from parental leave. The mobility experience of applicants is also recognized as a valuable contribution to the interdisciplinary and international research community of the Zukunftskolleg. Applicants can submit evidence-based CVs that reflect their extra-curricular achievements and qualifications.

1.13 What will be taken into account when calculating the time of postdoctoral experience?

As an university based institute of advanced studies within the German academic system we commit ourselves to the principles of the German Research Foundation (DFG). In order to appropriately assess an individual's research achievements, due consideration must be given to individual circumstances. In this context, equal opportunity means that appropriate allowance must be made for unavoidable delays in an individual's career development. Unavoidable delays in a research career (for example extended qualification phases, publication gaps, reduced number of periods abroad) may be caused by circumstances such as:

- Pregnancy and childbirth
- Childcare
- Care of family members
- Disability or chronic illness
- Long period of serious illness
- National service (military or civilian)

Applicants who wish to explain unavoidable delays in their career development must therefore explicitly state the relevant circumstances in the proposal, cover letter and curriculum vitae and if necessary (if the circumstance is not self-explanatory) attach a short explanation. Unavoidable delays in career development will be taken into account when calculating the years of postdoctoral research experience.

In addition, applicants should indicate in the curriculum vitae the dates of birth of children and periods of childcare (e.g. periods during which an individual temporarily gave up work for maternity or paternity leave).

For researchers who work at non-university research institutions, to be categorised as an early career researcher for eligibility purposes it is generally sufficient to be employed in a temporary post.

For further information please see:

[dfg.de/en/research_funding/principles_dfg_funding/equal_opportunities/index.html](https://www.dfg.de/en/research_funding/principles_dfg_funding/equal_opportunities/index.html)

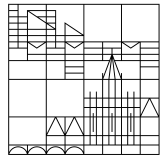
Office for Equal Opportunity and Family Affairs

Tanja Edelhäuser;

Tel: 0049 7531 88-5314

tanja.edelhaeuser@uni-konstanz.de

– [uni.kn/en/equalopportunities/](https://www.uni.kn/en/equalopportunities/)



Liaison officer for disabilities at the University of Konstanz

Tobias Neumann

Tel: 0049 7531 88-4016

sbv@uni-konstanz.de

– uni.kn/newsletter/schwerbehindertenvertreter/

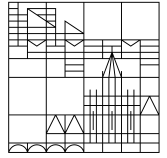
1.14 Based on which dates will the time of postdoctoral experience be calculated?

The date on the doctoral degree is the determining date if less than one year has passed between when you were presented with the certificate and when you took the viva voce examination. Otherwise, it is the date of the oral examination.

Candidates applying for a 2-year position should be in possession of a doctoral degree granted between October 16, 2017 and December 31, 2019. Candidates applying for a 5-year position should have a doctorate granted between October 16, 2014 and December 31, 2019.

1.15 “In principle, this position can be divided into two part-time positions.” – What does this mean?

The text of the call for applications states that “In principle, this position can be divided into two part-time positions.” If you wish to work less than 40 hours a week, please inform the central office of the Zukunftscolleg via a.lohan@uni-konstanz.de. This information will not be forwarded to the Recruitment Committee and will thus not affect your chances to receive a fellowship offer.



2. Workshop on Future Research Directions

(for the 5-year Research Fellowships)

2.1 How is the workshop structured?

The detailed workshop programme depends on the number of applicants invited and on the variety of disciplines represented. Therefore it can only be determined when the selection commission has decided which applicants will participate. There is an international committee with professors representing the three main faculties of the University of Konstanz: the natural sciences, humanities and social sciences. Each candidate presents his project proposal to the commission and in the presence of other candidates. The presentation is followed by a one-to-one interview with the commission.

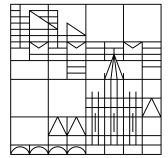
In preparing your presentation, please be apprised of the interdisciplinary nature of the audience and be aware that potentially unusual questions might arise, compared to enquiries at workshops that focus on specific fields and topics.

2.2 Will my travel costs for the participation in the workshop be reimbursed?

If you are selected and invited to the workshop, we will pay standard travel costs according to the travel regulations of Baden-Württemberg (Landesreisekostengesetz). Included are, in general, economy class flight/ train tickets and accommodation in Konstanz. More details will be provided with the official invitation to the workshop.

2.3 How important is the knowledge of the German language for the workshop?

The selection workshop will be in English only. Fluency in German is not required. The general language at the Zukunftskolleg is English.



3. Living and working conditions

3.1 How important is the knowledge of German language for the Fellowship in general and living in Konstanz?

The Zukunftskolleg is committed to care for the special needs of non-national researchers, striving to reduce obstacles to transnational mobility through a number of measures. Thus, for instance, the working-language of the Zukunftskolleg is English and all documents are available in English, abating language-barriers for non-German-speaking Fellows. All coaching and training activities are available in English and all administrative and support staff is trained in communicating effectively in English.

German courses for the international researchers are offered by the Welcome Center.

– uni.kn/en/welcome-center

3.2 How difficult is it to find accommodation in Konstanz? Does the university give support in this area to new Fellows?

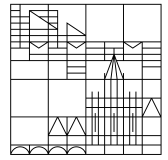
The university has set up a Welcome Center that strives to remove barriers to researchers' mobility by helping non-nationals with all matters relating to planning, preparing, and undertaking their stay in Konstanz, so that Fellows will have a stay as agreeable and uncomplicated as possible. The Welcome Center offers support for intercultural problems as well as the completion of bureaucratic procedures of all kinds. It provides information and individually-targeted assistance in all non-academic, extra-curricular fields. This is embedded in a number of support measures, such as language courses, introductory courses to the German university and research system and coaching in intercultural competence.

The Welcome Center is the central contact and service point for all incoming researchers. Its offers include, *inter alia*:

- help with applying for visa, work, and residence permits;
- accompanying researchers to register with the authorities;
- help with finding accommodation, childcare facilities, and schools;
- help with employment contracts and other formal aspects, such as immigration law, insurance matters, pension fund, taxes, financial matters;
- arranging for German language courses.

By these means, which are coordinated by a professional counselor, the issues and needs of non-national Fellows can be handled directly and in a straightforward manner.

– uni.kn/en/welcome-center



3.3 What will my salary be?

The Fellowship position comprises a fixed-term employment contract with the University of Konstanz for two (2-year Postdoctoral Fellowship) or five years (5-year Research Fellowship) according to the salary scale of the Collective Public Sector Labour Agreement of the German Federal States (TV-L West). Contracts will be offered a full position (100 %) in pay scale E13 for 2-year Fellows and pay scale E14 for 5-year Fellows.

There are several levels within the above mentioned salary scales and their attribution will depend on previous work experience. You can make a preliminary salary check for TV-L via the following link:

– oeffentlicher-dienst.info/tv-l/west/

Statutory working practices include 39.5 working hours per week and 30 days of paid leave per year. The employment conditions include statutory social security coverage (including health insurance, long-term care insurance, federal pension fund, unemployment insurance and accident insurance) as well as contributions to the supplementary pension fund of the German Federation and the federal states (VBL).

Detailed information about the "family/child allowance" in the TV-L system can be found on the homepage of the Landesamt für Besoldung und Versorgung Baden-Württemberg:

– lbv.landbw.de/service/fachliche-themen/kindergeld

Furthermore, contributions to capital-formation can be paid. This is a state-supported savings scheme in which employee's savings are supplemented by additional funding from the state.

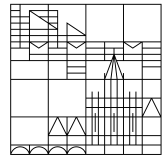
3.4 What is a certificate of conduct?

The certificate of conduct provides information on if a person has been involved in criminal proceedings in the past. In certain cases, including 'working with minors in the education sector', an extended certificate of conduct is required.

From the 1st of June 2019 employees under collective agreement ("tariflich Beschäftigte") are obliged to submit a certificate of conduct prior to the employment at a public institution (§30 para. 5 BZRG). For academic staff an **extended** certificate of conduct is mandatory (§ 30a BZRG). Kindly note that the certificate of conduct needs to be "for submission to an authority" ('Zur Vorlage bei einer Behörde'), not private.

The data for a certificate of conduct is provided by the Federal Central Criminal Register. This bureau holds information on criminal court rulings, judicial and administrative decisions or notes on debt liability.

After receiving the offer for a Fellowship position at the Zukunftskolleg the Human Resources Department at the University of Konstanz will issue a cover letter directed at the responsible authority: the local public registration bureau ('öffentliche Meldebehörde') for persons living in Germany or, if abroad, the German Ministry of Justice.



It takes ca. four weeks to issue a certificate of conduct. Unfortunately, the processing costs for this certificate (currently 13 euros) cannot be reimbursed to you.

For further information on how to apply for a certificate of conduct from outside Germany please visit (English and German):

– https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html

3.5. Where will my workspace be? What research space offers the Zukunftskolleg?

Zukunftskolleg Fellows will be provided with workspace in the Zukunftskolleg building. The proximity of Fellows enhances a sense of community and enables frequent interdisciplinary exchange in the common rooms and through the weekly Jour Fixe, which take place in the Zukunftskolleg building. However, if a close proximity to the department is more beneficial to the research project, workspace will be offered in the department.

For the natural scientists, research space (laboratory use) will be arranged with the relevant department. **Solutions for finding lab space can only be solved on an individual basis**, and the support of a Local Host is often instrumental in this situation.

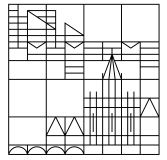
Fellows are associated with the respective departments and will have full access to all facilities and laboratories of the university, including its award-winning library. The university's core funding and the German Excellence Initiative have recently provided for newly-established laboratories, such as, among others, the Linguistic Lab, the Proteomics Lab, the Bioimaging Center, or the Interdisciplinary Center for Interactive Data Analysis, Modelling and Visual Exploration.

3.6 Is there any other support for Fellows at the Zukunftskolleg?

Besides the salary (see point 3.3), materials and consumables can be purchased by the Fellows with their Research Allowance or through the application for additional funding at the Zukunftskolleg (e.g. for funding cooperative projects, research assistants, workshops, travel and equipment purchases).

As a Zukunftskolleg Fellow you will have the opportunity to nominate a Senior Fellow, to apply for a Mentor, and to participate in Zukunftskolleg seminars, Scientific Retreats and activities organized with our partner institutions. Fellows can also benefit from a variety of career development measures, including the University of Konstanz' Academic Staff Development and Research Support offices.

– uni.kn/zukunftskolleg/support-measures/



In return, we expect from our Fellows to participate in the weekly Jour Fixe during the academic terms in order to build a strong scientific community, and to acknowledge Zukunftskolleg's support in any publications and academic activities taking place during the Fellowship.

– uni.kn/zukunftskolleg/news-and-events/upcoming-events/jour-fixe-programme