Internal Research Funding
CAU Advance: Development of an own research profile

- Guidelines -

Within the framework of internal research funding, Kiel University (CAU) offers various opportunities to enable postdoctoral researchers to embark on an independent career. The CAU Advance funding line is designed to support the preparation for submitting a high-profile proposal to an external funding organization. The goal is to support researchers at Kiel University in developing their own research profile.

Eligible projects

- Preparation of proposals in all research areas of the university, which are to be initiated by eligible applicants (see below) and carried out at Kiel University.

- The planned third-party funding application should clearly strengthen the independence and research profile of the applicant. Depending on the subject discipline, different funding lines are suitable, e.g.: Emmy Noether Program, Heisenberg Program, ERC Grant, BMBF Nachwuchsgruppe, funding lines of various foundations. The CAU Advance funding line only supports the application for an externally reviewed independent early career research group; the application for a DFG individual research grant (module temporary positions for principal investigators or basic module - research associates/postdoctoral researcher and comparable), for example, would not be eligible for funding.

- A self-selected mentor for content-related advice should support the application for the externally funded project.

- There will be no dual funding - applications that are already funded by other funding sources are not eligible.

- This funding line preferably supports the preparation of proposals that aim to raise funds for the applicant’s own position and/or additional positions for researchers.

Eligibility to apply

- Postdoctoral researchers usually only within a period of up to four years after the doctorate (for periods of childcare, regulations analogous to those of the German Research Foundation (DFG)). If the desired funding line also allows applications at a later date after the doctorate, funding through the CAU Advance funding line may also be possible. In this case, please contact Dr. Gesche Braker (gbraker@pz.uni-kiel.de).

- The submission deadline for female researchers providing childcare within the eligibility period will be extended by two years per child, while the deadline for their male counter-parts will be extended by one year per child, no documentation is necessary. Male researchers who provide childcare beyond the one-year period can also be eligible for a max. two-year extension per child provided appropriate documentation is given. The eligibility period may be extended for a maximum of six years in total. Children under the age of 12 when the period begins who live permanently in the same household as the applicant are included.
• Applicants must work at Kiel University (employees, scholarship holders, as well as researchers with grant agreements). Employees of the UKSH can only participate in the funding program of the Medical Faculty.

• Applicants have already successfully acquired external third-party funding.

• Applicants can only submit one application per call for proposals. A repeated submission of a (rejected) application is possible. Applicants who have already been granted an application in this funding line are excluded from submitting a further application.

Application period
• There is an annual call for applications on May 1 of a respective year. Depending on the application situation, there may be a second call for applications on October 3 of each year.

Documents to be submitted
• Please submit complete applications by the deadline using the online form on the CAU Advance website (https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/cau-advance).

• Filling help:
  - Budget for the requested internal research funding (funds required per cost item, including material and travel funds) (max. 2,000 characters)

Funds of up to € 20,000 can be applied for. The funds can be used flexibly, e.g. for travel expenses (without per diems), support staff, consumables, conference fees, graphic designs, translations. Funds for financing the own position or infrastructure (e.g. laptop) will not be granted. If the funds are not spent within the funding period, they will expire.

The following financial positions can be requested:

<table>
<thead>
<tr>
<th>Title</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>427</td>
<td>Employment remuneration to substitute and temporary staff; student and research assistants as well as teaching assignments</td>
</tr>
<tr>
<td>511</td>
<td>Business supplies and communications as well as devices, fixtures and equipment, other articles of daily use</td>
</tr>
<tr>
<td>525</td>
<td>Procurement and maintenance of scientific teaching aids, books and collection items</td>
</tr>
<tr>
<td>527</td>
<td>Travel allowances and subsidies</td>
</tr>
<tr>
<td>533</td>
<td>Third-party services, freelance work, services, etc.</td>
</tr>
<tr>
<td>547</td>
<td>Non-allocable administrative expenditure (please use this title for e.g. consumables)</td>
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</tbody>
</table>

Other financial positions may be possible after consultation with Division Research Funding National (Dr. Cleo Pietschke (spietschke@uv.uni-kiel.de)).

• CV incl. list of publications
  Please use our template (https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/cau-advance/cv-template), which is based on the DFG template for your CV. Other formats can unfortunately not be accepted.

• Letter of support from the institution
Letter of support from the supervisor (supervisor or person in whose work group the project is to be located), proving the future allocation at Kiel University, as well as the provision of infrastructure and professional support, and providing an assessment of the feasibility of the planned project. The supervisor must also agree to make up any deficit that may arise.

**Decision on applications**
- Decision by the Board of Directors of the Postdoc Center in consultation with the Research Division. Decision letters will be sent approximately six weeks after the application deadline.

**Duration of funding**
- The funding runs for a maximum of 12 months. If the funding is approved with an application deadline of May 1, the planned start of funding is **July 1** of the respective year. Consequently, the funding ends on **June 30** of the following year at the latest. In case there is a second call for proposals on October 3, the planned start of funding is **January 1** of the following year and the funding ends on **December 31** of the same year.

**Implementation**
- Please refer to the grant approval for all financial processing information.
- For payment of invoices, please fill out the "Auszahlungsanordnung" form and send it in full to the Billing Office. If you have any questions about this, please contact your contact person, who can be found in the grant approval. The secretariat responsible for you may be able to view your account balance in MachWeb (https://machweb.uv.uni-kiel.de/de) if it is authorized to do so. Cleo Pietschke (cpietschke@uv.uni-kiel.de, T. 1378, F 111 b) will also send you an overview of your expenses on request or after six months.
- By claiming the grant, you agree to follow CAU's policy for ensuring good scientific practice. Kiel University, together with the organisations for promoting early career researchers, wants to promote and ensure basic principles of honesty and fairness in science. The University Senate therefore adopted updated guidelines for safeguarding good scientific practice at its meeting on 01 June 2022. These guidelines have been developed under participation of scientific and non-scientific disciplines at Kiel University. They implement the code of conduct "Guidelines for Safeguarding Good Research Practice" of the German Research Foundation (DFG) as a revision of the white paper "Safeguarding Good Scientific Practice". Further information as well as the guidelines including the annex covering appropriate ways of dealing with suspected scientific misconduct can be found on the homepage on integrity and ethics in research.

**Reporting requirement**
- Immediately after completion of the project, a final report is to be prepared using the template (https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/cau-advance/final-report), and submitted to the Division Research Funding National (Dr. Cleo Pietschke (cpietschke@uv.uni-kiel.de). The provisional deadline for grants ending on June 30 is **July 31** of the year.

**Effective date**
- This Guideline shall enter into force on the day of its publication and shall apply to all applications submitted after its entry into force.