Internal Research Funding
CAU Start: Preparation of a first application for third-party funding

- 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 Start funding line is intended to increase the chances of postdoctoral researchers working at Kiel University to acquire their first own third-party funded project and thus to gain increasing independence. This funding line is intended in particular to support their start into an independent scientific career.

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 application for the externally funded project should be supported by a self-selected mentor for content-related advice.
- 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 up to two years after the doctorate (for periods of childcare, regulations analogous to those of the German Research Foundation (DFG) apply). As a rule, proposals may only be submitted within two years after obtaining your doctorate. 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 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

- The applications documents can be submitted at any time.
**Documents to be submitted**

- Please submit complete applications via the online form on the CAU Start website ([https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/cau-start](https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/cau-start)).

- 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 2,500 € can be applied for. The funds can be used flexibly, e.g. for participation in application workshops, for travel expenses (without per diems), assistants for research activities, consumables, 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>514</td>
<td>Consumables</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>
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  Other financial positions may be possible after consultation with Division Research Funding National (Dr. Cleo Pietschke (cpietschke@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/cv-template](https://www.forschung.uni-kiel.de/en/research-funding/internal-research-funding/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 in the Division Research in consultation with the Postdoc Center. Decision letters will be sent approximately six weeks after application.

**Duration of funding**

- The funding runs for a maximum of 12 months. You can specify a preferred start date for the grant between two to six months after application. There is no entitlement to fulfillment of the start date.
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. You can view the account balance in MachWeb (https://machweb.uv.uni-kiel.de/de).
- 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-start/final-report), and submitted to the Division Research Funding National (Dr. Cleo Pietschke (cpietschke@uv.uni-kiel.de)).

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.