

INSTRUCTIONS

Declaration of the Host University

For an application for a **temporary position as principal investigator (WiMi)**

funded by

- DFG programs including
 - Module “Temporary positions for principal investigators” (via individual research grants)
 - Emmy Noether Programme
 - Heisenberg Programme (Heisenberg position)
 - Walter Benjamin Programme
- **the DAAD - P.R.I.M.E. program**
- **the project support program of the Fritz Thyssen Foundation**
- **and comparable programs**

To apply to one of the program funders listed above for a temporary position as principal investigator, the applicant requires the following from TU Berlin:

- **An employer declaration** = declaration that TU Berlin (or the relevant university or research institution) as host institution will take on the function of employer for the applicant during the period of their temporary position as principal investigator.

In doing so, the work is seen as a research project for which TU Berlin guarantees the framework conditions.

A) To obtain an employer declaration from TU Berlin, the following documents must be submitted in good time to the Research Promotion Section VC

- by the applicant [→ see **1.a)** and, if applicable, **1.b)**] and
- the responsible professor/host [→ see **2.**]

1. a) Applicants who are currently employed at TU Berlin or were employed at TU Berlin within the last year:

- **Copy of proposal** (including call documents for less well-known programs)
- **Topic** and abstract (if not part of the proposal)
- **CV**
- **Current email address** (for questions and to receive declaration)

b) Applicants who are NOT currently employed at TU Berlin or were not employed at TU Berlin within the last year:

In addition to the above documents:

- **Certificates:**
 - Diplom/master's/Magister certificate
 - Doctoral certificate
- or
- Proof of submission of a dissertation (the doctorate must be completed by the start of the funding period) (Does not apply to Emmy Noether Programme and Heisenberg Programme [Heisenberg position])

2. At the same time, the responsible professor/host (= head of the academic chair or research group within the faculty institute) at TU Berlin is requested to create a long-track **electronic project announcement (= ePA)** using the TUB tool to announce the principal investigator position with the most important details.

As an ePA via the TUB tool is currently NOT POSSIBLE, the professor/host (= head of academic chair or research group) is **required to send an email to the Research Promotion Section VC** with the following information ([WORD-form can be found here](#)):

(1) ePA-alternative form with details:

Applicant	Surname, first name:	
Professor/host (=Project leader)	Surname, first name: (if applicant is a WiMi / Dr.)	
	TUB, physical address: secretary's office	
	Mail:	
	Telephone:	
	Cost centre (Kostenstelle):	
Contact at Chair/ Project coordination	Name, Vorname:	
	Mail:	
Third-party funding agency	Name:	
	Programme (if known)	
	Physical address: Postcode Place	
	Street	
Projektträger	Name:	
	Contact person (if applicable):	
Project proposal	Date/deadline of submission:	
Project time	Start of the project:	
	End of the project:	
Project topic	Short title and abbreviation:	
	Long title:	
	Long title (cont.):	
Budget planning	Personnel: \sum Scientific staff	0,00 €
	Personnel: \sum Student assistants	0,00 €
	Material resources: \sum Orders to third parties	0,00 €
	Material resources: \sum Travelling costs	0,00 €
	Material resources: \sum further resources	0,00 €
	Total (personnel + material resources)	0,00 €
	Overheads (if applicable)	0,00 €
	Planned own resources (if applicable)	0,00 €
	Resources / basic equipment provided by the TU Berlin	Personnel
Material resources		0,00 €
Lab space/Rooms		
Follow-up costs	YES (please indicate the amount)	0,00 €
	NO	

Explanations (if necessary):

Information about project participants

	City / Country
	City / Country
	City / Country
	City / Country

(2) ePA approvals - each via (attached) mail:

- Executive Directorate of the Institute
- Deanery of the Faculty

B) Inspection of all documents submitted

- by the applicant for a "temp. position as principal investigator" → see **A) under 1.** and
- the responsible professor/host → see **A) under 2.**

The Research Promotion Section will inspect all submitted documents to ensure formal details are correct and complete.

Complete documents will then be sent to the TU Berlin Human Resources Department.
(Inspection and pre-review of documents and forwarding to Dept. II takes 2-3 weeks)

C) Review of complete documents to ensure they meet the formal requirements to hire the applicant on a fixed-term basis for the duration of the temporary position as principal investigator

Completed by TU Berlin Human Resources
(Review of documents takes 3 to 4 weeks)

D) Issue of the employer declaration (= declaration of the host institution)

Issued by TU Berlin Human Resources after successful review

TU Berlin Human Resources will then **send the employer declaration**

- to the applicant as a PDF attachment by email and
 - if necessary, directly to the funding organization by email and post
- (Dept. II will notify the Research Promotion Section that the declaration has been sent).

*By sending the legally binding signed **employer declaration**, TU Berlin commits itself to the funding body in the event of its approval of the TEMPORARY POSITION AS PRINCIPAL INVESTIGATOR (subject to the approval of the committees) to employ the applicant for a fixed time and to provide the resources, basic equipment and stated follow-up costs promised by the responsible faculty as well as the institute of TU Berlin.*

E) Contact person in the Research Promotion Section VC and the Center for Junior Scholars (CJS) at TU Berlin:

- for temporary positions as principal investigator in DFG programs:

Dr. Tim Köhler-Ramm: Email : t.koehler-ramm@tu-berlin.de
Phone : 030 / 314 - 70106

- for temporary positions as principal investigator in DAAD - P.R.I.M.E.:

Susanne Teichmann (CJS): Email : teichmann@tu-berlin.de
Phone : 030 / 314 - 25908

- for temporary positions as principal investigator in other programs (including foundations):

Astrid Palm: Email : astrid.palm@tu-berlin.de

- for general information about temporary positions as principal investigator in different programs

Dr. Tim Köhler-Ramm: Email : t.koehler-ramm@tu-berlin.de
Phone : 030 / 314 - 70106

F) Additional information:

a) For applications for a temporary position as principal investigator in the Emmy Noether Programme:

Commitments regarding teaching assignments or the supervision of doctoral studies must be made in a separate declaration by the responsible institute or faculty. If a separate declaration is required, applicants are requested to use text blocks c and d from the DFG sample contract. A formal document or template is not available.

→ http://www.dfg.de/formulare/53_12_elan/53_12_de_elan.rtf

b) For applications for a temporary position as principal investigator in the DAAD-P.R.I.M.E. program:

Additional application documents required by the DAAD are listed here:

- <https://www.daad.de/de/studieren-und-forschen-in-deutschland/stipendien-finden/postdoctoral-researchers-international-mobility-experience/>
including a checklist for application documents:
- Invitation letter from German host: (Form 2, [Word \[docx file\]](#)/[PDF \[PDF file\]](#))
- Ethics Issues Checklist: (Form 3, [Word \[docx file\]](#)/[PDF \[PDF file\]](#))
- Checklist for application documents: (Form 4, [Word \[docx file\]](#)/[PDF \[PDF file\]](#))

c) For applications for a temporary position as principal investigator in the Walter Benjamin Programme:

In addition to the employer declaration, the applicant also requires a signed statement from the responsible professor/host at TU Berlin for the DFG.

This should make clear that funding will be made available to the applicant to conduct their project and provide details of how the applicant will be supported in their future career development and how they will be integrated into existing infrastructures at TU Berlin as well as academic networks. This statement should refer to the future and is not intended as an endorsement. As such, it should not refer to the applicant's previous work and achievements.