

# FAQ - IEG FELLOWSHIPS FOR POSTDOCS

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## 1. Funding Aims and Requirements for Applications

### Who can be funded by the IEG? Who can apply for a fellowship?

The IEG awards fellowships to postdocs from Germany and abroad working in the fields of European history, history of religion and historical theology or other historical disciplines including Digital Humanities.

### What does the IEG fellowship fund?

The IEG Postdoc fellowship is intended to help you develop your own research project in close collaboration with scholars working at the IEG and to contribute to its ongoing [research activities](#).

There is a possibility to develop prospects for further cooperation with the IEG. If a promising application is submitted to a third-party funding body, the fellowship may be extended.

### Are there thematic guidelines for funding?

Generally, research projects applicable for funding should concern European history from the early modern period to contemporary history.

There is particular interest in projects

- with a comparative or cross-border approach,
- on European history, including its relation to the wider world, or
- on topics of intellectual and religious history.

- with use of digital tools and methods
- with relation to environmental history

There are no guidelines concerning the specific topic itself.

**What is the aim of the fellowship – a scientific article and/or the preparation of a larger application?**

The IEG awards scholarships to young scientists (postdocs) who have completed their dissertation and are pursuing a new research project. There are no requirements specifying research results and output. The fellowship is intended to support you individually in your research work. Therefore, different focuses and goals for the stay are conceivable. The fellowship supports you in developing your own research project in close cooperation with the research staff at the IEG. Your contribution also consists of bringing your research interests into the ongoing research activities.

**Can I simultaneously apply for a scholarship at another institution?**

It is, as a matter of principle, possible to simultaneously apply at other institutions. Please promptly inform us about potential second applications or decisions regarding these during the selection process.

**What is the expected length of stay at the IEG?**

The fellowship involves a research stay of six up to twelve months, during which the fellows are obliged to reside at the institute. The fellows live and work at the institute building. Depending on the availability of partner rooms, fellows may also reside in the dormitory with their partners.

Fellows who are accompanied by their children (and, if applicable, partners) to Mainz form the exception.

**To whom do I address my application?**

Please submit your application digitally using the application form linked in the advertisement. The Fellowship Office is responsible for the application process.

**Is it possible to retroactively change the fellowship period applied for?**

The fellowship is bound to the period specified in your letter of acceptance. Only in justified exceptional cases can an adjustment of the period be considered.

## **1.1 Fellowships for Postdocs**

**Which activities are supported by the postdoctoral fellowship?**

The IEG postdoctoral fellowship supports outstanding postdocs who develop a new research project at the IEG after completing their dissertation and who would like to continue this research project at the IEG or in cooperation with the IEG following the postdoctoral fellowship.

**Can I apply for a postdoctoral fellowship before completing my PhD?**

Your dissertation must be completed before the application deadline. It is part of the application documents.

If your defence takes place within four weeks of the application deadline and you can submit your confirmation and certificate promptly, you may still apply. Unfortunately, applications cannot be considered beyond the four-week period without a fully completed doctoral procedure.

**Can I apply for a postdoctoral fellowship when the defence of the PhD is set after the application deadline?**

In exceptional cases, yes, if in the close time frame of max. four weeks after the application deadline. The complete application must be submitted by the application deadline with all required documents and a note. Please proactively inform us of the result after your defence without being asked and send us the certificate.

Please also note the reasons why you are already applying before the successful defence of your PhD thesis.

Later dates cannot be accepted as the title is part of the requirements for a fellowship awarding. If your dissertation defense is scheduled for the next year, you unfortunately do not meet the eligibility requirements. However, we warmly encourage you to apply for the next call for applications, which will be announced yearly.

**How long can my PhD go back?**

At the time of application, no more than three years may have passed since you completed your PhD. Non-academic activities are not included in this period. If you still want to apply, please indicate in your application why you consider yourself eligible and if there are reasons of hardship. We cannot say beforehand if your application will be considered or not, but we encourage you to describe your individual situation that lead to a longer time frame between your defence and your application at the IEG.

**How is the date of the PhD determined?**

The date of completion of the last academic achievement required for the doctoral procedure (e.g. defence of the thesis, final oral examination) applies. In general, this date is mentioned next to the date of issue on the doctoral certificate. The application deadline for IEG Fellowships for Postdocs is taken as the cut-off date for the calculation of the period after the PhD.

**Which graduation date applies if I have more than one PhD?**

In case of multiple PhDs, the PhD which is closest in subject matter to the proposed research project is relevant. Please indicate both PhD graduation dates with the subject of expertise on your CV. In addition, copies of both doctoral certificates must be submitted and both dissertations must be mentioned in the complete publication list.

**Is it possible to apply for an extension of the fellowship?**

No, it is not possible to extend the fellowship. However, the research stay can be extended as a visiting fellow if the stay is continued with funding from other sources or self-financed.

## **1.2. Language Skills**

**The fellowship requires a good command of English. What does that mean?**

A good knowledge of English is required to participate in the discussions at the institute. It is important to have not only sufficient written skills but also oral skills so you can participate in discussions. Please ask yourself: is my level of knowledge sufficient? Proficiency in German is not necessary, but welcomed.

**Do I have to provide proof of a language test?**

It is expected of you to account for the language skills you mentioned in the application form through credentials or certificates. This also includes school certificates or the completion of an English-language university degree programme. If this is clearly evident from your academic transcripts, these are sufficient as proof of language proficiency.

If the tests are older and your current language level is higher, please note this.

**Would a letter from my supervisor be sufficient that states that I have sufficient language skills?**

Yes. A letter from your supervisor confirming that you possess sufficient English oral and written language skills to actively participate in discussions would be entirely sufficient.

**Would it be possible to upload my academic transcripts or a confirmation letter from my university as proof of English proficiency?**

If you would like to use your academic transcripts for the proof of your English language skills, please include this information in your application documents. A confirmation letter will also be sufficient.

## **2. Residential Obligation**

**What is meant by residency requirement?**

Fellowship holders reside and work in Mainz during the entire funding period. Fellows with partners may also live together in the institute's dormitory, depending on the availability of double rooms. Exceptions may be discussed with the fellowship office for fellows with children. Fellows participate in the public lectures and the weekly research colloquia of the IEG. Participation in other academic events of the Institute (workshops, conferences) is welcomed but not mandatory.

**Can I leave the IEG during the fellowship, e.g. for archival and research trips?**

Short visits to archives, libraries, external experts and specialised conferences are possible as part of the required stay. Absences must be arranged at least five working days in advance with the Head of the Research Fellowship Programme.

**Can I apply even if I do not want to use the accommodation in the IEG building?**

In principle, all fellows live at the IEG building during the fellowship. Exceptions to this rule are fellowship holders with families, to whom we cannot offer accommodation in the institute. They are allowed to live outside the institute in Mainz; a workplace at the institute will be provided. Other exceptions can be discussed on individual basis for fellows with children that want to commute to Mainz.

**I would like to bring my children with me. Can I move into a dormitory room?**

Unfortunately, the institute building is not equipped to accommodate families with children. Fellows who wish to bring their families to Mainz must therefore find their own accommodation in Mainz or the surrounding area. Unfortunately, the IEG cannot arrange accommodation. However, the Fellowship Office will be happy to provide advice on finding accommodation. A workspace will be provided for you at the Institute.

**I would like to bring my partner with me. Do I also have to find my own flat?**

There are a limited number of rooms for partners available in the dormitory. Please inform the Fellowship Office in good time if you wish to bring your partner with you. Ideally, you should provide this information on your application form. Requests made after the application process has been completed may not be considered.

### **3. Application Process**

#### **3.1. Application Deadlines**

**Could you please tell me the deadline for submitting an application for a postdoctoral fellowship is?**

You can find an overview of the current call for applications, with the exact application deadline in each case on our website in the "[Funding](#)" section.

Generally, the application deadline for our IEG postdoc fellowships is 15 October of each year.

**Am I bound to the starting date mentioned in the call for applications? Until when is it possible to start the fellowship?**

The date mentioned in the call for applications is always 1 April of each year. This date is the earliest possible starting date. It is possible to apply for a fellowship for a later period. However, the desired fellowship period may not start later than 12 months after the date mentioned in the call for applications. For later periods, please apply for the next call for applications.

**When and how often do selection meetings for postdoctoral fellowships take place?**

Selection meetings for postgraduate fellowships are held every winter.

**Do you confirm the receipt of my application and further documents and assessments?**

As soon as we receive your application, you will be notified. The reviewers will also receive confirmation of receipt. Please keep an eye on your mailbox over the next few days in case we have any queries.

**When will I receive a decision on my application?**

After the selection meeting, we will notify you via email about the decision of the committee. The selection process can take several months (usually 3-4 months). Until then, please refrain from further inquiries.

**Can incomplete applications be taken into consideration?**

No, they cannot. The two expert opinions are also required for the application to be complete. If these are not provided, the application will be considered incomplete and cannot be considered. If, for understandable reasons beyond your control, the submission of a particular document is delayed, please inform us proactively.

*See also: What if one of the references cannot be send until the application deadline?*

**Is it possible to apply again after a rejection?**

It is possible to apply anew. This is, however, only reasonable if your project has essentially advanced and is substantially distinguishable from your first application.

### **3.2. Application Documents**

**Where can I find the application form?**

The application form is an online form. It is linked in the fellowship call. To access it, scroll down the call of applications and click on 'Apply online'.

**What is to be considered while filling out the form?**

Please read the form thoroughly before completing it. Please have the documents listed in the form ready before you start filling it out so that you can upload them. Please use the pause function if you wish to continue editing the form at a later time. Once you have submitted your application, it cannot be edited or corrected.

**Are there any requirements for the work and time schedule?**

There are no formal requirements for the timetable. We recommend a tabularisation that contains details of the time periods and their respective working steps.

**How should the copies of my university degrees be authenticated?**

The copies of university certificates do not need to be officially authenticated. At the beginning of the fellowship, the originals of the university certificates or certified copies must be submitted to the Fellowship office.

**What documents are required for an application?**

Please check the list in the respective online form. In addition to your own application documents, two references are required, which you should arrange yourself in good time.

**In which language should I write my application?**

You can write your application either in English or in German. We recommend you choose the language in which you are most proficient.

**In which languages can I submit the outline of my research project?**

You can submit the outline of your dissertation in English or German. We recommend you choose the language in which you are most proficient.

**Do I need to attach my thesis to the application documents?**

Yes, please attach your completed dissertation (full script) as a PDF file to your application documents.

**Do I have to send the full text of the thesis or can it also be a paper or a short version?**

Yes, in any case please send us the full text of your dissertation as a PDF.

**I did not write my dissertation in German or English. Do I need to have it translated into German?**

Please upload your dissertation nevertheless. You do not need to translate your dissertation. If you have articles about your thesis in German or English, you can submit these alongside your thesis.

### 3.3. References

**Do the references have to be written by professors?**

The first reference must be written by the primary academic supervisor of your dissertation. All referees must be authorised to supervise PhDs at their higher education institution.

**Does the external referee have to be from the same institution?**

The external referee must either be from another institution or from a neighbouring discipline. However, there must be a clear link between the referee's discipline and the applicant's research project.

**What form should the assessments be written in and what should they contain?**

They should comment on:

- the academic qualification of the applicant
- topic, aim and current status of the research proposal
- outline or synopsis, work and time schedule for the research stay in Mainz.

In addition, the references must relate specifically to your planned research stay in Mainz. General letters of recommendation will not be considered. Both referees must send a signed, up-to-date assessment as a PDF file by the application deadline directly via e-mail to: [application@ieg-mainz.de](mailto:application@ieg-mainz.de)

**Does a second reference need to be sent?**

Yes, both references must be sent by the reviewers via e-mail to [application@ieg-mainz.de](mailto:application@ieg-mainz.de) by the application deadline. Please also enter the contact details of the referees in the application form so that we can assign the references.

An application without two references is incomplete.

**Can the referee already be retired?**

All referees have to be authorised to supervise Ph.Ds. at their higher education institution, even if already retired.

**In which language may the references be submitted?**

They can be submitted in German or English.

**What if one of the references cannot be send until the application deadline?**



We understand that there may be personal reasons for a late submitting by the professors. Please proactively get in touch with us and inform us beforehand about the expected delay. We will only accept late submissions if discussed with us beforehand. However, the review letter should reach us four weeks after the application deadline by the latest, as no further documents can be accepted after that date.

## **4. Financial Framework / Funding**

### **What is the amount of funding for a postgraduate fellowship?**

The postgraduate fellowship amounts to € 1.800 per month. The fellowship is paid out directly to the fellows by the IEG.

### **Can I apply for a family allowance for the duration of my fellowship?**

Yes, it is possible to apply for a family allowance.

Fellowship holders whose partners accompany them to Mainz, who share a residence (official proof of residence) and whose own income does not exceed € 556 per month, can receive partner allowance. Please indicate in your application if your partner will accompany you to Mainz.

Fellows with children who either move to Mainz with their children or commute to their primary residence to care for their children can apply for a family allowance: €400 per month is paid for the first child and €100 per month for each additional child as a supplement to the scholarship. This can be combined with the partner allowance. Please also list your children on the application form.

Please contact the Fellowship Office if you have any questions or need clarification regarding your individual situation.

### **Does the IEG pay children's allowance for children who accompany me to Mainz?**

Yes, fellows who come to Mainz with their underage children can apply for children's allowance. The same applies to fellows who look after their children at their primary residence.

### **Do I receive a grant for health insurance?**

No, there is no grant available for health insurance.

### **Can IEG fellowships be combined with other scholarships or professional activities?**

No, for the duration of funding it is not allowed to make use of other gainful employment and financial support.

### **Can I also apply for a fellowship if my research project has already been funded by another institution?**

Yes, you can. Prior utilisation of another fellowship is not an exclusion criterion, subsequent funding is possible.



**Are there grants for travel expenses?**

No grants are awarded for travel expenses.

**Are IEG fellowships tax-exempt?**

Yes, the fellowship is tax-exempt according to § 3 Nr. 44 EStG. Appropriate attestation for submission at the tax office can be requested at the Fellowship Office, if required.

## **5. Data Privacy / Privacy Policy**

**What happens to my application documents after I have submitted them?**

Deletion of your personal application documents generally takes place three months after the completion of the application process. However, this does not apply if there are legal requirements preventing this, further storage of data is necessary for evidence reasons or if you have expressly agreed to an extended storing of your data.

## **6. Other**

**Which commitments do I enter by accepting the fellowship?**

- a. By accepting the fellowship all fellows commit themselves to unpromptedly provide the institute's library with a copy of their published academic publication that was enabled by the IEG fellowship.
- b. The fellows live and work at the IEG in Mainz during the entire funding period (residential obligation). Exceptions for families must be agreed in advance and on a case-by-case basis.

**To whom can I turn if I have further inquiries?**

If you have further questions that were not answered by our FAQ, please contact the Fellowship Office by writing an email to [fellowship@ieg-mainz.de](mailto:fellowship@ieg-mainz.de) or calling the number (06131) 39 21749.

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**In any case of doubt the German version is valid.**