

**Application for**

**PICAIS Research-in-Residence-Fellowship**

**Application deadline:** (*Please insert the respective application deadline that you are applying for*)

Please fill in the following application form in **English**.

Submit your electronic application to [picais@uni-passau.de](mailto:picais@uni-passau.de),   
including

A-B completed application form

C a project proposal (up to 5 pages including citations)

D a budget estimate

E a CV and

F a letter of support from the host

**A Applicant’s details**

|  |  |
| --- | --- |
| **Personal details** | |
| **Surname** |  |
| **First name(s)** |  |
| **Academic title** |  |
| Date of birth (dd.mm.yyyy) |  |
| Gender (m/f/d) |  |
| Nationality |  |
| Date of doctorate (dd.mm.yyyy) |  |
| University of doctorate |  |
| If applicable, otherwise please delete:  Date of habilitation/professorship (dd.mm.yyyy) |  |
| University of habilitation/professorship |  |

|  |  |
| --- | --- |
| **Current academic position** | |
| Position (e.g. Professor/Junior Professor/Lecturer/Research Assistant/other) |  |
| If other, please specify |  |
| Since (mm.yyyy) |  |
| Until (mm.yyyy) |  |
| Department/ Institute/ Seminar |  |
| Faculty |  |
| Country |  |
| Will you finance part of your fellowship stay through third-party funding raised by yourself for the duration of the funding period? | Yes (*see section below*)  No, I will not raise or use third-party funding. |
| If yes, please specify the external/third-party funding (if applicable) | Funding organisation  Period of time  Funding reference number |
| Junior Fellows, if applicable: The submission of this application has the approval of my direct supervisor  (in German: Dienstvorgesetze/r). |  |
| Supervisor (Surname, first name) |  |
| Supervisor (e-mail address) |  |

|  |  |
| --- | --- |
| **Business address (used for correspondence)** | |
| Institution/ University |  |
| Department/ Institute/ Chair |  |
| Street / P.O. box |  |
| Postal code, City, Country |  |
| Phone number |  |
| E-mail address |  |

**B General Information, Planned Host and Date(s) of Research Visit/Fellowship**

|  |  |  |
| --- | --- | --- |
| **Planned Date of Fellowship / Research Visit at the PICAIS** | | |
| dd.mm.yyyy to dd.mm.yyyy | *Please specify (if applicable)* |
| Planned duration | *No. of weeks/months* |

|  |  |  |
| --- | --- | --- |
| **Host at the University of Passau** | | |
| **Surname** |  |
| **First name(s)** |  |
| Department/ Institute/ Chair |  |

|  |
| --- |
| **Title of proposed research project** (max. 200 characters) |
| *English text* |

|  |
| --- |
| **Research area(s) / key words of proposed research work**  Please characterise your project using appropriate keyword(s). Please enter at least one keyword and up to five keywords |
| *English text* |

|  |  |
| --- | --- |
| **Research project will be related to / contribute to one or more of the University’s three** [**strategic guiding themes**](https://www.uni-passau.de/en/university/about-the-university) | |
|  | Europe |
|  | Sustainability |
|  | Digitalisation |
|  | Other:  *Please briefly indicate whether your project will contribute to or is related to, e.g. an existing or a new cooperation/project, etc.* |

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| --- |
| **Lay Abstract** (max. 250 words) |
| *Please describe your project for a lay audience. This abstract may be used for publication purposes, e.g. PICAIS Fellow profiles on our website. This editing note can be deleted for submission.* |

**C Proposal**

*(This editing note can be deleted for submission -- Please provide your proposal (****up to 5 pages****, Arial 11 pt, 1.2 pt line spacing) here, complete with:*

* *research programme that you propose to undertake during your visit*
* *rationale for your visit and your proposed working programme*
* *how your research will benefit from being undertaken at PICAIS*
* *your contributions to the academic life at the University of Passau).*

**D Budget Estimate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Estimate: PICAIS Fellowship\*** | | | |
| **pos.** | **cost category** | **short budget justification / calculation value** | **sum in Euro** |
| 1 | **travel expenses**  to and from Passau | *e.g. flight/train travelling to and from* | 0 |
| 2 | **living and accommodation expenses** in Passau | *No. of days/weeks* | 0 |
| 3 | **research cost contribution** | | |
| 3a | *Please specify each item/cost category here,*  *e.g. costs for attending academic events, hosting of visiting scholars/short visits* | *Please enter text here* | 0 |
| 3b | *Please specify each item/cost category here, e.g. special licenses, software* | *Please enter text here* | 0 |
| 3c | *Please specify each item/cost category here, e.g. student research assistants* | *Please enter text here* | 0 |
| 3d… | … | … | 0 |
|  | **total sum** | | **0** |

*\*Please use our* [*flat fees*](https://www.picais.uni-passau.de/en/funding-programmes/research-in-residence-fellowships) *for the Budget Estimate and round sums off to the second decimal place, for instance: 82 euros 🡪 90 euros*

**Further justification of costs***(if applicable and table space is not sufficient)*

**Declaration of Consent**

|  |  |  |
| --- | --- | --- |
| I hereby declare that the above statements are correct:  The Passau International Centre for Advanced Interdisciplinary Studies (PICAIS) has my permission to electronically keep and process my personal information for the purpose of peer review, statistics, and evaluation by the PICAIS as well as its commissaries. | | |
|  |  |  |
| Date (dd.mm.yyyy) |  | Name / digital signature |

**Checklist – documents required:**

✓

The following documents are required for the fellowship application:

|  |  |  |
| --- | --- | --- |
| A – B | Completed application form, with declaration of consent (last page) up to 4 pages | |
| C | Proposal, complete with:   * research programme that you propose to undertake during your visit * rationale for your visit and your proposed working programme * how your research will benefit from being undertaken at PICAIS * your contribution to the academic life at the University of Passau | up to 5 pages |
| D | Budget estimate  including details for the estimated amount of the lump-sum compensation required for the fellowship stay | ~ 1 page |
| E | Curriculum vitae | no page limitation |
| F | Letter of support from the host (a member of the University of Passau) stating the intended contribution of the fellowship and research stay to the University of Passau | no page limitation |