

# Sofja Kovalevskaja Award

(Visit our [FAQs](#) for further information.)

## Information for the host

### Required/enclosed documents:

#### The applicant must submit/request:

- |   |                          |
|---|--------------------------|
| a) Completed application form             | <input type="checkbox"/> |
| b) Key publications (list, copies)        | <input type="checkbox"/> |
| c) Complete list of publications          | <input type="checkbox"/> |
| d) Expert reviews from three academics    | <input type="checkbox"/> |
| e) Research plan                          | <input type="checkbox"/> |
| f) Financial plan                         | <input type="checkbox"/> |
| g) Information on the financial plan      | <input type="checkbox"/> |
| h) Curriculum vitae                       | <input type="checkbox"/> |
| i) Doctoral certificate                   | <input type="checkbox"/> |
| j) German or English language certificate | <input type="checkbox"/> |

Notes on a) to j) of [Guidelines for completing the application](#)

#### The host institution must submit:

- |                                   |                          |
|-----------------------------------|--------------------------|
| k) Host's statement               | <input type="checkbox"/> |
| l) Hosting agreement              | <input type="checkbox"/> |
| m) Confirmation by administration | <input type="checkbox"/> |

Please send the documents by post to:

**Alexander von Humboldt Foundation  
Selection Department  
Jean-Paul-Straße 12  
53173 Bonn, Germany**

### Host's role

The term "host" refers to the person who will act as the award winner's direct academic contact at the host research institution, e.g., the chair holder or head of department in whose team you would like to establish a working group; the working group is to be set up within his/her team.

Experience has shown that Sofja Kovalevskaja award winners are reliant on your support as host to integrate them into the host institution and the German scientific community. Furthermore, in

order to set up a working group the award winner will need your support in administrative matters and in connection with his or her – usually new – role in leading a working group. Thus the Alexander von Humboldt Foundation requests you to become the award winner's mentor.

As a host you should also advise the applicant on the feasibility of the research plan and on drawing up the financial plan (with regard to existing infrastructure, for example, and standard scales of remuneration) or introduce him or her to the persons competent in or responsible for these matters at your research institution.

#### on k) Host's statement

Length: **2 to 4 pages**

Please answer the questions in the [Catalogue of questions for the host's statement](#) in the order given. The statement may be written in English or German.

- **Notes on question 5:**

d) Please comment on both the financial plan (attachment f of the application) and the information on the financial plan (attachment g of the application). **Important:** If different rates of pay apply, we require your confirmation that these are the standard rates used at your institution. This also refers to differences in the category "Doctoral positions" which are often based on the 0,5 TVÖD 13 pay scale. If there are differences, please explicitly confirm the standard rates of pay (e.g. 75% or similar). For more information, please see Chapter IV of the Regulations on the Use of Funds.

We assume that a post as an independent group leader and a competitive income are required to motivate internationally promising junior researchers to live and work in Germany for several years. Please clarify the options of your institution to offer both before an application is submitted in order to avoid later misunderstandings. The Humboldt Foundation considers it important that the available leeway in determining personal salary is utilised. Our [FAQ](#) contains corresponding guidelines. However, this aspect is not taken into account in making the selection.

- **Notes on question 6:**

a) Please outline how and to what extent the proposed working group is supposed to be integrated into the host institution. Describe the general conditions which will allow the award winner to embark on his or her work at the earliest opportunity and complete it successfully. Please list the in-house services which your institution will actually provide (premises, equipment, (shared) use of resources / equipment, possibly access to libraries, archives, or computing facilities, recruiting options etc.).

b and c) Please indicate whether and to what extent the applicant's research interests and research plan can be included in ongoing or planned research activities at the host institution and to what extent this can be expected to lead to innovative developments in the host institution's research profile.

- **Notes on question 7:**

Please outline briefly the current situation. The Humboldt Foundation looks favourably on plans being considered at the time of application for the award winner to possibly remain at the host institution after the Sofja Kovalevskaja Award funding period has come to an end.

However, applications may also be submitted if this has not been considered so far or if this option does not exist at the time of application.

- **Notes on question 8:**

Please describe the intended use of the administrative flat-rate. The host institution in Germany receives a flat-rate payment of 15% from the award funds (administrative flat-rate). It can be used to help cover any costs resulting from the use of existing and/or specifically acquired material or specifically created personnel infrastructure (e.g. general institute facilities, laboratories or workrooms, operating and maintenance costs, finance and personnel management and auditing); financing an eventual tenure track position is possible, too. In addition, the administrative flat-rate may be used to finance e.g. "welcome packages" that provide measures to integrate the award winner into his or her new living environment and into the research institution, including support for the professional integration of the award winner's partner, or compensation for the loss of retirement savings that were accrued abroad, etc. The host institution is permitted to pass any left-over funding from the administrative flat-rate to the award winner for the furtherance of his or her research work. Detailed information on the award winners' accounting obligations (proof of use of funds, etc.) can be found in the [Regulations on the use of funds](#) for the Sofja Kovalevskaja Award.

- **Notes on question 9:**

Different universities apply different models with regard to the right of junior research group leaders to independently supervise doctoral candidates through to submission. These models range from adaptation of doctoral regulations via *Habilitation* (German post-doctoral lecturing qualification) to associate participation in examination board meetings. Please indicate which regulations apply or could apply at your institution. The contract referred to in the Programme Information only has to be concluded once the award has been granted.

on l)      Hosting agreement

The agreement can be found at the end of the Catalogue of questions for the host's statement. Please enclose the hosting agreement completed and signed.

on m)      Confirmation by the administration

The form can be found on page 3 of the [List of questions for the host's statement](#). Please have the form signed by the appropriate authority at your university/research institution and attach the signed form to your host's statement/hosting agreement. This form replaces the informal "confirmation by the administration" that was required previously.

as of April 2015