HiDA

HIDA VISITING PROGRAM: GUDELINES for successful candidates

CONGRATULATIONS on joining the visiting program of the **Helmholtz Information & Data Science Academy (HIDA)**! This information sheet serves as a general guide to help you with your next steps. Please be aware that these steps might vary between Helmholtz Centers.

Feel free to contact us anytime: hida@helmholtz.de.

Here are the steps that follow:

- Please be in touch with your host at the Helmholtz Center to arrange the details and time of your exchange. Some centers have guesthouses. You may ask your host supervisor if he or she could help you to get in contact with the responsible person at your host center.
- Please be in touch with the host center's human resources departments informing them about your participation in the exchange program and to discuss the necessary procedures. You might ask your host supervisor or the **center's contact persons** to get in touch with the host's human resources department.
- If applicable, you will take a leave of absence from your current institution for the duration of the exchange and will sign an agreement with your host center (e.g. guest researcher contract, form varies at centers). Additional documents may depend on the centers.
- You will receive your research grant from the hosting Helmholtz Center. HIDA will reimburse your host center for this research grant after your exchange (according to the **guidelines** for the HIDA research grant):
  - You will get a monthly grant of 2860 EUR (see guidelines § 4 (2)) and a mobility allowance of 400 EUR per month (see guidelines § 4 (3)).
  - In Germany, health insurance is mandatory. Here, we recommend that you get in contact with your current health insurance company what options you might have. To cover these costs, you can get a health insurance allowance in the amount of 400 EUR per month upon presentation of appropriate proof of health insurance coverage.
  - All other social insurances (e.g. unemployment insurance, pension insurance) are voluntary during the leave of absence. Thus, they are not covered by the subsidies of the research grant.
  - You might get additional allowances for e.g. renting a temporary secondary residence upon presentation of an appropriate proof (see guidelines § 4 (4)).
- Please inform HIDA about your exchange dates. We will be in touch with you concerning your final report. The final report should be submitted approximately 3 months after your exchange. On your request, you will receive a certificate after your report's submission.

Funding acknowledgements

The term **"Helmholtz Information & Data Science Academy (HIDA)"** should appear in the acknowledgements for publications, software, etc. that are created in the context of or with the support of the exchange program.

Possible text module:

"I [We] acknowledge the Helmholtz Information & Data Science Academy (HIDA) for providing financial support enabling a short-term research stay at xyz to learn/analyze/create...."

GUIDELINES

For the allocation of research grants within the Trainee Network or the Helmholtz Visiting Researcher Grant of the Helmholtz Information & Data Science Academy (HIDA)

Preamble

The Helmholtz Association of German Research Centres (Helmholtz-Gemeinschaft Deutscher Forschungseinrichtung e.V.) would like to systematically foster junior researchers within an exchange program.

Within the framework of the Trainee Network and the Helmholtz Visiting Researcher Grant of the Helmholtz Information & Data Science Academy (HIDA), the Helmholtz Association would like to offer young, talented researchers who have a connection to information and data science and related technologies the opportunity to conduct interdisciplinary research during a short-term stay at a Helmholtz Center, in order to strengthen their own competencies and to enrich the Helmholtz Association's portfolio of methods and research. To support a research stay as a part of the HIDA exchange programs, the hosting Helmholtz Center (Host Center) awards research grants.

§ 1 Purpose of the Grant

The research grant serves to support a research stay at a Helmholtz Center with a focus on information or data science within the framework of the HIDA Trainee Network or the Helmholtz Visiting Researcher Grant and provides financial support to cover living expenses during the period of the grant stay.

§ 2 Eligibility, Requirements

The program is primarily aimed at researchers who work at a Helmholtz Center belonging to the Helmholtz Association and who are transferring to another Helmholtz Center for the duration of their planned research stay (HTN). In addition, researchers from national or international university or non-university (inter)national institutions are also entitled to participate (HVRG).

Funding will be provided for

(1) Postdocs and

(2) Postgraduates (usually Diplom/Master) with at least three years of professional research experience.

Furthermore, postgraduates from the artistic-technical environment are eligible to apply within the framework of special funding segments provided for this purpose.

The planned research project at the host Helmholtz Center must clearly have a connection to information and/or data science.

The recipient of the research grant will receive a leave of absence from the sending institution. The possibility of a tax-free grant is excluded if a status of active employment is in existence during the period of the grant stay.

§ 3 Status of the Grant Recipient

During their research stay, grant recipients carry out their research work in cooperation with the respective Helmholtz Center.

The recipient of the grant is not obligated to deliver any particular research in return or perform specific employment tasks while carrying out their research work within the HIDA Trainee Network or Helmholtz Visiting Researcher Grant.

§ 4 Duration and Amount

The grant stay is limited between one and three months and must be used in a single period:

(1) The grant will be awarded for a maximum period of three months.

(2) The grant is paid monthly at the end of the month. The basic amount of the grant is 2,860.00 EUR. The amount is calculated so that it adequately covers the living expenses of the grant recipient and acts as an incentive to pursue further scientific training at the host Helmholtz Center.

(3) Additionally, without need of application and proof, a mobility allowance of 400.00 EUR per month will be granted as a subsidy for conference and research trips or journeys home, etc.

(4) In addition, further allowances can be paid upon request:

- Health insurance allowance in the amount of 400.00 EUR per month upon presentation of appropriate proof of health insurance coverage.

- Rent allowance of 800.00 EUR per month for renting a temporary secondary residence upon presentation of a copy of the rental contract of both the current and future residence.

- Child allowance of 400.00 EUR per month for bringing along a minor child (100.00 EUR for each additional child) on presentation of a corresponding birth certificate and proof of childcare at the temporary place of residence.

§ 5 Application

Note: The call for submitting applications for HIDA research grantsis published several times a year at stipulated time periods to ensure a fair and competitive selection process. A grant will only be awarded on application. Applications must be submitted in proper form and in time to the designated recipient as stated in the call for grant applications.

Applications should usually be sent directly to the Helmholtz Association's HIDA Office (using an online application portal) and must include an outline of the planned research project and a confirmation from the supervisor at the hosting Helmholtz Center.

§ 6 Application and Selection Procedure

Note: Exact details of the application are listed separately on the HIDA website.

All applications are checked by the HIDA Office to ensure that they are completed and admissible (formal review). Participants are then selected by a selection committee on the basis of the application documents submitted. The selection committee is appointed by the HIDA Steering Committee, which is composed of representatives of the Helmholtz research

fields and the Data Science Graduate Schools of HIDA (HIDSS).

The grant is awarded in particular on the basis of the applicant's letter of motivation or statement of objectives, the quality and originality of the project, and its basic feasibility within the timeframe of the planned research stay. Furthermore, a connection to data or information science and the added value for the research portfolio of the Helmholtz Association must be clearly evident.

Note: The members of the selection committee as well as the award criteria that will be used in the selection process will be published on the HIDA website.

§ 7 Approval

The research grant is approved and paid for by the hosting center in coordination with the HIDA Office of the Helmholtz Association.

§ 8 Personal Report; Certificate

At the end of the exchange, grant recipients are required to write a personal account of their experience (within three months of the end of the stay). After receiving the report, the HIDA Office will send out a certificate certifying participation and receipt of the grant on the participant's request.

§ 9 Tax Exemption

Grants are tax-exempt, provided that the requirements of § 3 number 44 of the Income Tax Act are met. A statutory opinion (can be provided on request) principally certifies the tax exemption of this grant within the HIDA Trainee Network. We would like to point out that grant's tax exemption status is subject to individual audit by the relevant tax office in the context of the examination of the grant holder's tax return.

§ 10 Miscellaneous

The Helmholtz Association reserves the right to make changes and additions to these guidelines.

§ 11 Effective Date

These Guidelines shall enter into force on the day following their publication.