

## Guide for Applicants

### PNB Individual Grants - Open Topic Positions

Thank you for your interest in the Individual Grants of the Postdoc Network Brandenburg (PNB). This document contains important information concerning your application. Please read it carefully before submitting your application.

**Applications must be sent in English or German to [postdoc-network@uni-potsdam.de](mailto:postdoc-network@uni-potsdam.de).**

**The application deadline is 6 August 2021 (23:59 CET).**

#### 1 What does the PNB offer?

The four Brandenburg universities - University of Potsdam, Brandenburg University of Technology Cottbus-Senftenberg, European University Viadrina Frankfurt (Oder), and Film University Babelsberg KONRAD WOLF - have founded the Postdoc Network Brandenburg with the aim of developing the potential of postdocs working at the state's scientific institutions to the fullest possible extent.

The PNB invites national and international postdoctoral researchers to further their academic careers by pursuing their individual research projects or joining one of the many existing groups of young researchers at a Brandenburg university of their choice. Fellows will be offered a position at their preferred host university, which will provide an encouraging environment and support them in their research. In addition, fellows have access to professional training and coaching on the development of individual and professional competencies.

The Berlin-Brandenburg capital region offers young and advanced researchers the highest density of universities and research institutions in Germany, while at the same time holding a leading position in the German and international innovation landscape. Four universities with a broad variety of research focuses as well as a large number of non-university research institutions are located in the state of Brandenburg. The structure of Brandenburg's scientific landscape, which combines the advantages of manageable institution sizes and short distances between research locations in a state-of-the-art research environment, provides excellent conditions for establishing and expanding individual research collaborations and networks.

#### 2 Applicant eligibility

In order to enter the selection process, applicants must meet the following criteria:

- Eligible applicants have a completed research doctorate.
- Applications must be complete (see required documents in section 3.)
- Applications can be in either German or English.

Women are especially encouraged to apply. Brandenburg universities are family-friendly and offer numerous possibilities of support for researchers with children (e.g. child-care facilities, day-care organized during lectures, conferences, other scientific events, etc.). The universities will be glad to provide more detailed information to applicants if any questions arise.

### 3 Required documents

Applications (in electronic form, one pdf-document) should include:

#### 3.1 Individual Grants - Open Topic Postdoc Positions

- CV
- copies of academic certificates and documents
- list of publications
- contact details of two potential references
- outline of the proposed research project tailored to the research profile of the chosen university (3 pages)
- employer's declaration (see [form](#))
- letter of support from a professor of the selected host university

#### 3.2 How to obtain a supervisor's agreement

Applicants are asked to submit a letter of support from a professor at one of the Brandenburg universities. After you have decided which university's research focus seems to fit best with your research project, get in touch with the professor or research group in the research field you are interested in. Present your research project to the professor whose research you are interested in and ask whether she or he would be willing to act as a supervisor for your fellowship. After you have reached an agreement with a professor in this way, ask her or him for a written letter of support via email.

### 4 Selection

You will receive an email confirming the receipt of your application and informing you whether it has been found to be complete. You will be informed via email at all relevant stages of the selection process.

#### 4.1 Selection panel

The selection panel consists of 5 members - 4 representatives of Brandenburg universities (one from each of the four universities) and one external expert.

#### 4.2 Steps in the selection process and selection criteria

All applicants who have been deemed eligible are evaluated by the members of the selection panel.

In the evaluation, merit will be judged quantitatively as well as qualitatively, taking into account the applicant's entire range of knowledge, experience and ability. A ranking list will be composed on the basis of the evaluations. A final selection meeting will take place in Potsdam or as an online conference and will be attended by all panel members in person. The panel will discuss the ranking list and the summary reports. The total of all evaluation points will serve as the basis for the final selection.

#### 4.3 Timetable for selection process

Publication of the call:	12 June 2021
Application deadline:	6 August 2021
Examination of applications for eligibility and completeness:	2 weeks
Review process:	6 - 8 weeks
Selection panel meeting:	planned for 30 September 2021
Response to unsuccessful applicants:	within four weeks after the selection decision
Start of fellowships:	November 2021 or later

#### 5 Contact

If you have any questions regarding your application, please contact

**Postdoc Network Brandenburg**

Dr. Heike Kühmeister

Email: [postdoc-network@uni-potsdam.de](mailto:postdoc-network@uni-potsdam.de)

Phone: +49 (0) 331 977 1855