

To the
Heads of Junior Research Groups at KIT

Executive Board

Vice-President for Research

Prof. Dr. Oliver Kraft

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Recognition as “KIT-Nachwuchsgruppe” – Application Procedure

Ladies and Gentlemen,

Supporting early-stage researchers is a central priority of KIT. In this context, we introduced the definition of “KIT-Nachwuchsgruppe” (KIT Junior Research Group) for Heads of Junior Research Groups in 2012. This definition is aimed at assuring quality in the best possible way and preventing excessive use of the term of “Junior Research Group” while providing the Group Heads with adequate protection.

Heads or leaders of Junior Research Groups may apply for recognition of their group as “KIT-Nachwuchsgruppe” with the Council for Research and Promotion of Young Scientists (CRYS). As a rule, this recognition is the prerequisite for applying for the status of KIT Associate Fellow with the responsible KIT Department. The KIT Associate Fellowship is needed to participate in doctoral procedures.

Generally, **applications may be submitted any time**. Your application will be reviewed in a following meeting of the CRYS council and then decided upon by the Executive Board. Persons who have acquired funding from specific third-party funding lines will automatically be granted recognition of their group as “KIT-Nachwuchsgruppe” when starting their work at KIT (see Annex, Section 3).

Send your application by email to **DE Forschungsförderung** (Research Office Business Unit) to the attention of Ms. Aleksandra Olszynka, aleksandra.olszynka@kit.edu. Please note that your application will be reviewed only, if your documents are complete.

Explanations regarding the **application documents** required and **further details** can be found in the **Annex**. For further information, please contact Ms. Olszynka, aleksandra.olszynka@kit.edu, phone 0721/608-48440.

Kind regards,

Professor Dr. Oliver Kraft

Vice-President for Research

Annex

Application for a “KIT-Nachwuchsgruppe” (KIT Junior Research Group)

1. Objective

Establishing clearly defined “KIT-Nachwuchsgruppen” is a means for the KIT Executive Board to recognize as KIT-Nachwuchsgruppe those groups that successfully passed the recognition process and have been granted a corresponding certificate. The uniform definition serves to assure quality in the best possible way and to prevent excessive use of the term of “Nachwuchsgruppe” while providing the Group Heads with adequate protection.

Persons applying for the status of **KIT Associate Fellow** (participation in doctoral procedures) are expected to have been recognized as Heads or leaders of a “KIT-Nachwuchsgruppe.”

Heads of “KIT-Nachwuchsgruppen” may apply for membership of the **Young Investigator Network (YIN)**.

2. Eligibility to File an Application

Staff of KIT fulfilling all **following criteria** may file an application:

- (1) Completion of the **doctorate not more than ten years ago**, as a rule (date of oral examination)
- (2) An academic-scientific career (as a rule, **professorship**) **is aimed at**, but the applicant does not yet hold a W2 or W3 professorship.
- (3) The applicant heads a **scientifically and financially independent working group**¹.
- (4) The working group must include **at least another scientific staff member** (with a master's/diploma degree at least).
- (5) The position of Head of the Junior Research Group or other positions must have been **acquired externally or internally in a competitive process or the position as Head of Group** must have been granted **competitively** (e.g. appointment procedure).

Typical examples of Heads of “KIT-Nachwuchsgruppen” may be Heads of Emmy Noether Junior Research Groups or Helmholtz Young Investigator Groups as well as holders of a DFG-funded Temporary Position (“Eigene Stelle”) or of a Margarete von Wrangell Habilitation Grant, provided that they act in a scientifically and financially independent way and employ at least another scientific staff member.

3. Terms of Recognition

Persons who acquired the following types of funding will be granted recognition of their groups as “KIT-Nachwuchsgruppe” automatically as soon as they start to work at KIT:

- Emmy Noether Junior Research Group of DFG
- Helmholtz Young Investigator Group
- BMBF Junior Research Group
- Sofja Kovalevskaja Award
- ERC Starting Grant (if the Group Head does not yet hold a W2/W3 professorship and another scientific staff member is employed at least)
- ERC Consolidator Grant (in agreement with the candidate; up to 12 years after the doctorate by way of exception and if the Group Head does not hold any W2/W3 professorship and another scientific staff member is employed at least)

¹ Scientific independence may be reflected by e.g. independent publications and an independent choice of research topics, while financial independence implies e.g. autonomous acquisition of research projects and control or power of disposition of an own budget.

- Comparable internal Junior Research Groups of KIT that are selected by the Council for Research and Promotion of Young Scientists (CRYS) and funded by KIT

All other Heads of Junior Research Groups may be granted recognition of their group as “KIT-Nachwuchsgruppe” upon recommendation of the Council for Research and Promotion of Young Scientists (CRYS) and **by decision of the Executive Board**.

Every Head of a “KIT-Nachwuchsgruppe” will receive a corresponding **certificate** of the Executive Board.

Recognition is granted for a **limited period of time**, usually for the duration of the group or the Group Head’s position. Recognition as “KIT-Nachwuchsgruppe” expires automatically once the group comes to an end, in case of a premature appointment of the Group Head by KIT, or when the Group Head leaves the KIT.

An extension of the recognition period is possible. Upon request, the period can be extended without filing a new application, if conditions remain largely the same and the corresponding documents (e.g. approval of extended funding) are presented. In case of changed framework conditions, renewed application may be possible.

4. Procedure

1st Step: Filing the Application

Send a simple letter to the Research Office, in which you apply for recognition of your group as “KIT-Nachwuchsgruppe” and provide the following details in particular:

- Information on the type and duration of the Junior Research Group/funding:**
Source of funding, name of the Junior Research Group, duration of the group;
- Information on the criteria given in Section 2 - Eligibility to File an Application:**
Concerning (1) - Completion of the doctorate not more than ten years ago, as a rule: Please give the date of your oral examination and enclose the doctoral degree certificate.
Concerning (2) - An academic-scientific career (as a rule, **professorship**) is aimed at, but the applicant does not yet hold a W2 or W3 professorship: Please outline briefly your planned career path.
Concerning (3) - The applicant heads a **scientifically and financially independent working group**: Kindly point out whether the research topic was chosen independently and whether you are fully responsible for the budget. Please inform us who acquired third-party funding of the group.
Concerning (4) - The working group must include **at least another scientific staff member** (with a master’s/diploma degree at least): Kindly list the names of all relevant scientific staff members that have been directly affiliated to your group (since the start of the group) and their funding source.
Concerning (5) - The position of Head of the Junior Research Group or other positions must have been **acquired externally or internally** in a **competitive process or the position as Head of Group** must have been granted **competitively** (e.g. appointment procedure): Please outline the fact that you had competitors in the procedure to acquire funding and provide information on the procedure (competitive? national/international call for proposals?).

Kindly **enclose** the following documents:

- Curriculum vitae**
- Documents** proving that the criteria for eligibility to file the application outlined in Section 2 are fulfilled. These are:
 - Copies of grant agreement/s / letter/s of approval for the group’s funding by the relevant funding agency
 - Doctoral degree certificate

- List of publications
- c) **Confirmation by the Institute or Division Head of scientific independence and financial autonomy of the Head of the Junior Research Group and of provision of rooms and infrastructure.**

2nd Step: Review of the Application by CRY5

In case of rejection: Notification of the applicant

Note: In unclear cases, applicants may be asked to present their work to CRY5.

In case of positive evaluation: Recommendation of recognition to the Executive Board.

3rd Step: Decision of the Executive Board

In case of rejection: Notification of the applicant

In case of recognition: 4th step

4th Step: Issue of the certificate (including the period of time of the recognition)

5. Submission of the Application:

- **By electronic mail in a single, clearly named pdf file without copy protection:**
<<Name of applicant_application_KIT-NWG>>
- Language: German or English
- To be addressed to:
Aleksandra Olszynka
DE Forschungsförderung
Fritz-Erler-Str. 1-3
76133 Karlsruhe
aleksandra.olszynka@kit.edu

6. Checklist – Documents for Application for a “KIT-Nachwuchsgruppe”

a) Letter

b) Enclosures

- Curriculum vitae
- List of publications
- Doctoral degree certificate
- Grant agreement/s / letter/s of approval and other relevant documents proving that the criteria for eligibility to file an application are fulfilled
- Confirmation by the Institute or Division Head of scientific independence and financial autonomy of the Head of the Junior Research Group and of further support in terms of rooms / infrastructure