

GUIDELINES FOR APPLICATION SUBMISSION

STIFTUNG CHARITÉ VISITING FELLOWS 2025

Please consider all requirements and regulations of the program as listed in the [program information](#) available online.

Please submit the application either in German or English language. Please use German or English consistently.

Please pay attention to the application deadline mentioned in the program information online. Once you have submitted your application, it is no longer possible to make modifications or send a revised version.

Deadlines and Dates for Visiting Fellows 2025:

February 24, 2025, 11:59 pm	Application deadline
End of May 2025	Announcement of funding decisions
June 1, 2025	Earliest possible start of funding

For questions related to the program, please contact Dr. Inga Lödige (E-Mail: loedige@stiftung-charite.de; Telefon: +49 (0)30 450 570 – 577).

Technical Information:

Applications for the Visiting Fellows program 2025 are to be submitted exclusively via the BIH online portal. Registration on the BIH portal is required to apply.

You can save your draft and continue editing later; the application remains editable online until it is finalized and submitted.

A current draft can be generated as a PDF at any time via the "Submit" tab in the portal.

Once the application is submitted, you will receive a confirmation email.

The BIH makes the following recommendations for optimal use of the portal:

- Use Google Chrome when accessing the application portal.
- Save your work regularly, using the "save" button in the top left corner of the screen.
- Do not edit your application on multiple devices at once.
- Allow sufficient time for saving and submitting the application, especially after uploading documents. The upload of documents and final submission can take up to five minutes. Please keep your browser open during this time and do not leave the page.

In case of technical issues, please contact: portal@bih-charite.de

1. Application

The following information will be required via the online portal:

Personal details of the **applicant** and host (=formal grant recipient) (including name, academic title, institution, Charité Centrum if applicable, department/clinic, position, address, email, and phone number).

Personal details of up to three **co-applicants (if applicable)** (including name, gender, academic title, institution, Charité Centrum if applicable, department/clinic, position, address, email, and phone number).

Personal details of the **nominated Visiting Fellow** (including name, gender, academic title, nationality, institution, department, position, address, email, and phone number).

Project details, including:

- Project title (max. 120 characters)
- Scientific subject area of the project (Please specify the corresponding scientific subject area of the project as defined by [the German Research Foundation \(DFG\)](#).)
- Proposed start date and end date
- Proposed funding track
- Planned work stay (if split up, please list single visits)
- Only relevant when applying for funding track B or C: Structure and size of the proposed research group (max. 1,000 characters)
- In case of mentoring: personal details of the junior researcher designated to be the **mentee (if applicable)** (including name, gender, academic title, institution, Charité Centrum if applicable, department/clinic, position, address, email, and phone number).
- Project summary (max. 1,800 characters) (Please include a project description as attachment 3 and make a summary here.)

Budget details, including:

- Planned **procedure for the remuneration** of the Visiting Fellow (max. 1,000 characters). Please explain the remuneration procedure planned between you as the host and the nominated Visiting Fellow and her or his home institution. It is conceivable that the home institution will continue to pay the existing remuneration to the Visiting Fellow and the host will pay a reimbursement to the home institution, or that the Visiting Fellow will take a leave of absence from the home institution and the host will pay the Visiting Fellow's remuneration (e.g. honorarium or stipend) to him or her directly.
- **Requested funding** (in EUR) (Please include a detailed budget plan as attachment 4 and enter the amounts into the portal in table format).

2. Documents to be submitted

Please prepare the following documents and upload them as individual PDFs in the portal under "**Anlagen/Attachments**".

The BIH offers these technical recommendations:

- Please create your PDFs using Adobe and/or Microsoft Office software.
- Ensure that the PDF documents are not password-protected and do not use PDF portfolios. If a PDF contains a digital signature, please print it as a PDF file, or print it out and scan it as a PDF.

- Failure to follow these instructions may result in your application not being processed correctly.
- Please allow time for the upload to complete and for the upload window to close. A green bar reading "Document uploaded successfully" will appear.

Attachment 1: Information about the nominated Visiting Fellow and his or her scientific qualifications and achievements, including:

- Curriculum Vitae with detailed academic achievements
- List and – if possible – copies of the five most relevant own publications for the project at own discretion; no complete publication list may be submitted
- It must be demonstrated that the nominated Visiting Fellow has the scientific qualifications required for an established or leading scientist. Equal consideration will be given to achievements in research, teaching, knowledge and technology transfer, and establishment of scientific infrastructures.

Attachment 2: Information on the host

CV and a selected publication list; no complete publication list may be submitted

Attachment 3: Project description, including information on the following aspects (max. 10 pages, Arial, 12 font size):

- Motives, topics, relevance as well as scientific and strategic goals of the project
- Current state of research and development: positioning of the project in its international research context and description of preliminary work; the application itself must be comprehensible without reference to cited or attached literature
- Significance and added value of the Visiting Fellow to the host institution, its national and international collaborative network and strategic focus
- Degree of maturity of existing or to be developed collaborations between the host institution, the Visiting Fellow and his or her home institution and, if applicable, other partners, as well as planned measures to integrate the Visiting Fellow into the Berlin life sciences ecosystem
- Potential and perspectives of the project, especially with regard to submit an application for competitive third-party funds from larger funding organizations such as the German Research Foundation (DFG) or the European Research Council (ERC)
- Work and time schedule (incl. planned visit(s) to Berlin)
- In case of mentioning mentoring: information on the involvement of the mentee
- Only in case of applying for Track B or C: description of the topic and size of the planned research group in Berlin including information on the tasks to be performed by the research group members funded by the Stiftung Charité
- Details of ethical aspects (if applicable)

Attachment 4: Detailed budget plan (max. 3 pages, Arial, 12 font size).

Attachment 5: Confirmation issued by the host about **providing the workspace** and the necessary infrastructure.

Attachment 6: (if applicable) Information on the mentee

In case of mentoring: information about the junior researcher being the mentee (CV, list and – if possible – copies of the five most important publications at own discretion).

Attachment 7: (if applicable) Letters of intent

In case of mentioning co-applicants or cooperation partners, please submit declarations of intent issued by them and addressing the planned cooperation.

Attachment 8: (if applicable) Additional documents, if needed.

Lastly, fill out the “Erklärungen/Declarations” tab and click “submit”.

You will receive an email confirming your submission.