

PREPARING ONLINE SUBMISSION:

APPLYING FOR THE SCIENCE X MEDIA TANDEM PROGRAM 2025

Applications for the science x media tandem program 2025 are to be submitted exclusively through the [online portal](#) of the Berlin Institute of Health @ Charité (BIH). The life science partner in the tandem formally acts as lead applicant – their institution becomes the grant recipient in case of funding –, and therefore it is the scientist who submits the finalized documents via their account. However, in keeping with the spirit of the [program information](#), the application is prepared in a joint effort by the two potential tandem partners. Before submission, a PDF of the current draft version can be generated via the portal at any time and thus shared with third parties (see “submit” tab).

Please note that you must register when using the online portal for the first time. You can save and pause your application as well as return to edit it until the moment you submit it.

The BIH makes the following recommendations:

- 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

Keep the following information handy when logging into the portal:

Personal details of the *science* applicant (including CharitéCentrum if applicable, self-assessment of career stage);

Personal details of the *media* applicant (including most important publication venues for own work, if applicable);

Information about the joint project, including a (working) title and summary of the project (of max. 250 words), a timeline with work packages allocated;

a budget breakdown detailing the required funding, with a focus on the question of how/if the tandem partners are to be remunerated and whether they are seeking protected time to work on the project from their employers if funded (some helpful information on this matter can be found in the paragraph “Application of funds” in the [program information](#)).

For questions related to the program, please contact Dr. Nina Schmidt, Open Science and Research Funding Manager:

Phone: +49 (0)30 450 570 - 599

Email: schmidt@stiftung-charite.de

In addition, you will be asked to upload the following attachments:

Attachment 1a, 1b: Applicants' CVs (preferably without photo, marital status, religious denomination, etc.) incl. a publication list each, detailing a maximum of five publications or media productions that are particularly relevant in the context of this call

Attachment 2: Project description (4 pages max., font size 12) including

- motives, topics and goals for the project
- statements of personal motivation as well as a description of the expected value of the project for the applicants' scientific or media work, respectively
- overall potential of the project to improve science communication as a whole
- schedule for the science x media tandem which clearly shows the duration and intensity of the project and its different phases

Attachment 3: Cost planning for the science x media tandem (2 pages max., font size 12)

- a transparent and detailed list of expected costs, including the reasoning behind the amounts of funding requested
- For the researcher, follow the usual calculation methods in effect at your institution.
- In the case of applying for travel expenses, please observe the Berlin regulations regarding the Federal Travel Expenses Act.

Attachment 4a, 4b: Letters of support from employers of both applicants (not required for freelance media professionals); in the case of the researcher, this can be the manager of the clinic, institute or center. If you yourself are the manager of the clinic, institute or center, there is no need for such a letter.

Please upload these documents in PDF format to the "Attachments" section of the online portal.

Note the following technical instructions from the BIH:

- 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.

Lastly, fill out the "Declarations" tab and click "submit".

You will receive an email confirming your submission.