

EINSTEIN FOUNDATION GUIDELINES

1. By submitting their funding request, applicants agree to adhere to the DFG Guidelines for Safeguarding Good Research Practice, the DFG's Research-Oriented Equity and Diversity Standards, as well as the Principles of Effective Career Support in Academia.
2. If the proportion of female staff in the projects applied for or funded by the Einstein Foundation is 50% or lower, adequate justification must be given on the application form and in all the relevant reports.
3. In accordance with the Principles of Effective Career Support in Academia, doctoral researchers are expected to be supervised by more than one person. Projects are required to draw up a supervision agreement and a code of conduct, as well as establish an independent arbitration board that can be consulted if necessary. The application forms for the respective programmes will indicate whether a supervision agreement is needed. If postdoctoral researchers are part of the project team, applicants are expected to outline career support measures and personnel development schemes. Project reports should evaluate efforts to implement these measures.
4. If, for instance, the head of a Berlin-based research project is appointed outside Berlin prior to the end of the funding period, any doctoral or postdoctoral researchers remaining employed by the project at the host institution may request a supervision agreement to ensure they receive ongoing support from the head and/or Berlin-based researchers to successfully complete their research.
5. If employees in a project funded by the Einstein Foundation take parental leave, their request for cost-neutral extension of their work contract will be approved, provided the Foundation has sufficient financial means available. Please submit such a request as early as possible to the Foundation. Alternatively, the position may be filled by another person.
6. If employees are absent over a longer period due to illness, care work, and/or personal circumstances, the Foundation may extend their grants on a cost-neutral basis, provided sufficient funding is available and adequate justification is given. If such a situation arises, please seek advice as early as possible from the Foundation's head office.
7. Doctoral and postdoctoral researchers working in projects funded by the Einstein Foundation are to be assigned FTE positions of 75% or higher. Exceptions to this rule require adequate justification and authorization from the Einstein Foundation's head office. In addition, applicants are required to obtain the respective researcher's written consent to initiate scholarship disbursements or workload reductions.