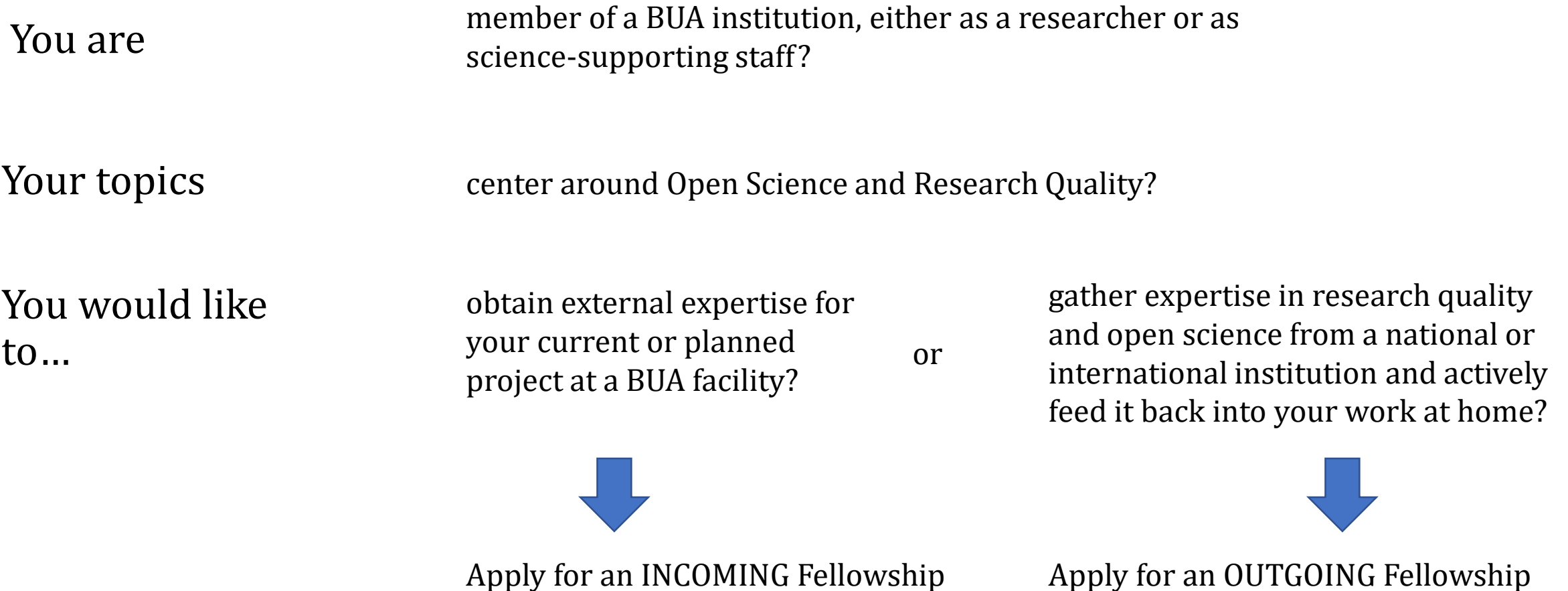


# The Fellowship Program of the Berlin University Alliance's Objective 3 – Advancing Research Quality and Value

*A small guide to your application*



# STEP 1 Preconsiderations



# STEP 2 Preparing your application

Please note that...

\*Depending on the funding line (Incoming/Outgoing), different materials must be provided for the application.

\* You should coordinate your planned fellowship with the relevant persons in your environment in advance, but at the latest during the application process in order to prepare the practical and administrative realization of the fellowship program and to clarify open questions in advance. This includes, for example:

- Superiors / departments / faculties
- (Project) colleagues,
- Responsible HR departments

**\* Please clarify on your own responsibility which specific persons in your institution have to be consulted for the application.**

# STEP 3 Application process

- Fellowship applications can be submitted by email to the CORE Team of Objective 3 throughout the year and without a fixed deadline: [core@berlin-university-alliance.de](mailto:core@berlin-university-alliance.de)
- The application is largely made without standardized templates, only for the budget planning the BUA template is to be used.
- The call text specifies which information is required from you and to what extent.

If you have any questions about the application process or the program in general, please feel free to contact the Objective 3 CORE team.

You will find further information on the Objective 3, its goals and activities on the BUA website:  
<https://www.berlin-university-alliance.de/en/commitments/research-quality/index.html>

# STEP 4 After submission

- Your application will be reviewed by the Steering Committee of Objective 3, particularly with regard to its fit with the goals of the Objective, the potential for implementing measures, and the adequacy of the requested funds.
- If further expertise is required for the assessment of your application, additional experts from the BUA partners are consulted.
- You will be informed in writing by the CORE team of Objective 3 about the result of the assessment ; as a rule, you can expect a period of 4 to 8 weeks for the decision-making process.

# STEP 5 Realization of your fellowship

- If you receive positive feedback from the review, please clarify all practical steps for the realization of your fellowship directly with the relevant persons at your institution.
- As a successful applicant, you will receive a grant notification from the BUA office about the amount of funding provided within the framework of the fellowship.
- The funds you receive from the Fellowship Program are administered at your own institution. Please clarify questions regarding the use of funds directly with the responsible financial administrators of the BUA staff units in the houses. You will be informed of the contact in your grant notification.

The CORE team of Objective 3 is happy to help you with your questions:  
[core@berlin-university-alliance.de](mailto:core@berlin-university-alliance.de)