

TUM Global Postdoc Fellowship

FAQ for Applicants

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Content

Details about the Fellowship.....	1
Application Portal	2
Application Documents.....	2
Eligibility Criteria.....	3
Language-related Questions	6
Selection and Evaluation Process	6
Starting and Continuing the Fellowship	7
Contact.....	9

Details about the Fellowship

For how long will the fellowship be awarded?

The fellowship will be awarded for a period of 24 months.

How much funding do the successful fellows receive?

Fellows receive a stipend of 2.670€ per month and one additional kick-off payment of 430€ when starting the fellowship. Researchers living in the Munich metropolitan area receive an additional allowance of 350€ per month. It is also possible to apply for family benefits. The fellowship does not separately cover health insurance. Additional payments for consumables and conferences are not included and need to be covered by the host.

Will applicants be employed at TUM or receive a fellowship/stipend?

Successful applicants receive a fellowship at TUM based on a fellowship agreement signed by the Senior Vice President for Research and Innovation and receive a stipend as highlighted above. It is not an employment contract.

Do I need to move to Munich to conduct the fellowship or can I also collaborate remotely with TUM researchers?

The basic premise of the fellowship is to integrate researchers within the research environment in Munich and benefit from the interaction for increased competencies. Thus, TUM Global Postdoc Fellows are expected to be based in Munich during their fellowship. Please also note that the fellowship stipend can only be paid to the Fellow's German bank account.

When can I start the TUM Global Postdoc Fellowship?

Call 4.1.: Upon successful application, the fellowship can be started within one year from October 1, 2024 – October 1, 2025.

Call 4.2.: Upon successful application, the fellowship can be started within one year from April 1, 2025 – April 1, 2026.

The starting date should be on the first day of a month and should be agreed upon with your TUM host.

What is the application deadline for the TUM Global Postdoc Fellowship?

Call 4.1.: The application portal will close on **March 31, 2024** (23:59 CET).

Call 4.2.: The application period is yet to be announced.

We recommend commencing preparing your application documents well before the submission deadline.

Is there a deadline for Phase II of the application process?

Yes. Upon successful evaluation of Phase I, TUM Talent Factory will contact you to initiate the matchmaking process with potential TUM Hosts. Upon a successful matchmaking process, you need to submit the required documents for Phase II by 31 May 2024.

Application Portal

Can I submit documents after the fellowship application deadline for Phase I?

No, you need to submit your application with a complete set of documents until the deadline; otherwise, we will be unable to consider your application.

Can I update my application after the deadline, e.g. add new publications?

For reasons of fairness, additions or changes to the application are not possible after the deadline.

I have just submitted my application and realized that I uploaded a wrong file on the server. Can I still change it?

In this case, please contact TUM ForTe (postdoc@tum.de).

Can I upload restricted PDF files?

Please upload PDF files without any restrictions. Otherwise, we will be unable to review them.

My supervisor does not want me to upload the support letter. Can they submit it directly?

Yes, you will be able to notify your supervisor through the portal to upload the support letter.

Please note that the system requires you to upload a document, otherwise you are not able to submit the application. So please plan ahead to ensure the letter is submitted in time.

Application Documents

What documents do I need to submit for Phase I and Phase II of the application process?

Phase I: Application documents include Letter of Motivation, CV including a list of publications, Copy of your best paper, PhD certificate or equivalent statement by your supervisor, Reference Letter from PhD supervisor and names of up to three potential TUM Hosts (see definition below). Please also check the application portal for complete set of requirements.

Phase II: Application documents include a Research proposal and Letter of Support from TUM Host. Please also check the application portal for complete set of requirements.

To whom should I address my cover letter so that my application is directed appropriately?

If you choose the format of an official letter (for your Letter of Motivation), you are welcome to address the Scientific Board. Your letter must be in English. Please also ensure that your letter is comprehensible to scientists who are not experts in your specific field. Be certain to address all prerequisite points (E.g. Why you chose TUM and the respective TUM professors with whom you intend to work).

Is there a specific format for the CV?

There is no fixed template or structure for your CV. Please ensure that you include your record of accomplishment and a good overview of your education, career and achievements.

How important are publications for a successful application?

Publications are undoubtedly an important criterion, but each field of research has very different standards. Hence, there are no specific requirements to have a certain number of publications in your application. Depending on the research area, the reviewing board might look at your track record to assess your scientific excellence. Rest assured, the reviewing board members are fully aware that the standards vary greatly depending on the research topics/fields. You may also list manuscripts that have been accepted for publication, but are not yet published.

Can I hand in a paper that has not been published yet?

You can upload an unpublished paper, but be aware that the reviewers can also read it.

What do I need to include in the Proposal?

Please note that there is no fixed template or structure. You are expected to present your planned research project at TUM in a way that a reviewer (who may not be an expert in your specific field) can follow your argument and understand your objectives.

In your research proposal, you should also address synergies with the TUM host and your career plans: Why is TUM the best possible place to do your research project? Why do you want to conduct your research study with your selected TUM host? What are your future career plans? Which subsequent funding will you apply during the fellowship? Your proposal should not exceed four pages (including references and footnotes).

We recommend 3 pages on the project description and 0.5-1 page on the latter questions.

Eligibility Criteria

Mobility

Can I apply for the Fellowship if I am living and working in Germany?

International and German researchers who are already residing in Germany **cannot** apply for the TUM Global Postdoc Fellowship. The target group of the fellowship are applicants from abroad. Furthermore, you are not eligible if you have completed your PhD at TUM.

I am already working / visiting / doing research at TUM, can I apply for the Fellowship?

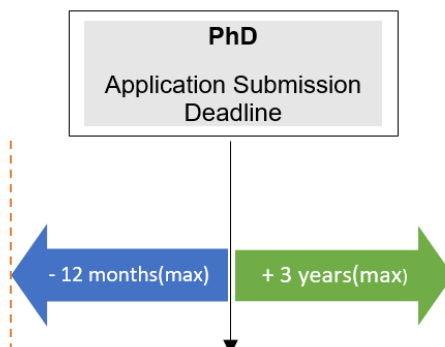
No. If you are already working at TUM (e.g. as an employee, fellowship or visiting faculty), you are not eligible to apply for the fellowship. However, the TUM Talent Factory will be happy to assist you in acquiring other funding opportunities.

Can I apply for the TUM Global Postdoc Fellowship again, if I have previously applied for the TUM University Foundation Fellowship (TUFF) or TUM Global Postdoc Fellowship (TGPF)?

If you have already applied for the TUM University Foundation Fellowship (TUFF) or the TUM Global Postdoc Fellowship (TGPF), you are not eligible to apply again for TGPF. This applies to both successful and unsuccessful applications.

PhD-related Questions

For how many years after finishing my PhD am I eligible to apply for the Fellowship?



Please note that the TUM Global Postdoc Fellowship is aimed at early career postdocs. You can apply for the TUM Global Postdoc Fellowship if you have finished your PhD within the last three years.

Call 4.1.: Cut-off date is March 1, 2024, which means you can apply if you have completed your PhD on March 1, 2021 or later. The date on the doctoral certificate is binding.

Call 4.2.: Cut-off date is September 1, 2024, which means you can apply if you have completed your PhD on September 1, 2021 or later. The date on the doctoral certificate is binding.

Since completing my PhD, I have been on family leave/worked in industry/have been unable to focus on my research. Is it possible to extend the 3-year rule for any of these reasons?

Please note that the TUM Global Postdoc Fellowship is aimed at early career postdocs and there will be no exceptions to the 3-year rule. The TUM Talent Factory will be happy to assist you to identify other suitable fellowships you could apply for with the support of a TUM host.

Can I apply for the TUM Global Postdoc Fellowship if I haven't finished my PhD yet?

Yes, if you finish your PhD within the next 12 months you are eligible. You are required to submit a letter from your supervisor confirming that you will finish your PhD within the next 12 months. You are required to obtain your PhD certificate before starting the fellowship.

If you are unable to finish your PhD within the next 12 months, you are not eligible to apply. If you are unsure on whether you will be able to obtain your PhD certificate before the last possible starting date for this call, we recommend postponing your application to the next call.

How is the date of the doctorate determined?

It is the date of completion of the last scientific achievement required for the doctoral procedure (e.g. defense of the dissertation, final oral examination). As a rule, this date is stated next to the date of issue on the doctoral certificate. This is used as the key date for calculating the period after the doctorate.

Support of a TUM Host

Who can be a host for my application?

Full Professors, Assistant and Tenure Track Professors	yes	In case of doubt, compare with the list of TUM Professors as well as the TUM Junior Fellows .
TUM Junior Fellows (Research Group Leaders at TUM)	yes	The list is very comprehensive, but a few professors may not have a profile yet. In case of doubt, please also check the website of the respective department or institute.
Retired Professors/ Honorary Professors/ Professors Emeriti	no	

Adjunct Professorships/ Außerplanmäßige Professor:innen	no	
Any other researcher/postdoc at TUM	no	

How can I find out about the status of a professor?

Check the [list of TUM Professors](#). In case of doubt, please feel free to contact the TUM Talent Factory before preparing your application. In particular, new professors at TUM might not have a profile jet. TUM Junior Fellows can also serve as hosts.

Is it possible to collaborate with more than one TUM Host or to mention more than one host?

During your research at TUM, we encourage you to interact and work with as many groups as you like. However, for the application process in Phase II, it needs to be clearly stated who is the official host supporting your application.

From an administrative point of view, you will be affiliated with one specific chair at TUM. Furthermore, the host needs to confirm that he/she will provide you with workspace and ensure the co-financing. If you plan a project where you will collaborate closely with more than one host, you and the official host can mention this in the project description and support letter.

Is it possible to collaborate with additional researchers outside TUM?

Applicants are welcome to collaborate with different institutions as part of their fellowship project. However, for the application, it needs to be clear that the project will be conducted at TUM and the fellow will be based at TUM. You can mention planned collaborations in the project proposal. You do not need to submit additional endorsement or support letters.

How many applicants can one TUM host support?

For each application round, a TUM host can support up to two applications. If they support two applications, then at least one has to be a female applicant.

What is the role of TUM host? Is it necessary to present a written confirmation from the TUM host where they commit to co-financing the fellowship?

A TUM host is required to supervise your project, act as a mentor, agree to co-finance the fellowship, provide you with the necessary office/lab set up, and oversee the fellowship contractual requirements. Therefore, it is a prerequisite for the application that the host agrees to co-finance the fellowship and to provide you with the necessary work and lab space in their support statement. Details are provided in the section for hosts.

When should I contact the TUM Host for Letter of Support for Phase II?

If your application is successful in Phase I, we, at TUM Talent Factory will get in touch with the potential TUM Host/s you indicated in Phase I. We will moderate the matchmaking process and get you in touch with the indicated potential TUM Hosts.

What happens if the matchmaking process is unsuccessful and I am unable to obtain the support of a TUM Host?

Unfortunately, due to the nature of the fellowship, you will not be able to pursue your application if you have not secured the support of a TUM host in Phase II. Here, the TUM Host has to recommend you with a Letter of Support. Therefore, to obtain their support, your letter of motivation and research proposal are crucial and should clearly demonstrate why you will be a valuable addition to their team.

A TUM host is willing to support my application but unable to guarantee the 20% co-financing. Can I still apply?

No. The confirmation of the co-financing is a prerequisite eligibility criterion for the TUM Global Postdoc Fellowship. If they are interested in collaborating with you but unable to co-finance the fellowship, the TUM Talent Factory will be happy to assist you to apply for other fellowships, e.g. an Alexander von Humboldt Fellowship.

Language-related Questions

Do I need to speak German to join TUM?

No, German language skills are not necessary in most fields at TUM – except if your research specifically requires German language proficiency.

My PhD certificate is in Spanish/Portuguese/English/French. Do I need to have a translation?

You may add an English translation, but it is not mandatory.

My PhD certificate is in Arabic/Russian/Korean/Mandarin. Do I need to have a translation?

For any language that does not use the Latin-script alphabet, it is mandatory to add an English translation. All other documents must be written in or translated into English, since not all members of the Selection Committee are proficient in the German language.

Can I submit my application in German?

Since not all members of the Selection Committee are proficient in the German language, please ensure that all relevant submission documents are in English.

Can the TUM Host submit his/her support letter in German?

The support letter must be written in English since not all members of the Selection Committee are proficient in the German language.

Selection and Evaluation Process

How will the applications be evaluated?

Evaluation is done in two phases:

Phase I : Upon conclusion of the eligibility check, applications of eligible researchers will be handed over to the Scientific Board. Since the reviewers may not be experts in your specific field of research, especially if your focus is interdisciplinary, it is important to ensure that the proposal is comprehensible to non-expert reviewers. Subsequently, the applications are ranked based on the reviewer's feedback. With a positive evaluation of Phase I, applicants proceed with the matchmaking process with the potential TUM Host/s. Upon successful matchmaking, applicants proceed to Phase II.

Phase II: The Scientific Board will review your submitted research proposal along with support letter by the TUM Host.

When will I be informed if my application has passed the eligibility check and will be passed on to the Scientific Board?

All applicants will be duly informed once the review processes have been completed. Due to multiple considerations including availability of the Scientific Board, this may take some time. We request all applicants to be patient and await the outcome of their applications.

What are the evaluation criteria of the reviewers?

The reviewers will review the application based on the following criteria:

Phase I: Scientific excellence and career prospects of the applicant, quality of the letter of motivation, and synergy with TUM.

Phase II: Relevance and originality of the research project and synergies with the TUM host's research.

Be certain to address all prerequisite points in order to convince the reviewers that you are the best candidate for your proposed project and that you will be a valuable addition to the chair or institute where your research will be conducted.

In the event of a rejection, will I be informed of the reasons for the rejection?

In each selection round, the best 10 to 15 percent of the applicants will be selected for the award of the fellowship. The approval or rejection of an application always depends on the qualification of the competition. Detailed information about the reasons for the rejection is therefore not possible.

Do you have any application and acceptance statistics from previous years?

The statistics/data are strictly confidential and for TUM's internal use only. However, the names of successful fellows may be found on TUM's website.

When will I be informed about the results?

We will duly inform all applicants about the results of their application. We request all applicants to be patient and await the outcome of their applications. For Call 4.1, we expect the results during July 2024. For Call 4.2, we expect the results during January 2025.

Starting and Continuing the Fellowship

If I am awarded a fellowship, what are the next steps?

If you are selected and awarded a fellowship, you need to accept the fellowship and inform the TUM Talent Factory of your Fellowship commencement date. Once the date has been finalized, you will receive the fellowships contract, which will be signed by the Senior Vice President for Research and Innovation and yourself.

You will then be directed to TUM Welcome Services who will provide you with support regarding administrative questions and other practical matters. Once you start your fellowship, the host will provide you with access to the systems at TUM.

Is there support for fellowship holders with families? Is my spouse allowed to work during my fellowship?

TUM Family Service provides support for researchers with families at TUM. In case your spouse or child accompanies you and stays with you during the fellowship period in Germany, you are eligible to apply for family benefits. Please contact the TUM Talent Factory in advance if you want to apply for family benefits.

In general, there is no issue for partners to get a work permit to work in Germany.

If I am offered the fellowship, may I defer for a year or delay the start date?

Call 4.1: Upon successful application, the fellowship has to be started within one year, from October 1, 2024 – October 1, 2025.

Call 4.2.: Upon successful application, the fellowship has to be started within one year, from April 1, 2025 - April 1, 2026.

Please keep the above in mind, when planning your fellowship

Can I take the fellowship on a part time basis, so that I can work on a different project part time?

The fellowship is a full-time contract and should be adhered to accordingly. Any deviations should be brought to the notice of your TUM Host and the TUM Talent Factory immediately.

Please note that your TUM Global Postdoc Fellowship ends when you receive another grant. The funding ends as soon as the funding period of the other fellowship starts. You are obliged to contact your TUM Host and the TUM Talent Factory if other third-party funding is obtained.

Which commitments do I enter by accepting the fellowship?

Roles, responsibilities and commitments will be highlighted in your fellowship agreement, which you need to carefully vet through before signing the document. You are expected to submit at least one external funding proposal during the first 12 months of the fellowship.

Is the TGPF fellowship exempted from Income Tax payment?

Since the fellowship grant is equivalent of a scholarship, it is exempted from payment of Income tax.

I am expected to register my address within two weeks after arrival in Munich and open a bank account. However, I am told, that the waiting list for registration appointments is long, and I may not be able to register my address immediately after arrival. Will I be able to receive my fellowship stipend if I am unable to open a bank account?

It is essential that you register your address and open a bank account as soon as possible since the fellowship stipend will be paid to a German bank account only. We will initiate the transfer of the fellowship stipend as soon as we have all your data (bank account and address). If this takes longer, the fellowship amount for the first month will be paid retroactively.

There are many Einwohnermeldeämter/KVR in Munich for residence registration. Usually, in the morning, short-notice appointments are published for the same day.

I have commenced my fellowship at TUM and sent my bank account details accordingly. However, I have not received any stipends until today. Whom may I contact?

While every care is taken to transfer funds timely, at a large university like TUM with multiple departments involved in bank transfers, there may sometimes be unforeseen delays. Rest assured, your payment will be made if all details have been submitted correct by the applicant. For any further queries, please direct your emails to postdoc@tum.de.

I am a Fellow of the TUM Global Postdoc Fellowship and will start my second year of the fellowship soon. Within the interim report, we are expected to submit at least one external funding proposal during the first 12 months of the fellowship. Please advise on the funding opportunities.

You may contact the TUM Talent Factory for any assistance on any additional funding. Please refer to our funding guide, which informs you about other funding opportunities. In addition, the [Open4Research website](#) is also helpful to find the perfect match for you. Many of the postdocs we support apply for the DFG Sachbeihilfe as it fits well for international postdocs, who want to prolong their stay at TUM/Germany.

I know that the fellowship encourages fellows to apply for further third-party funding within the first year. I want to confirm whether there is an obligation within the fellowship contract to complete the full term of the fellowship (24 months) in case I secure a more permanent position or third party funding?

We highly encourage fellows to apply for third-party funding or open positions – however, you will have to terminate the TUM Global Postdoc Fellowship upon receiving another grant. Bear in mind that the same project cannot be funded twice. For any queries and advice on this matter, please contact the TUM Talent Factory.

Can the TGPF be combined with other scholarships or professional activities?

Please note that your TUM Global Postdoc Fellowship ends when you receive another grant. The funding ends as soon as the funding period of the other fellowship starts. You are obliged to contact your TUM host and the TUM Talent Factory if other third-party funding is obtained.

Is there a possibility to extend the fellowship beyond 24 months?

The fellowship duration is fixed and cannot be extended, even if the host is willing to cover the complete expenses. This is to ensure that all fellows are treated equally. The TUM Talent

Factory will be happy to assist you to identify other suitable fellowships you could apply for with the support of a TUM host.

Contact

TUM Talent Factory

Contact us via: postdoc@tum.de

Website:

www.tum.de/ueber-die-tum/karriere-und-jobs/postdocs/tum-global-postdoc-fellowship