HiDA

GUIDELINES FOR APPLICANTS: How to apply for the **HIDA TRAINEE NETWORK**

GENERAL INFORMATION

This guideline will explain the essential steps you need to take to complete and submit your form for the HIDA Trainee Network. Please also check our FAQs for further information and whether you are eligible to apply to our program.

Applications for the HIDA Trainee Network are accepted via the **HIDA application portal**. You will receive a personal login once you have registered. Please also check your spam folder. With the login data you can start your application, edit and save the information in each section until you submit. There is no inactivity timeout. All mandatory fields are marked with * and should be completed in English.

After login, you may start your application using the **OpenCampus Menu** at the top left corner. Please select '**Apply for HIDA Trainee Network Program**'.

NOTE: Links to all other HIDA programs (if there is an open call) will be available on the OpenCampus menu bar of your main application page after logging in. If you wish to apply for another HIDA program, just click on it and start your application.

Application to the HIDA Trainee Network consists of a four-step process, administered through our online application portal as outlined below.

A) Enter your information about you and your planned research project
B) Enter information about your HOME supervisor and send an email to your HOME supervisor
C) Enter information about your HOST supervisor and send an email to your HOST supervisor
D) Fill out the rest of the application form and submit your application

As soon as you have entered your supervisors' contact details and have clicked *send email*, we will automatically send them an email with a link, requesting that they provide us with additional information to support your application. Please make sure that they have agreed to your application beforehand. After your supervisors have submitted their forms, we will send you a confirmatory email. We will also confirm successful submission of your application via email.

You do not need to submit any documents apart from the application form. Please keep in mind that we can only accept complete applications submitted through our online application portal. Please do not send applications to the coordination office via postal services or email. We are not able to accept those application and they will not be returned.

APPLICANT

Please fill in your personal data. If you have multiple names, please enter the name stated on your passport. If applicable, please use hyphens. Please enter your business email address (and at least one telephone number) for further contact.

There are two options for financially supporting your research stay at another Helmholtz Center (reimbursement of travel expenses or research grant). Please have a look at our website or FAQs for further information. You may also check our Guidelines for Research Grants. Please also speak with your supervisors and/or personnel department as well as your contact person at your Helmholtz Center in advance to find out which funding option is suitable for you.

INFORMATION ON THE PLANNED PROJECT

Please supply information at which Helmholtz Center you are planning on carrying out your research project, your proposed starting month, duration (from 1-3 months) and why you would like to work on this project.

Your start date is not a fixed date. Please note that the review process may take approximately 3 months after the application deadline for the HIDA Trainee Network and you should begin your research stay at another center within 12 month after acceptance.

HOME SUPERVISOR

Please enter the complete contact details of your supervisor at your home center. As soon as you have completed the contact details and click *send email*, your supervisor will automatically receive a request for submitting a form to support your application. Please let your supervisor know in advance that they will receive an email from HIDA to support your application. Also, check with your supervisor that he/she has received an email after you have submitted the contact details (otherwise contact HIDA: hida@helmholtz.de).

HOST SUPERVISOR

Please enter the complete contact details of your supervisor at the host center where you are planning your research stay. See further information above in section HOME SUPERVISOR.

Please submit your application once you have completed the online form. The supervisors do not have to submit their forms in order for you to submit your application. However, please be aware that the deadline for your supervisors to submit their forms is the same as the application deadline. Therefore, you need to make sure that you register with the online system and enter the contact details of your supervisors in good time, so that they have time to submit their forms before the deadline. It may take about 30 to 60 minutes for the supervisors to fill in their forms and to answer some questions about you and your planned research project. It is your responsibility to ensure that they provide these forms in time.

As soon as your supervisors submit their forms, we will send you a confirmatory email. You can always check your application status and references using the *My Progress* link in the portal.

PROPOSED WORK

The research proposal should be well-argued and written by the applicant. The proposal is subdivided into:

- A summary of the proposed project
- The proposed work itself
- Motivation & reason
- Benefit to HOME research group

The research proposal should explain the background of the research project and contain an outline of the work to be performed at the host center. Please indicate how this project is related to data and/or information science and specify the data you are planning to work with as well as the methods you will use. No figures or tables may be included. Also, state your motivation for your planned exchange and how your home research group may benefit from it. The maximum numbers of characters should not be exceeded.

PRESENT WORK

An overview of your present work performed at the home center should allow the reader, in a brief and concise manner, to appreciate both your experience and its relevance to the proposed research project.

SCIENTIFIC CV

If applicable, enter information about your postdoctoral and doctoral research as well as your university studies (both BSc and MSc or MD). If you have not finished your doctoral thesis yet, put an approximate date. You can add or remove separate entries with the functional buttons.

Please list in reverse chronological order, e.g.

> From:
> October, 2016 to September, 2018
> Details:
> Master of science in biology, Humboldt-University, major in immunology
> From:
> October, 2013 to September, 2016
> Details:
> Bachelor of arts in computer science, Humboldt-University, major in software engineering

You can change the chronological order simply by clicking on *show row weights* and change the values, save and check the correct order in *View*.

PUBLICATIONS/CONFERENCES/OTHER

If applicable, please provide us with your most important publications to support your application (max. 3). Please list publications that are already published (do not list any publications in preparation or under revision).

AWARDS AND RELEVANT FELLOWSHIPS

Please list grants, awards, contributions or fellowships you received or held in the past or are receiving relevant to this application.

OTHER FUNDING SOURCES

Please list other contributions, fellowships or grants you are applying for in addition to this program.

PREVIOUS APPLICATIONS

Please indicate if you have already applied to this program in former times (you can apply multiple times, see also our FAQs).

ADDITIONAL INFORMATION

Please tell us where you have first heard about the HIDA Trainee Network.

SUBMISSION

Please do not forget to submit your application once you have filled in all sections. The supervisors do not have to submit their forms in order for you to submit your application. You can also download a final pdf of your application. **Please note that upon submission of your application form, you will receive a confirmation email from HIDA with a reference number.**

After submission, you cannot change or add information, but you can check your supervisors' references status using the *My Progress* link in the portal. As soon as your supervisors submit their forms, we will send you a confirmatory email. **The completed application (from applicant, home and host supervisor) must be submitted by the application deadline.**

For a detailed description of the information that will be requested during the application process, screenshots of the online form are included in APPENDIX.

WE WISH YOU GOOD LUCK!

APPENDIX

MY PROGRESS

You can check your application progress via *My Progress* using the OpenCampus menu at the top. Click on *Application for the HIDA Trainee Network* and you can edit and save your application. Using *Edit* do edit application; using *View* to check your information:

Note: As long as the <u>review process</u> is ongoing, your overall status will be *Pending* (although your application form as well as the forms of your supervisors are successfully submitted):

Once the review process is finished, we will inform you and your supervisors about the decision and your overall status changes to *Complete*:

LOG OUT

Click on your account name at the top (besides the OpenCampus Menu) and click *Log out*.

APPLICATION FORM PREVIEW

For a detailed description of the information that will be requested during the application process, see screenshots of the online form on the following pages.

HiDA

1. Applicant

Gender *

- None - ▾

Title

- None - ▾

First name *

[   ]

Middle name

[   ]

Last name *

[   ]

Age *

- None - ▾

Nationality *

- None - ▾

Current academic status *

- None - ▾

When did you start in the current position? *

Date

E.g., 2020-04-27

[2020-04-06]

Are you a member of any of these schools? *

Please find further information here: Schools⧉

- None - ▾

I am applying for *

Further information on options for financial support can be found in the FAQs.

- None - ▾

HOME institute correspondence address

Helmholtz Center/Institute *

- None - ▾

Institute address *

[   ]

Post code *

[   ]

Town *

[   ]

Country *

Germany ▾

Phone number

Please add prefixes for country code and area code e.g. +49 30 555 555.

[   ]

Business email address *

[   ]

HiDA

2. Information on the planned exchange

My exchange is planned from my HOME Center/Institute *

    - None -

My exchange is planned to the HOST Center/Institute *

    - None -

Proposed starting date of the exchange *

Please choose a proposed starting date roghly within the upcoming 12 months.

Year	Month

Proposed duration of exchange *

    - None -

Reasons of your stay *

☐ Learning new methods/technique
☐ Starting cooperation
☐ Expansion of existing cooperation
☐ Other

3. HOME Supervisor

Click on 'Email to home supervisor' button below and then the system will send an email request to your home supervisor for completion an online Reference Form. Please check with your supervisor that he or she has received an email after you submitted the contact details (otherwise contact HIDA: hida@helmholtz.de ⊠).

Title

    - None -

First Name

Last Name

Helmholtz Center *

    - None -

Institute address

Post code *

Town *

Telephone number

Please add prefixes for country code and area code e.g. +49 30 555 555.

Business email address

Please make sure that there are no blank spaces in the email address when copy pasting it from another document

HiDA

4. HOST Supervisor

Click on "Email to host supervisor" button below and then the system will send an email request to your host supervisor for completion an online Acceptance Form. Please check with your supervisor that he or she has received an email after you submitted the contact details (otherwise contact HIDA: hida@helmholtz.de).

Ttitle

| - None - | ⌄ |

First Name

Last Name

Helmholtz Center *

| - None - | ⌄ |

Institute address

Post code *

Town *

Telephone number

Please add prefixes for country code and area code e.g. +49 30 555 555.

Business email address

Please make sure that there are no blank spaces in the email address when copy pasting it from another document

HiDA

5. Proposed Work

Project title *

Summary of the proposed work *

Please provide a brief summary about the planned project at the HOST institute. (max. 1000 characters)

Keywords *

Choose up to 6 keywords to describe the proposed research work.

<none> ▾   Add

All selections

Nothing has been selected.

Proposed work at the receiving institute in relation to data/information science *

Please indicate how this project is related to data and/or information science; please specify the data you are planning to work with and the methods you will use. (max. 3000 characters)

Motivation & reasons *

Please describe briefly the reasons for the choice of the HOST research group and what you expect to achieve. (max. 1250 characters)

Benefit to HOME research group *

Please describe how your HOME research group will benefit from this visit. (max. 1250 characters)

HiDA

6. Present Work

Short summary of current research *

Please give a brief overview of your current research at your HOME institute, also address the relevance of your work for the planned research project. (max. 2500 characters)

Special field of current research interest *

Choose up to 6 keywords to describe your present research work

| <none> | ∨ | Add |

All selections

Nothing has been selected.

HiDA

7. Scientific CV

Show row weights

Full CV since PhD research

Please list in reverse chronological order your academic research positions held since your PhD research. State the duration, kind of position, the research topic, the supervisor, and the institute, if applicable.

From *

Year **Month**

2020 Jan

Year **Month** to:

2020 Jan

Details *

[   ]

Remove

Add another item

Show row weights

PhD research

Please provide information regarding your PhD research. State the duration, the research topic, the supervisor, and the institute, if applicable.

From *

Year **Month**

2020 Jan

Year **Month** to:

2020 Jan

Details *

[   ]

Remove

Add another item

Date of PhD exam *

Date on which PhD was / will likely be awarded.

Date

E.g., 2020-06-11

[2020-06-01]

HiDA

Education

Please list in reverse chronological order your education and training (prior to your PhD work, starting from the beginning of your university (or equivalent) studies). Please state the duration, the university, major subjects and the degree obtained, if applicable.

From *

Year   Month

[   ]   [   ]

Year   Month   to:

[   ]   [   ]

Details *

[   ]

[Remove]

[Add another item]

Professional non-academic positions held in the past

[   ]

HiDA

8. Publications/Conferences/Other 〈

Publications

⊹ If applicable, list any (co-)authored, peer-reviewed publication in international journals (excluding manuscripts submitted, in revision or in preparation) in reverse chronological order (max. 3 publications).

Authors

[💬]

Title

[   ]

Year

[   ]

Journal

[   ]

Link to the published publication

[   ]

[Remove]

[Add another item]

Conferences

⊹ If applicable, list participation/attendance at conferences to support your application (max. 3).

Name of Conference

[   ]

Country

[- None -   ∨]

Year

[   ]

Contribution

[- None -   ∨]

[Remove]

[Add another item]

Other

⊹ Title

[   ]

Year

[   ]

Description

[   ]

[Remove]

[Add another item]

9. Awards and relevant fellowships

Please list grants, awards, contributions or fellowships you received or held in the past or are receiving (max. 3).

10. Other funding sources

Please list other contributions, fellowships or grants you are applying for (in addition to this program; max. 3).

11. Previous Applications

Have you already applied to this program in former times? *

- None -

Additional Information

Please provide us with feedback on the application process

How did you become aware of this program?
☐ www.helmholtz-hida.de
☐ Social network
☐ Poster or flyer
☐ Friends, colleagues
☐ Other

Confirmation *
☐ I confirm that all information given in my electronic application is complete and correct. I am aware that false information, given intentionally or unintentionally, will result in my exclusion from the admission procedure or - if detected at a later time point - from the membership of the program. I agree to the storage of my personal data for application and admission purposes. I agree to the confidential distribution of my personal data to individuals that are involved in the application and admission procedures. I declare that I am fluent in written and spoken English and that I fully understand the above written statements.