



Henriette Herz Scouting Programme

Guidelines on the Recommendation Procedure

The [Henriette Herz Scouting Programme](#) grants Humboldt Research Fellowships in a three-step process. In the first step, a selection committee selects scouts on the basis of peer review. The scouts can then identify up to three potential research fellows abroad and recommend them for a Humboldt Research Fellowship, whereby the first fellowship should be granted to a female researcher. If the results of the formal review are positive, the fellowship will be granted by head office directly. The research fellowships are granted and managed by the Alexander von Humboldt Foundation in the framework of the Humboldt Research Fellowship Programme. In the final step, an ex-post evaluation of the research fellows is conducted 12 months after the fellowship has been completed (see [Guidelines on Ex-post Evaluation](#)).

Identifying junior researchers

Scouts should only identify excellent junior researchers abroad whose academic qualifications equate to those of applicants who have successfully applied for a Humboldt Research Fellowship but who, for various reasons, have not yet taken part in the application process. These reasons may include

- a permanent job at an early career stage, making an application for a fellowship a less obvious next career move,
- numerous lucrative offers of positions in business or academia, making participation in a competitive application procedure an unattractive alternative,
- no active contacts or collaborative partners in Germany, making other target countries seen more appealing.

The Alexander von Humboldt Foundation wants to use this new access route to promote diversity in the Humboldt Research Fellowship Programme, both in terms of subject and region, and particularly welcomes measures to identify and recruit female junior researchers from abroad to increase the percentage of women amongst its fellowship recipients.

General conditions

- With regard to continuous management of the annual available budgetary allocations, it is essential that recommendations are also submitted continuously and that the resulting research fellowships are taken up accordingly. Scouts are requested to use their permissions to recommend as follows:
 - 1st permission to recommend within 12 months after selection of scouts
 - 2nd permission to recommend within 6 to 24 months after selection of scouts
 - 3rd permission to recommend within 18 to 36 months after selection of scouts

Should a scout not make use of the respective permission to recommend within the above timeframes, it will usually expire without substitution. Ideally, this means that the scouts will make use of their respective permission to recommend once a year.

Second and/or third recommendations may be submitted earlier upon application, if the budgetary situation allows the necessary leeway. In these cases we request that scouts

contact the Humboldt Foundation beforehand.

- The research fellows conduct **independent research** in Germany in cooperation with their hosts, the scouts.

Individuals who have been recommended for a research fellowship must fulfil the following requirements:

1. **Doctorate** or equivalent academic degree (Ph.D., C.Sc., or equivalent) **completed** within the last 12 years.
2. **Above-average publication record** commensurate with career level, including academic publications in journals and publishing venues reviewed according to international standards.
3. **Have not undertaken post-doctoral research stays** nor completed degrees or doctorates **in Germany**.
4. **Those holding German nationality are not eligible for recommendation.**
5. **Language skills:** Humanities, social sciences and medicine: good knowledge of German if required to carry out research successfully; otherwise, good knowledge of English. Natural sciences and engineering: good knowledge of German or English.
6. **Availability:** the research fellowship should commence within 12 months of being granted.
7. **Confirmation that research facilities and mentoring can be made available** as well as a **persuasive letter of recommendation** from the scout.
8. **No previous application to the Humboldt Foundation by the candidate recommended; no previous sponsorship** in any of the Foundation's fellowship programmes.

Procedure

The candidates recommended by the scouts for a research fellowship submit the required documents online.

The following documents must be submitted:

- **Fully completed form** with details of planned duration of sponsorship
- **Copy of doctoral certificate** or proof of completed doctorate
- **Complete list of publications**
- **Curriculum vitae** (two pages max.)
- **Scout's letter of recommendation**, including a convincing case for nominating the person selected as well as a brief outline of the planned research work (to be uploaded to the documents by the scout directly)
- **Confirmation that research facilities and supervision can be made available** for the sponsorship period (also to be uploaded by the scout and, if applicable, others involved in the collaboration directly)

On receipt, the documents will be formally checked by head office. If the formal requirements are not met, the research fellowship cannot be granted, and the scout will have the opportunity to recommend another person.

In terms of career path, academic performance, originality and future potential the quality standard of the junior researchers identified must equate unequivocally to the level of [successful applicants](#) in the Humboldt Research Fellowship Programme. If this is not the case, it is possible to use the standard application procedure to submit a full application.

Processing the documents is normally completed within two weeks, preparation of the award letter another two weeks. When planning a research stay or the date when the sponsorship should begin, researchers from countries requiring a visa should take account of the time needed for visa applications to be processed. It should be noted that it is only possible to apply for the required visa once the award letter has been sent.

Fellowship specifications

Sponsorship is granted in the framework of the [Humboldt Research Fellowship Programme](#), see below for details. In addition to the **monthly fellowship amount**, which includes a mobility lump sum and a contribution towards health and liability insurance, amongst others, the following benefits may also be granted:

- **Lump sum for travel expenses** for the fellow's own travel to and from Germany if the costs are not borne by a third party
- **Language fellowship** for an intensive language course lasting two to four months at selected language institutes in Germany immediately prior to the actual period of research; language fellowships may also be granted to accompanying marital partners
- **Allowance for accompanying family members** staying at least three months
- **For single parents: flat-rate allowance for accompanying children** under the age of 18 staying at least three months
- **Additional extension of the fellowship** up to 12 months for research fellows accompanied by children under the age of 12
- **Europe allowance** for a research stay at a research institute in another European country (though not the research fellow's own country) for a designated period in the course of the fellowship if essential to ensure the success of the research
- **A subsidy towards research costs** for hosts in Germany
- **Extensive alumni sponsorship** after a successful research stay has come to an end, especially for maintaining contacts with collaborative partners in Germany throughout the fellow's entire academic career

Further information can be found in the [Guidelines and Information for Research Fellows](#) which also include details on the terms of the fellowship and the research stay in Germany. The Humboldt Foundation assumes that the [Rules of good scientific practice](#) and the legally binding principles of scientific ethics will be respected during both the application and sponsorship periods.