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ADMINISTRATION NEWSLETTER

UNIVERSITÄT HEIDELBERG
ZUKUNFT
SEIT 1386

Content

Dear Colleagues,

I would like to offer you a warm welcome to 2019 with this new edition of Caroline! 2019 will be another exciting year for our Ruperto Carola! In March, the Excellence Strategy inspections will take place; preparations in the administration, the Rectorate, and at the institutes are in full swing and I hope that, thanks to your efforts, we will continue to present ourselves successfully in the final round.

On the part of the administration, some important and, for the University, forward-looking projects have been started. The implementation of a new Campus Management System (CMS) will begin with a so-called orientation phase in the first quarter of 2019, and in subsequent years will then be introduced step-by-step. As EU regulations require the introduction of electronic invoicing (»E-Rechnung«), this will begin in 2019 following a successful tender process and procedures in the area of issuing and processing invoices will be changed in accordance with legal requirements. The ongoing implementation of projects relating to the General Data Protection Regulation (GDPR) and the B-W state guidelines on allocations will continue to occupy us at various points in our day-to-day work. We will cascade information on the individual projects where relevant within the University. To all those responsible for projects at the different levels of the administration, in the faculties and in the institutes, I wish you the best of luck and every success in implementing these plans; you have already been able to prove your technical expertise in other situations!

Dr Holger Schroeter
Kanzler

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

DFG – Review Board Elections 2019

The election of the German Research Foundation (Deutsche Forschungsgemeinschaft – DFG) review boards will take place in autumn 2019. The main task of the voluntary-based review boards is quality assurance for the DFG's funding decisions. They evaluate the applications on an academic basis and formulate recommendations for a decision. This year's elections will be held in the period from Monday, 21 October 2019 to Monday, 18 November 2019. All researchers who have successfully completed the oral defence of their doctoral thesis before the first day of the election period, and professors, including junior professors, are entitled to vote. You can receive additional information from Heidelberg University's voting centre, Department 1.2 Committees and Elections.

Details of elections on the DFG website
■ www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/rb-election2019/index.html

Unremunerated work

Before anyone begins an unremunerated activity at a University institute, an application must be made to the Law and Committees Division – according to § 9 (4) Landeshochschulgesetz (the Baden-Württemberg State Higher Education Act), those working without remuneration are members of Heidelberg University throughout the period of their engagement. This status has implications, for example in relation to statutory accident insurance cover.

The Law and Committees Division must review the fully completed application before the unremunerated work begins. The lead time for processing and reviewing an application is at least 14 days. In cases involving visa issues, the processing of the application will take more time.

Information on unremunerated work
■ www.uni-heidelberg.de/university/staff/service/law/unremunerated_work.html
Checklist for easier completion of the form
■ www.uni-heidelberg.de/md/zentral/universitaet/beschaeftigte/service/recht/checklist_for_unremunerated_work.pdf

RESEARCH DIVISION

Head
Dr. Sigurd Weinreich

Kinderuni Day on 23 March 2019

Once again, the University would like to invite you to the Kinderuni, which will take place in March 2019. Heidelberg researchers from different disciplines will take children between the ages of nine and twelve on an exciting journey through the world of science and academia. The full programme, along with all dates, is expected to be published in February 2019 and registration will be opened then.

Information about KinderUni
■ www.kinderuni-heidelberg.de (German only)

German-Israeli Project Cooperation (DIP)

The German-Israeli Project Cooperation (DIP) is being continued. The German Research Foundation (DFG) will take over scientific and administrative responsibility, while the German Federal Ministry of Education and Research (BMBF) will be providing funding. As part of the programme, the seven Israeli institutions that are entitled to submit proposals can each submit two project proposals per year. German researchers are not themselves entitled to submit proposals; they are integrated into the individual projects via the Israeli application. The deadline for the submission of proposals ends on 31 March 2019.

Details of call on the DFG website
■ www.dfg.de/foerderung/info_wissenschaft/2018/info_wissenschaft_18_76/index.html

DFG and CONICET – call for German-Argentinian research projects

For the third time, the German Research Foundation (DFG) and the National Council for Scientific and Technological Research (CONICET) will fund German-Argentinian research projects. Funding is available for projects from the areas of physical chemistry, materials science and engineering, geosciences, neurosciences, molecular and clinical infectology and immunology, and the social sciences and humanities. Researchers in Argentina and Germany can submit their applications to CONICET or the DFG until 5 April 2019.

Details of call on the DFG website
■ www.dfg.de/foerderung/info_wissenschaft/2018/info_wissenschaft_18_75/index.html

European Research Council – Proof of Concept 2019

The European Research Council (ERC) has published the Proof of Concept Call (PoC) 2019. Proof of Concept is a supplementary grant to the ERC research grants. It is aimed solely at researchers who are already in receipt of a research grant and would like to start a pre-commercial utilisation of findings from their current or already concluded project. The deadlines for submission are 22 January 2019, 25 April 2019 and 19 September 2019. For the first time, funding will be provided in a lump sum.

FAQs on the Proof of Concept Call 2019 and mailbox service for applicants
■ ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erc-2019-poc

New European Commission online portal

The European Commission has brought its new »Funding & Tender Opportunities Portal« online; this replaces the existing »Participant Portal«. The new portal combines all information and management functions for both the centrally coordinated EU funding programmes and the EU's public procurement system.

To the European Commission's online portal
■ ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

Volkswagen Foundation – funding initiative »Artificial Intelligence«

The Volkswagen Foundation's funding initiative »Artificial Intelligence and the Society of the Future« is aimed at researchers in the fields of engineering and the social sciences who are dedicated to inter-disciplinary, integrative research alliances dealing with the challenges of artificial intelligence and society. This should facilitate less-established projects in this area, which is highly topical from both a scientific and social point of view, in order for the researchers involved to achieve a shift in thinking towards new perspectives and solutions.

The total funding of a maximum of €1.5 million can be requested for a period of up to four years. In addition to financing for specific projects over a period of up to four years, funding can also be granted for a one-year planning phase, with a subsequent full application. The next deadline for applications is 4 July 2019.

Details of the Volkswagen Foundation's call
■ www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/artificial-intelligence-and-the-society-of-the-future

Further Information which is only available in German

Genetic engineering training
■ www.uni-heidelberg.de/gentechnik

Changes to internal booking processes
Circular
■ www.uni-heidelberg.de/md/zentral/einrichtungen/zuv/forschung/rundschreiben_13_programmpauschalenkompensation.pdf

Keyword »Programmpauschalenkompensation« in the Research Service A–Z
■ www.uni-heidelberg.de/forschung/service/leitfaden/drittmittel-bewirtschaftung.html#programmpauschalenkompensation

Baden-Württemberg Foundation – Elite programme for postdocs
■ www.uni-heidelberg.de/forschung/service/ausschreibungen_internes_verfahren.html#Eliteprogramm

BMBF funding: Education processes in the digital age
■ www.bmbf.de/foerderungen/bekanntmachung-2157.html

BMBF funding: Computer-Aided Photonics
■ www.bmbf.de/foerderungen/bekanntmachung-2121.html

Awarding contracts for freelance services: New application form
Application for a contract for freelance services
■ www.zuv.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/finanzen/20181204_antrag_zur_vergabe_freiberuflicher_leistungen.docx

Notes on data protection
■ www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/innenrevision/datenschutz-info_hvw_112018.pdf

Internal Auditing information on contracting issues
■ www.uni-heidelberg.de/universitaet/beschaeftigte/service/ir/honorarvertragswesen.html