

Research Grants Awarded by the Prussian Cultural Heritage Foundation January 2009

Guidelines

Preamble

The Prussian Cultural Heritage Foundation (Stiftung Preußischer Kulturbesitz - SPK), with its unique museums, libraries and archives, is one of the largest and broadest cultural and scientific institutions in Germany and the world. The sources of the tradition entrusted to it are preserved, added to, made accessible and researched in the entire range of cultural forms of appearance in the Berlin State Museums (SMB), the Berlin State Library (SBB), the Privy State Archives (GStA PK) the Ibero-American Institute (IAI) and the State Institute of Music Research (SIM).

Objective of the Research Grants Programme

The research grant programme of the SPK enables scholars from all over the world to undertake one-month to three-month research residencies at the institutions of the SPK in Berlin. Research projects can be funded if they are related to one or several of the various areas of work of the SPK. The grants are primarily intended to enable foreign scientists to work at the museums, libraries and archives of the SPK, to participate in scientific and cultural life within the SPK and in Berlin, and to make professional contacts with scientists at the SPK and of other institutions in Germany. The grant programme aims to strengthen the international network of the SPK.

1. Application

The application for a grant must be made, for the first half-year of a year, by 30 September of the previous year, and for the second half-year, by 30 March of the same year. The application has to be submitted directly to the director of the institution of the SPK where a residency is sought: to the Director General of the SMB or SBB, or to the Director of the GStA PK, the IAI or the SIM. Decisions concerning the applications are made by the institutions of the SPK.

The following application documents must be submitted:

- a completed application form (see separate annex);
- a tabular curriculum vitae;
- two letters of recommendation by university teachers concerning the candidate's academic qualification;
- a list of publications;
- copies of college/university diplomas and of certificates indicating the conferral of academic degrees;
- a detailed exposition of the project with statements concerning the justification and overall aim, procedure and method, concerning the preparatory work already achieved and cooperation with other scholars, as well as a bibliography of the most important works related to the project.

2. Prerequisites for Application

Graduate scholars, postgraduates and doctoral candidates as well as post-docs and professors are eligible for application. The applicants must hold at least a first university degree at the time of application.

3. Duration of the grant

In general, applications may be made for grants for a period ranging from one to three months. The length of the residency depends on the extent of the project and is established at the time of granting.

4. Amounts of Monthly Grants

- a. Graduate and/or doctoral-candidate grants for persons with a first university degree: 900 Euros per month.
- b. Post-doctoral research grants for persons holding a doctorate or comparable qualification: 1,200 Euros per month.

In addition, a one-off allowance for travelling expenses of up to 500 Euros may be granted upon presentation of the appropriate proofs.

5. Selection Procedure

The selection of applications will be made in the respective institution of the SPK for which the research residency has been applied for, based on the submitted documents. The academic qualifications of the applicant, the academic quality of the project and its significance for a given field of research are decisive. Reasons for the granting or refusal of an application will not be given.

Obligations of the Grant Holders

During their stay in Berlin, the grant holders must:

- concentrate their efforts on the research project described in the application;
- immediately inform the Director of the respective institution of the SPK if the research project being funded cannot be carried out as planned;
- not accept any remunerated work or employment during the scholarship residency;
- participate in academic and cultural events of the respective host institution of the SPK and possibly present the project to the researchers of that institutions at an open discussion or a public lecture;
- submit a written report on the results and experiences upon termination of the scholarship;
- if the results of the project are published, present a copy of the publication to the respective institution of the SPK and to the Berlin State Library.

6. Obligations of the Prussian Cultural Heritage Foundation

The hosting institution of the SPK must:

- provide the grant holder with a place to work;
- guarantee academic supervision insofar as this is possible and desired;
- help in making necessary contacts with other researchers and facilities in Berlin and in Germany.