

## INFORMATION AND HINTS FOR YOUR GATEWAY FELLOWSHIP

We are always available to help you to prepare your stay abroad, - during your research activities at the host institute and afterwards. In order to support you in the different phases of your Gateway Fellowship, we gathered information and tips that are important to know. Please read the document carefully and keep it in mind during the whole time.

The Gateway Fellowship serves as a bridge funding between the doctorate and the extended post-doctoral period of a research career. GF grants a funding period of up to 9 months with the opportunity to go to an international host institution for preliminary studies or preparing a postdoc project/application. The fellowship is limited to 9 months and cannot be extended.

By accepting the Gateway Fellowship, you fully commit to the aims of the grant during the funding period. The working focus is based on the outlined research project which was presented in the application.

### 1. PREPARATION PHASE

Due to the fact that the Fellowship is granted by RUB, **it is not compatible with an employment at RUB** from a personnel and tax law perspective. In case you are employed at RUB, please inform your chair about the Gateway Fellowship once it is granted. For further questions, please contact *Dezernat 3* (Personnel and law).

#### Your stipend

You will receive your funding in form of a **monthly stipend** which is usually transferred to your current account at the beginning of each month. The stipend amount depends on your destination, age and marital status. Please send the following documents/information to Ms. Maria Schregel who will calculate your stipend allowance for your official letter of approval:

- completed Statement of personal and economic situation of the stipendiary (form which you received with your GF confirmation)
- copy of your doctoral degree certificate or preliminary certificate (if not already submitted to us).
- please let us know the start of the fellowship you envisage (not more than 12 months after your doctoral defense) in case it changed from the one stated in the application

If **family members** (spouse and/or child(ren)) will join you during your stay abroad, please inform us about who will be joining you and for how long.

### Letter of approval

You will receive the official **letter of approval** including the amount of the fellowship as soon as we have processed your documents. This official notification will be provided in German and English (in case of a visa application process).

### Your host country

Please inform yourself early about entry and **visa requirements** in your destination country. If needed, we can provide additional documents for visa application.

For questions regarding **insurance** coverage and **taxes** during your fellowship, please contact the respective experts/consultants.

### Your project on Research School Website

The Gateway Fellows and their projects should be presented on the Research School Website. Before the start of your fellowship, please send a **short text** (max. half page, in English) about your Gateway Fellowship project, indicate your hosting institute and add a photo of you (if wanted) to [Annegret Kunde](#). Here you find examples from [former fellows](#).

## 2. DURING YOUR RESEARCH STAY

### Additional income

For information about options concerning **supplementary work/income** during your fellowship at the hosting institution, please check the page "[Rules for Supplementary Work](#)". In case you plan to accept a supplementary work during the time of the Gateway Fellowship, please contact [Annegret Kunde](#).

### Acknowledgement

If you would like to indicate the fellowship on your **publications, posters or presentations** please use the following sentence:

*This >work/project/publication/conference< was supported by the Ruhr University Bochum Research School.*

You are also welcome to use the [logo](#) of the Research School in your project.

### Share your experience

It would be highly appreciated if you could post on your social media accounts about your experiences during your stay abroad funded by Research School. In case you should post about your Gateway Fellowship, feel free to refer to our accounts on Twitter (@researchschool), Instagram (rub\_research\_school) or LinkedIn. You are also welcome to send us photos or short videos, which we could publish on the Research School's social media channels to share your experience with the community. This is, of course, completely voluntary and your individual decision.

### Reimbursement of travel costs

In addition to the monthly stipend, Research School reimburses your **travel costs** (round trip to the host institution, - for the Fellow only) according to the *Landesreisekostengesetz*. We offer you to settle the outbound and return flight separately. When you arrive at your host institute, you can request reimbursement for the outbound flight directly. Here you can download the [travel reimbursement forms](#) (1 and 2) to claim your travel costs. Additional travel expenses or costs for local transportation or commuting during your fellowship cannot be reimbursed.

## 3. AFTER YOUR RESEARCH STAY

### Encourage your colleagues

Show your activity to other Postdocs and doctoral researchers to encourage them to apply for our funding lines. You are invited to illustrate your own research activities during your Gateway Fellowship in our [Map of International Research Activities \(MIRA\)](#) on RUB's International Research Projects.

### Evaluation

The obligatory final report on your Gateway Fellowship takes place in the form of an **evaluation procedure**. For this purpose, Ms. Sylke Hallmann will contact you regarding the evaluation form after completion of your Gateway Fellowship. We would like you to please send her the completed evaluation form within the deadline.