

**PROF.x<sup>2</sup>**  
**Scientific Fellowship Program between**  
**Fraunhofer Institutes and US-American, Chinese and Japanese**  
**Centers of Excellence**

Guidelines  
as of February 13, 2009

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## **I. Principles**

### **I.A. Target Group**

In contrast to the majority of grants which are available for junior scientists<sup>1</sup> **PROF.x<sup>2</sup>** targets outstanding senior scientists, who should hold a Ph.D. or diploma, and have at least three years of working experience in their research field.

### **I.B. Program Profile**

**PROF.x<sup>2</sup>** funds collaboration projects between a Fraunhofer Institute and a renowned US American, Chinese and Japanese research organization (Center of Excellence (CoE)). The project should be relevant to the future of both partnering organizations. The project can mean delegating a Fraunhofer scientist to a CoE or delegation of a senior scientist to a Fraunhofer Institute. The program supports the personnel costs incurred by the Fraunhofer Institute up to 5,000,- Euro per month (i.e. cost of delegation or cost of accommodating a guest). For further details, refer to VI. 'Funding'.

A host can delegate an own employee in return, at a later stage, but this is not a prerequisite for participation in the program. The delegation should take 6 to 12 months. The program will fund about 16 delegations in total, depending on the individual personnel costs per applicant.

### **I.C. Objectives**

The foremost goal is to strengthen or broaden the participating institutions' core competencies. In addition, the program helps to implement Fraunhofer's strategy for US, China and Japan activities, which aims at building long-term research partnerships. The program should be used as a first step to establish trustworthy, long lasting contacts and partnerships.

For the scientists the delegation will provide an opportunity to gain excellent experience abroad. After having returned they should be able to open up new vistas for themselves as well as the Institute.

Last but not least, the exchange of scientists should serve the purpose of transferring skills and knowledge. The program should improve technology transfer from US American, Chinese and Japanese research organizations to German institutes and vice versa. The partnering organizations on both sides will thus enhance their international profile.

## **II. Application Procedure**

Applications can only be submitted by Fraunhofer Institutes to Fraunhofer Headquarters Munich. The application procedure consists of the following steps:

### **II.A. Proposal/Application**

In advance to the application the applicant and the hosting research organization figure out and define the framework of a possible collaboration. Subsequently an intelligible to all, brief proposal has to be submitted in English. There is no formal requirement, although 10 pages (attachments not included) should not be exceeded. The following points reflect the evaluation criteria and should thus be accounted for or taken as an outline:

<sup>1</sup> please visit [http://www.fraunhofer.de/fhg/EN/jobs/fellowships/Research\\_fellowhip\\_programs.jsp](http://www.fraunhofer.de/fhg/EN/jobs/fellowships/Research_fellowhip_programs.jsp)

- **Brief description of the project and expected results**
  - Please provide an abstract elaborating the scope and purpose of the project.
  - Please explain the scientific and technological merit.
  - Please describe the project's degree of innovation.
  - Please compare the quality of innovation to the current state of the art.
  - To which extent does the project enhance the applicant's career objectives?
  - How does the project provide the opportunity for future networking?
  - Please elaborate on the scientific-technical background, methodologies and techniques in terms that are generally understood.
- **Profile of the partnering research organizations (Fraunhofer, CoE) with a focus on the participating center/department/research group in the relevant field**
  - Please provide a brief profile (for US American, Chinese and Japanese CoE: if possible include rankings and additional indications of the partnering research organization's reputation).
  - Please explain the motivation that led to choosing this partner.
- **Relevance of the project to the participating institutions' mid-term strategic plans**
  - To which extent does the project match the portfolio and the strategic plans of the Fraunhofer Institute?
- **Estimation of expenses and timeframe** (which should be between 6 and 12 months)
- **Working schedule and milestones**
- **Attachments**
  - applicant's C.V. plus list of publications and/or patents
  - A written comment by the Head of the respective Fraunhofer Institute, which explains the significance of the proposed delegation for the Institute. In case a Fraunhofer researcher is delegated, it should be pointed out which career opportunities within Fraunhofer could open up for her/him on her/his return.

For comparison with a prior successful proposal, please be referred to <http://info.fraunhofer.de/P5/Foerderprogramme/internesProgrammPROFIL/indexProfx2.jsp>

## **II.B. Submission**

### **II.B.1. Registration**

The application will be submitted by the Fraunhofer Institute for US exchange:

- to [anke.hellwig@zv.fraunhofer.de](mailto:anke.hellwig@zv.fraunhofer.de) or
- to Dr. Anke Hellwig, International Business Development, P5, Fraunhofer Headquarters in Hansastraße 27c, 80686 Munich, Germany.

for China and Japan exchange:

- to [marianne.hoffmann@zv.fraunhofer.de](mailto:marianne.hoffmann@zv.fraunhofer.de) or
- to Marianne Hoffmann, International Business Development, P5, Fraunhofer Headquarters in Hansastraße 27c, 80686 Munich, Germany.

P5 coordinates the application procedure and will refer the application to the Evaluation Committee. Inquiries may be directed to P5, also.

## **II.B.2. Deadlines**

Generally, applications will be accepted until 4 weeks prior to the next Evaluation Committee meeting. The meeting will be held in the middle of May 2009, the next approx. 6 months later. Thus, the next deadline is scheduled for **April 17, 2009!** Late applications can be considered for the pool of applications of the following application cycle.

## **III. Ex Ante Evaluation**

### **III.A. Procedure**

The Evaluation Committee meets semi-annually. The next meeting will be held in the middle of May 2009.

In advance to the meeting, each application will be reviewed by the members of the Committee. Evaluation criteria are defined below. Individual results will be collected by P5, and the total score of each application is determined. The Committee meeting will serve to discuss the best results and - if necessary - any disagreements. The final best applications will be approved by a member of Fraunhofer's Board of Directors.

### **III.B. Evaluation Committee**

Members of the committee are

- Dr. Raoul Klingner, Department Strategy and Programs, Fraunhofer Headquarters, Munich, Germany
- Dr. William F. Hartman, Vice President Fraunhofer USA, Plymouth, MI, USA (for USA)
- Mr. Han Xiaoding, Fraunhofer Representative Beijing (for China)
- Dr. Lorenz Granrath, Fraunhofer Representative Japan (for Japan)
- Dr. Hans-Otto Feldhütter, Head of Department Research Planning, Fraunhofer Headquarters, Munich, Germany

### **III.C. Criteria**

Each application will be evaluated in comparison with the other proposals, in terms of four main criteria:

#### **1) Qualification of the applicant**

#### **2) Quality of the hosting and the delegating Institute**

- a) evaluation of the profiles
- b) evaluation of further credentials (rankings, citations or endorsements by a third organization)

#### **3) Quality of the project and the expected results**

#### **4) Relevance to strategic plans of the Fraunhofer Institute**

## **IV. Decision**

All applicants will be informed as soon as the evaluation is approved of. This should enable the successful applicants to start their project in **Fall 2009** or earlier, but only if possible.

## **V. Ex Post Evaluation**

At the end of the project the applicant submits a final report to the Evaluation Committee, via P5. Some applicants will be invited to report on their experiences. Feedback and lessons learned will be discussed in the Board of Directors Meeting of Fraunhofer.

## **VI. Funding**

**PROF.x<sup>2</sup>** funds cover a considerable part of the Institute's expenses.<sup>2</sup> Allowable expenses include personnel costs, allowances for working abroad, rental expenses, as well as costs of outward and homeward journey. **PROF.x<sup>2</sup>** refunds up to 50% of allowable costs incurred, with a maximum of 5,000 EUR per month delegation.

For delegates who take their family along, a one-time allowance of up to 5,000 EUR will be allocated as additional contribution.

**PROF.x<sup>2</sup>** projects may be supported by other grants; double funding is not permitted.

### **VI.A. Delegation to a US Center of Excellence**

Basis for Fraunhofer delegations and their remuneration is the Fraunhofer memo „Delegation to a foreign country“, issued by Dep. B2-M, dated 01/20/03 ([http://info.fraunhofer.de/personalinfo/Reise\\_Ortswechsel/abordnung\\_versetzung/index.jsp](http://info.fraunhofer.de/personalinfo/Reise_Ortswechsel/abordnung_versetzung/index.jsp), in German only). Accordingly, applicants from Fraunhofer Institutes qualify for extra income if they work abroad. Please consult with Mrs. Zecher (Personnel Management) in Fraunhofer Headquarters, Munich.

### **VI.B. Delegation to a Fraunhofer Institute**

Institute and guest researcher negotiate the remuneration individually, in accordance with the German pay scale.

## **VII. Flow Chart**

Please see next page

<sup>2</sup> Note on Fraunhofer internal accounting procedures (in German only):

Die Abteilung P5 wird in Zusammenarbeit mit dem Institut dafür Sorge tragen, dass die Förderung sich nicht nachteilig auf die Personalnebenkosten (PNK) und damit auf den PNK-Verrechnungssatz auswirkt. Nachweispflichtige Kosten, wie Reise- oder Umzugskosten (sofern nicht über das Gehalt abgegolten), sind direkt auf das Projekt zu buchen. Die Institute ermitteln zu verrechnende Kosten in Zusammenarbeit mit der Abteilung C5, Betriebswirtschaft. Für weitere Fragen steht C5 zur Verfügung. Regelungen für die Vergabe von PROFIL-Mitteln gelten analog.

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