

# Guidelines

## for Max Kade Foundation Fellowship Applications



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

**Deutsche Forschungsgemeinschaft**

Kennedyallee 40 · 53175 Bonn, Germany · Postal address: 53170 Bonn, Germany  
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · [postmaster@dfg.de](mailto:postmaster@dfg.de) · [www.dfg.de](http://www.dfg.de)



Max Kade fellowships enable researchers from the fields of natural sciences and medicine in Germany to complete a one-year research visit to the United States. The Max Kade Foundation in the US has asked the DFG to assist in facilitating its fellowship application and selection process.

Fellowships are intended for highly qualified researchers in a career phase generally spanning up to 12 years after they obtain their doctorate who can demonstrate a track record of either several years of research experience or outstanding achievements in research.

Applicants should select their own host institution in the US and make the necessary arrangements to secure a workplace. Research stays at institutes outside the higher education sector cannot generally be supported. This applies especially to science museums and major research institutes (national laboratories). Fellowships are awarded for a period of 12 months. Extensions are possible only in justified exceptional cases. Fellows are expected to return to Germany after completing their fellowship. Fellowship amounts are currently as follows:

Basic fellowship	US \$	56,500
Travel allowance including return trip	US \$	2,000
Study trips within the US and allowance for direct project costs	US \$	2,000
<b>Fellowships for SINGLE PERSONS</b>		<b>US \$ 60,500</b>
Allowance for spouse or life partner <sup>1</sup>	US \$	7,000
Travel allowance for spouse or life partner	US \$	2,000
<b>Fellowships for MARRIED PERSONS and LIFE PARTNERS</b>		<b>US \$ 69,500</b>
Child allowance	US \$	2,300
Travel allowance per child	US \$	1,000
<b>Fellowships for MARRIED PERSONS and LIFE PARTNERS with 1 CHILD (example calculation)</b>		<b>US \$ 72,800</b>

Note that allowances for spouses/life partners and travel allowances for accompanying family members can only be awarded if the family members accompany the fellows for the entire duration of their stay. The cost for the transatlantic flight will be reimbursed to the fellow after arrival at the university location.

A child benefit (*Kindergeld*) is not included in the fellowship.

The fellowship amount will be remitted by the Max Kade Foundation to the respective host university, which in turn transfers the amount to the fellowship recipient in monthly instalments.

Applications should be sent to the Deutsche Forschungsgemeinschaft, 53170 Bonn, Germany.

---

<sup>1</sup> Life partner as defined under the German Act on Registered Life Partnerships (Lebenspartnerschaftsgesetz)

Your informal application must be accompanied by the following documents in printed or electronic form/PDF (please facilitate processing by adhering to this order):

1. Academic curriculum vitae with a list of the most important scientific results (the template [DFG form 53.200](#) must be used for this purpose);
2. description of scientific work history, including training;
3. statement by the German department/institute head confirming that the fellow will be offered an appropriate position at the department/institute following his/her stay in the US;
4. detailed work plan for the stay in the US;
5. letter of acceptance from the host department in the US stating that the fellow will be able to work as required for the successful realisation of the research project;
6. three references (no recommendations; only the names of scientists who can comment on the applicant's training and scientific activities);
7. information on the duration of the research project and the period for which the fellowship is requested;
8. information as to whether the family members (including children) or life partner will be accompanying the fellow for the entire duration of his/her stay abroad;
9. declaration stating that no third-party grants have been awarded to the applicant. If you have applied for a fellowship from other German funding organisations on the same or a related research topic, please note that, in the case of multiple awards, accepting such a fellowship before or after approval of the Max Kade fellowship precludes your being able to accept the Max Kade fellowship.

Applications from scientists already residing in the US cannot be considered under the Max Kade Fellowship Programme. This also applies to applications for projects whose implementation clearly requires follow-up funding from a third party. Furthermore, no applications can be considered from researchers who have already submitted parallel proposals to the DFG, or intend to do so.

Please note the DFG's data protection notice on research funding, which can be viewed and downloaded at [www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy). If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to their involvement in your project.

[www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy)

**Deutsche Forschungsgemeinschaft**

Kennedyallee 40 · 53175 Bonn, Germany · Postal address: 53170 Bonn, Germany  
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · [postmaster@dfg.de](mailto:postmaster@dfg.de) · [www.dfg.de](http://www.dfg.de)



For additional information about the programme, please contact the DFG's International Affairs Division, Olga Golke, [olga.golke@dfg.de](mailto:olga.golke@dfg.de), telephone +49 (228) 885-3126. For general questions, you may also contact Dr.-Ing. Georg Bechtold, [Georg.Bechtold@dfg.de](mailto:Georg.Bechtold@dfg.de).

## Appendix: Tax Liability Information

Fellowship payments by the Max Kade Foundation are payments by a non-profit foundation under US law. If fellows remain subject to unlimited income tax liability in Germany during their stay in the US under § 1 of the German Income Tax Act (EStG), the fellowship payment may be considered income under §§ 18 or 22 EStG, as the tax exemption provisions of § 3.44 EStG apply only to domestic funding agencies. To avoid unexpected tax payments, fellows should contact the competent tax authority before the start of the fellowship and clarify the question of tax liability.

**Background information:** The issue of tax liability depends on individual circumstances, but may also depend on the US state where the fellow resides and whether the state considers itself bound by the double taxation treaty between the US and Germany. This determines whether the fellow is subject to tax liability in the US as well. The increased fellowship amounts awarded by the Max Kade Foundation are calculated to help cover applicable taxes.