

## Information for Applicants

### Module: Teaching Cover (“*Lehrvertretung*”)

The STRUCTURE funding line can provide an initiative grant to finance teaching cover for researchers who are playing a significant role in preparing the planned joint research project. This support, which is only available through STRUCTURE, is intended primarily for the purpose of freeing up the lead PI of the planned joint research project to work on the third-party grant application and related tasks. However, in certain circumstances funding for teaching cover may also be made available for multiple participating researchers if justified.

The overall reduction in teaching hours (LVS) that would require cover may not exceed four mandatory contact hours.<sup>1</sup> If necessary, these hours can be spread out across more than one semester and/or shared by more than one person. The minimum number of LVS that can be applied for is two.<sup>2</sup> Please note that if teaching cover is to be provided through a visiting professorship or visiting lecturer, the application must be for a minimum of four LVS. Hours that fall below this threshold must be covered by other employment agreements for teaching staff.

As initiative grants come from funds in the central university budget, visiting professors and lecturers will be paid according to the university's standard rates ([link](#)). To calculate the costs of teaching cover undertaken by visiting professors and/or lecturers, or the cost of teaching assignments, please contact the Research Funding Service (Team VI C). Contact information can be found at ([link](#)).

When requesting funds for the “L” module, each applicant who will be reducing their contact hours must also submit an informal request for reduced hours to the Executive Board through their department. This request can be attached as an annex to the STRUCTURE funding line application. To simplify the process, the department can include a statement in support of the requested reduction in hours with the statement that it must provide as part of the STRUCTURE application materials. The Executive Board will assess the request for “L” funding together with the application.

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<sup>1</sup> In the case of junior professorships, a maximum of two LVS in the second phase of the professorship.

<sup>2</sup> The lead PI can apply for four LVS for one semester, or four LVS shared equally over two semesters, or two applicants can each apply for two LVS for one semester.