

Information for Applicants

Module: Personnel (TRANSFER)

Initiative grants can be used in specific circumstances to increase the full-time equivalent hours of individuals who are already employed at Freie Universität Berlin and are set to play a supporting role in a project. This is recommended in particular when contracts for work and services are not a possibility. The following regulations apply only to staff whose positions are funded using budgetary resources (*Haushaltsmittel*). Whether it is possible to finance third-party funded staff using the initiative grant must be examined on a case-by-case basis.¹

Research Assistants

Typical tasks involved in transfer projects include literature research, lab work, field work, analyzing and interpreting research data, etc., as well as drafting funding applications.

Additional justification is required if you are planning to increase the full-time equivalent hours for one of the PIs involved in preparing the application. In cases of this nature, it must be made clear to the TRANSFER Committee how exactly application preparation constitutes an additional task and why these tasks cannot be taken over by one of the other PIs.

The funding period is limited to a maximum of six months.

Other Employees

Increasing the full-time equivalent hours of supporting employees (e.g., laboratory staff) is only permissible in exceptional cases.

Student Assistants

Applications may earmark funding for the employment of student assistants to perform academic support activities. The requirements stipulated by labor law must be factored into each individual case.

¹ Please refer to the applicable [Administrative Regulations on the Employment of Research Assistants with Temporary Contracts \(in German\)](#).