

Guidelines for completing the nomination for Research Awards

(For further details please refer to our [FAQs](#).)

Required / enclosed documents:

- a) Fully completed nomination form
- b) Personal statement by the nominator (laudation, academic appraisal)
- c) Information on the invitation to Germany
- d) Expert reviews
- e) List of key publications
- f) List of the nominee's publications

Please bear in mind that processing the nomination normally takes up to six months. Selection Committee meetings are held twice a year – currently at the beginning of spring and in early autumn.

All nomination documents have to be written in **German or English**. Please do not use any folders, sheet protectors or staples.

Please send a single copy of all documents **by post** to:

Alexander von Humboldt Foundation

Selection Department
Jean-Paul-Straße 12

53173 Bonn
Germany

for a) Nomination form

Please fill in the [form](#) **completely**, paying special attention to the following aspects:

Programme eligibility:

- Academics from abroad, regardless of their discipline or nationality, may be nominated for a Friedrich Wilhelm Bessel Research Award, provided that they have received their doctoral degree within the past 18 years. Their accomplishments in research to date should have earned them recognition as internationally outstanding specialist researchers who, it is assumed, will continue producing cutting-edge achievements and have a lasting impact beyond their area of specialisation.
- Academics from all non-European countries may be nominated for a Fraunhofer-Bessel Research Award, provided that they have received their doctoral degree within the past 18 years, that their accomplishments in applied research to date have earned them recognition as internationally outstanding specialist researchers and they are expected to continue producing cutting-edge scientific achievements which will have a lasting impact beyond their area of specialisation. Academics from EU member states as well as EFTA states (Iceland, Liechtenstein, Norway and Switzerland) are not eligible for a Fraunhofer-Bessel Research Award.
- Academics from abroad, regardless of their discipline or nationality, may be nominated for a **Humboldt Research Award**, provided that they have contributed fundamental discoveries,

new theories, or insights that have made a lasting impact on their own research area and beyond and are expected to continue producing cutting-edge achievements in future.

- Nominations for a Humboldt Research Award from the fields of the humanities and social sciences may also be taken into consideration for a **Reimar Lüst Award for International Scholarly and Cultural Exchange**. (Either a Humboldt or a Reimar Lüst Award is conferred. The amount is identical for both awards.) Nominations for this award may be initiated on behalf of highly respected academics from abroad from the fields of the humanities and social sciences who, as multipliers in and through science, have made an exceptional contribution to the long-term promotion of bilateral relations between Germany and their own countries. If you would like your nomination to be also considered for a Reimar Lüst Award, please indicate this at this point AND describe in your personal statement (laudation, academic appraisal) why the nominee meets particularly the aforementioned criterion.

Nomination entitlement:

- An established academic who is employed by a university or other research institution in Germany must take the initiative to nominate a candidate for the **Humboldt or Friedrich Wilhelm Bessel Research Award**. Involvement of the university or institute administration is not required.
- A director or leading academic of a Fraunhofer Institute must take the initiative to nominate a candidate for the Fraunhofer-Bessel Research Award.
- Points 6, 7 and 8: Please start with the conferral date of the doctoral degree and enter only the information that is requested on the form. It is not necessary to submit an additional detailed curriculum vitae. Please just enter longer-term absences and only cite internationally recognized top-level awards. Information on the amount of research funding raised or awards received from local institutions are not relevant.
- Point 9: Please indicate the nominee's area(s) of specialisation using the [research area index](#) that is available online.
- Point 10: The key terms describing the nominee's research area serve to identify suitable independent peer reviewers. Please bear this fact in mind when selecting the terms.
- Point 11: Please provide a brief description of the nominee's previous outstanding research accomplishments (maximum of 20 lines). This information will be used for quick reference by the interdisciplinary Selection Committee and does not replace the laudation. Please attach the laudation as a separate document (see section b).
- Point 12: Please provide a brief statement (maximum of 20 lines) on how you expect the award to stimulate the research area and the academic network in Germany (e.g. form and degree of collaboration and academic exchange as well as potential research results). This information will serve as a quick reference for the interdisciplinary Selection Committee.
- Point 13: The timing of the research stay in Germany that is part of the research award can be arranged flexibly between the award winner and his or her chosen academic host. As a matter of principle, a research stay can begin no earlier than two months after the selection decision. Any indication as to the potential dates for the research stay in Germany will help the Alexander von Humboldt Foundation to plan and provide administrative support with regard to visa etc.
- Point 16 and Point 17: Signature of each of these two points is mandatory. As long as these signatures have not been provided, we cannot process your application.

for b) Personal statement by the nominator (laudation, academic appraisal)

Two to five pages; in the case of a joint nomination by a foreign award winner a statement should be submitted by each of the nominators. Joint nomination by a Humboldt Foundation award winner from abroad is not required to submit an application; it merely expresses the award winner's active role in initiating the nomination.

The laudation serves to illustrate the nominee's international excellence from the **nominator's point of view**. Your statement should convince the specialist community that the academic you are nominating is the right candidate for the Humboldt Research Award. Please address the following aspects, in particular:

- The nominee's international reputation and his or her personality in general.
- Describe the discoveries, recognised theories or insights that he or she has achieved as well as their impact on the field.
- How do you assess his or her publication activity, especially in the past five years?
- Explain which research projects the nominee is currently conducting.
- What future academic activities is he or she planning?
- What outstanding academic accomplishments do you expect from the nominee in the future? (This and the preceding question should be considered independently and not in connection with an invitation to Germany in the context of this award.)
- In your opinion, how will the research field benefit from the conferment of the research award?

To be answered only for nominations for a Fraunhofer-Bessel Research Award:

- Please explain which, if any, projects and results have been or will be successfully transferred to practice as products or services. Also, have any new topics been generated for applied research and what is your assessment of the nominee's approach to commercial exploitation?

To be answered only for nominations for a Reimar Lüst Award:

- Please describe the contribution of the nominee to the promotion of cultural and academic relations between Germany and his/her own country in the humanities and social sciences and/or his/her interdisciplinary contributions in this respect,

for c) Information on the invitation to Germany

Up to two pages

Please do not provide a research plan here, but give an overview on the following aspects in addition to the laudation:

- Shared research interests of nominee and nominator
- The nominee's possible research projects in collaboration with the nominator or other specialist colleagues in Germany; if the nomination is being supported by other academics from Germany this can be stated here.

To be answered only for nominations for a Reimar Lüst Award:

- Your expectation of how the award will strengthen bilateral academic or cultural relations between Germany and the country of origin in the long run.

If the award is conferred, the winner is free to select his or her collaborative partners in Germany regardless of whether they were nominators or co-nominators. They may not even have been involved in the nomination.

for d) Expert reviews

- Please forward our list of questions to three expert reviewers of your choice and ask them to send their expert reviews directly to the Humboldt Foundation. You can find the programme information and the list of questions online at our [website](#).
- The Humboldt Foundation requires one expert review from an academic based in Germany and two expert reviews from academics permanently based abroad. Please understand that we cannot take into consideration any additional expert reviews that may be submitted in connection with your application.
- Please refrain from naming any expert reviewers who are based at the nominee's or your own institution. Please select a diverse international group of expert reviewers as proof of the nominee's international reputation. The selected expert reviewers should be internationally renowned researchers themselves.

for e) List of key publications

- Maximum two pages. Please name three to five key publications from the nominee's complete works and state why each of these key publications is of particular significance (e.g. scientific breakthrough of fundamental importance).

for f) List of the nominee's publications

- You must provide a complete, chronologically ordered list of the nominee's academic publications over the last ten years (stating all the authors, title, publisher/journal, edition, first and last page number), including any relevant published conference presentations and patents. For patents please indicate the current legal status (i.e. submitted, laid-open, issued), as well as the complete title, the date of submission and the patent number. At the beginning of this list please create an electronic link to the nominee's complete publication list.

As of: 8/2013