



## Conditions for PhD fellowships

### Taking up the PhD fellowship

Grantees can take up their Boehringer Ingelheim Fonds (BIF) PhD fellowship by sending us their signed fellowship conditions, desired start date, and details of their bank account. The fellowship expires if not taken up within six months of the date of the letter of approval.

### Monthly payment and additional benefits

The basic monthly stipend amounts to 1,650 euros. In most countries, fellows are paid an additional flat rate of 150 euros per month to cover minor research-related costs (books, travel expenses, etc.). To adjust e.g. for differences in living costs, country-related premiums may be added. Stipend, flat rate, and country premium add up to, e.g. 2,400 euros in Germany, 2,200 euros in Spain, 2,450 euros in Austria, 2,900 euros in the Netherlands and the United Kingdom, 3,800 euros in the USA, and 3,500 euros in Switzerland. Depending on the cost of living, most other countries are grouped into one of these categories.

Furthermore, a spouse allowance of 200 euros, a child allowance of 200 euros per child, and/or childcare allowance of up to 500 euros may be added depending on the personal situation.

The initially awarded stipend sum is based on the information provided in the application. The fellowship holder is obligated to inform the BIF about any changes in his/her personal or financial circumstances (change of marital status, income of spouse, etc.) so that the BIF can adjust the amount of the stipend. The stipend is transferred in euros by the middle of each month.

In addition, fellowship holders can apply for travel allowances to present their research projects at international scientific conferences, to participate in methods courses, or to perform research in cooperating laboratories. Besides, the BIF offers its fellows and alumni exclusive meetings, seminars, and training.

### Duration of the PhD fellowship

PhD fellowships are granted for 24 months and can be extended once for a maximum of 18 months. However, if the fellow began work on his/her PhD before taking up the fellowship, that period will be deducted from the maximum extension period. The beginning of the PhD work is considered by BIF to be the date of the final examination on the official certificate (e.g. BSc, MSc, Diploma, DEA, Licenciatura, Laurea) if the fellow continued to work in the same research group, or the date of arrival at the PhD laboratory if the fellow changed research groups.

In the event of illness, the BIF usually continues payments for 2 months, after which time assistance would cease. Upon recovery, the fellowship may be extended by the period of absence due to illness.

### Obligations

The Boehringer Ingelheim Fonds does not intervene in the work of fellows who, in turn, are obligated to make proper use of the allocated funds and to adhere to the rules of good scientific practice according to what is delineated for scientists in the "Guidelines for Safeguarding Good Scientific Practice" of the *Deutsche Forschungsgemeinschaft* (DFG, German Research Foundation; <https://www.dfg.de/en>). Each fellow must devote his/her whole energy to his/her particular PhD



project. In the laboratory, fellows should only be assigned to tasks directly connected to their PhD projects.

The fellowship has been granted to pursue the PhD project described in the application and in the laboratory specified therein. If a fellow decides to change the topic of the PhD project or the laboratory, he/she must inform the BIF without delay. Major project changes require approval by the BIF to continue the stipend. In the event of the project being successfully completed prior to the expiry of the fellowship, payment will be discontinued.

Fellowship holders must present a project report for publication in the Futura, the BIF's international journal, at the beginning of the fellowship and a final report no later than two months after the PhD examination (defence). Furthermore, they are expected to acknowledge the Boehringer Ingelheim Fonds in all publications resulting from the work during the fellowship. They are required to supply the BIF with PDF documents of such publications, also if they are published after the fellowship has ended. Please note that the BIF should be referred to in the acknowledgements as "Boehringer Ingelheim Fonds", not as "Boehringer Ingelheim Foundation". The latter is a different non-profit charity.

### **Insurance**

The BIF does not provide any kind of insurance for its fellowship holders. They must insure themselves and their families against any possible costs and consequences caused by illness, accident, personal liability, etc.

### **Applications to other institutions**

The Boehringer Ingelheim Fonds must be notified if an application is submitted to any other research-sponsoring institution. Should an applicant take up an award from another institution prior to the decision of the BIF, the application to the Boehringer Ingelheim Fonds is considered withdrawn and the BIF must be notified immediately. Please note that only written notification is legally binding.

### **Additional funding**

The Boehringer Ingelheim Fonds fellowship is intended to cover the living expenses of the recipient. A BIF stipend may therefore generally not be held while receiving a regular personal income from any other institution or research institute with the following exceptions:

- An employment or a working contract of up to five working hours a week yielding a minor income while holding a BIF PhD fellowship is possible provided that the contract is not issued on the research project(s) supported by the BIF and that the salary is fixed according to the standard PhD salary at the fellow's host institution.
- Tuition, bench fees, and overheads are not reimbursed by the BIF. Therefore, an additional fellowship from another institution covering exclusively tuition fees can be accepted.
- Due to the current legal requirements and fiscal treatment of stipends, fellowship holders in Austria, Denmark, Norway, and Switzerland may hold a standard employment contract for PhD students at their host institutions. Prerequisite is that the host institutions agree to pay the required taxes, social security contributions, etc. and that the fellowship holders will receive at least the same remuneration as the other PhD students at the respective host institution. If such a contract is concluded and an agreement between the institution and the BIF is signed, the BIF can transfer the fellowship to the host institution.



## Legal and tax issues

Fellowships awarded by the Boehringer Ingelheim Fonds do not constitute any form of employment. In Germany (EStG § 3 No. 44) and in countries that maintain a double-taxation agreement with Germany, fellowships are usually exempt from tax. Fellowship holders should inform themselves whether the conditions for tax exemption are met and are responsible for paying possible taxes. A fellowship is not considered to be remuneration as defined by Article 14 of the German Social Law IV and is therefore not liable to social insurance. Provision of laws governing formation of capital, saving premiums, and residential building premiums do not apply.

The Boehringer Ingelheim Fonds reserves the right to adjust the stipend, e.g. due to currency fluctuations, and to reclaim any surplus payment or money paid in error. Furthermore, the BIF may cancel the fellowship and demand repayment if the fellowship was obtained under false pretenses or not used for its intended purpose, if the obligation to submit the final report is not fulfilled, or for any other sound reason.

Please note that the decisions of the Boehringer Ingelheim Fonds are incontestable.