

Checklist

BGF Program

Step by Step-Scholarship

Please submit your application documents in the specified order of the checklist digitally in a **consolidated PDF document**, and name it: **SbS_2025_LASTNAME_Firstname**



For all funding levels:

- Personal information and presentation of academic and professional background (via Powermail form at <https://www.uni-bamberg.de/gbwiss/foerderung/step-by-step/application-form/>)
- Cover letter (max. 2 pages)
- Tabular curriculum vitae with list of publications
- Digital copies of all academic certificates obtained so far (school leaving certificate, university degree certificate)
Note: No certified copies required!
- A description of the planned scientific work in accordance with academic conventions (topic, research questions and objectives, preliminary work, work program, research methods), including a detailed content and timeline for the requested funding period and an integration of the scholarship into the overall career plan (approx. 5 pages)
- Signed agreement on the final report and framework program
- Signed privacy statement
- Evaluations* from (at least) two university professors (in case of Post-Doc, Habilitation, Post Habilitation one external evaluation is required)

Ph.D.

- Copy of the supervision agreement
- One evaluation from a professor at your university will be sufficient

Post-Doc

- Statement on the close institutional connection of the scholarship recipient by the faculty to which the project is assigned or by a possible chairperson of the subject mentorship
- Proof of completion of the Ph.D. with at least a "very good" (magna cum laude)

Habilitation

- Proof of habilitation status by the subject mentorship, if applicable, notification of a successful interim evaluation
- Copy of the Ph.D. certificate

Post-Habilitation

- Copy of the Ph.D. certificate
- Confirmation from the faculty that the habilitation thesis has been positively evaluated or the habilitation process has been initiated, or confirmation of completed habilitation or successful evaluation of the junior professorship

*Note: Please be aware that all evaluations must come from the email address or be sent by mail in a sealed envelope from the evaluator's address. Starting from the "Post-Doc" level, one of the evaluations must be prepared externally. It is possible to submit all documents in English.

If the scholarship is granted, the following documents are required if applicable: a copy of the children's birth certificates, proof of maternity/parental leave, proof of care work, proof of disability may need to be submitted.