

Instructions for Using the Electronic Application Form and the Application Procedure

Log In and Language Selection

In order to file an application, you must first register and log in. You will find the login form by following the link <http://www.ip.mpg.de> → Important Links → Research Support → Submitting a research proposal.

If you do not already have an account, you can register here. To log in, please select a user name or use your own e-mail address.

After you have successfully logged in, you can modify your profile under 'Extranet → Edit Profile'. Using the data already entered there, some of the fields of the application form (e.g. first name, last name) are already filled in.

On the opening page of the application form, you will see an English flag which functions as a language selection switch: with your selection of either the "German" or "English" option, the language is set irrevocably (this also applies for all communication during the procedure).

Form for the Applicant

The form is used for the registration of new and continuation applications for financial support. The selection of these options is determined by the initial opening of the form.

For a structured registration of the applicant's data, the form is divided into seven chapters:

1. Personal details
2. Additional information
3. Career information
4. Information concerning the project
5. Financing
6. Letters of recommendation / documentation
7. Declaration of consent

1. ANGABEN ZUR PERSON	Angaben zur Person			
	Anrede*:	<input checked="" type="radio"/> Frau <input type="radio"/> Herr		
2. WEITERE INFORMATIONEN	Familienname*:	<input type="text" value="Gierich"/>	Vorname*:	<input type="text" value="Sebastian"/>
3. BERUFLICHE ANGABEN	Geburtsdatum*:	<input type="text"/> <input type="text"/> <input type="text"/>	Geburtsort*:	<input type="text"/>
4. ANGABEN ZUM PROJEKT	Zusätzliche Angaben			
	Nationalität*:	<input type="text" value="deutsch"/>		
5. FINANZIERUNG	Straße/Hausnummer*:			
	PLZ*:	<input type="text"/>	Ort*:	<input type="text"/>
6. EMPFEHLUNGSSCHREIBEN / ANLAGEN	Land*:	<input type="text" value="Großbritannien"/>	Bundesland*:	<input type="text" value="-----"/>
7. EINVERSTÄNDNIS-ERKLÄRUNG	Familienstand*:	<input type="text" value="ledig"/>		
	Telefon*:	<input type="text"/>	Email*:	<input type="text" value="koenig@contens.de"/>
	WWW:	<input type="text"/>		

Within the chapter, there are a series of **mandatory fields (marked with *)**, which must be filled in before you are able to file the application. You can see whether or not a chapter has been filled out completely by the tab located next to the heading of each individual area.



Work on the application can be interrupted and started again anytime by you, as long as the form has not been sent: this means that you can log out at any time and leave the form without losing the data you have entered. The next time you log in, your application is available with all previously entered information.

Data Upload

During the course of the application, in the chapter “letters of recommendation/documentation” you have the possibility to upload the following documents:

- CV / résumé
- Diplomas / school reports
- Letters of recommendation
- A detailed project description (5–10 pages)
- Photo

With the exception of the photo, these fields are optional: this means that documents which are not available in electronic form may be sent by post to the Institute. The photo, however, must be provided in electronic form.

Sending the Application and Documentation

The completely filled out application – which can be recognized when all tabs contain a green check mark – may be sent following the confirmation of the Declaration of Consent: when the button “Send Form” is clicked, all application data and electronic attachments are securely transferred via a so-called Web Service Request to the backend of the editorial system of the Institute.

Important

Via a pop-up or link, the **application** may be opened in the form of a **PDF file**: please print out the application, sign it, and send it along with all other documentation which is not in electronic form to the:

Max Planck Institute
for Innovation and Competition
- Personnel Office -
Marstallplatz 1
80539 Munich, Germany

The signed application form and documentation sent by post must be received at the Institute within a period of six weeks following the sending of the electronic application. Documents received after this deadline will no longer be considered; the application will be deleted.

Important

College or university diplomas and doctoral certificates must be submitted to the personnel department of the Institute either as a notarized and translated copy or in the original at the beginning of the stay at the very latest.

Notifications

During the application process, you will receive the following notifications:

- | | |
|---|--|
| After receipt of the electronic data at the Institute | → Confirmation of receipt (electronic) |
| When application documents are incomplete | → Reminders in 14-day intervals (electronic; max. 3 reminders; after that, the application will be deleted) |
| When the application documents are complete | → Notification of the forwarding of the application to those persons involved in the granting process (electronic) |
| Following a decision on the application | → Acceptance or rejection (by post) |

We wish you much success with your application!