

## Appendix 3 – Guideline on Application Documents

### Required application documents

In order to be considered, your application must include the following documents:

1. **Application letter** (max. 2 pages) describing your main research achievements and your scientific goal(s)
2. **Summary of your future research plan** (max. 2 pages) regarding the research area described in the call
3. **Comprehensive Curriculum Vitae (C.V.)** according to the specifications listed below
4. **List of peer-reviewed publications** according to the specifications listed below
5. **List of acquired third-party funding** according to the specifications listed below
6. **Certificates and proof of qualifications** (e.g., PhD, Master, Bachelor, etc.)
7. **2 standardized letters of recommendation** (see Appendix 4 for template; available at [www.zalf.de/en/karriere/tenure-track/](http://www.zalf.de/en/karriere/tenure-track/)) of scientists who are familiar with your research accomplishments and academic credentials

### Specifications regarding your C.V.

In preparing your C.V., we strongly recommend that you consider the following aspects in order for indicators to be correctly assessed based on your application documents:

- Provide **up-to-date contact information** to allow for the clarification of questions
- Provide your continuous employment history with **monthly resolution**
- Clearly identify **part-time positions** (% full-time equivalent), parental and other **leave**, as well as periods with work contracts outside scientific institutions
- Optional: number of children (voluntary information)
- Provide your educational background including all university degrees
- Provide a well-structured overview of all other scientific achievements, including i) awards or fellowships, ii) invited talks, iii) memberships in editorial boards or scientific organisations, iv) teaching experience, v) supervision of (under)graduate students, vi) reviewing activities, etc.
- For IAT Tenure Track calls, provide an overview of your contributions in transdisciplinary and co-design research projects and interactions with diverse actors

### Specifications regarding your list of publications

Your list of publications should:

- **Separately** list i) peer-reviewed Web of Science (WoS)/Scopus-listed publications and ii) other publications (books, monographs, contributions to proceedings, etc.)
- Be sorted in **chronological** order, starting with the most recent publication
- Highlight your name in the list of authors **in bold**
- Highlight your **3 most important** papers

Ideally, you also provide an ORCID iD or a link to a Web of Science, Scopus or Google Scholar webpage where your entire publication record is summarized.

## Specifications regarding your list of acquired third-party funding

Your list of acquired third-party funding should be structured like the following table:

Acquired funding (in €)	Funding agency	Project duration	Project title (incl. link to project webpage, if applicable)	Your role in this project
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...

- **Acquired funding:** please specify the amount of acquired third-party funding in € (total project volume if you were the Principal Investigator OR volume of the work package you were responsible for)
- **Funding agency:** full name of the funding agency
- **Project duration:** please specify the duration of the project incl. months and years (MON/YYYY-MON/YYYY)
- **Project title:** please specify the title of the third-party project incl. a link to the project webpage, if applicable
- **Your role in this project:** please specify your contribution to this project proposal (e.g. Principal Investigator, Co-Principal Investigator, Leader of Work Package, Co-Leader of Work Package, ...)