

KOHLI  
FOUNDATION  
*for Sociology*

# Kohli Fellowship

## Guidelines and Information

January 2023

## Table of Content

1. The Kohli Fellowship.....	3
1.1 Commencement, Acceptance, and Duration.....	3
1.2 Extensions .....	3
1.3 Place of residence .....	4
1.4 Field Research .....	4
1.5 Value of Fellowships.....	5
1.6 Fellowship Payment .....	5
1.7 Additional Earnings.....	5
1.8 Postponement.....	5
1.9 Interruptions .....	6
1.10 Change of host institute.....	6
2. Events organized by the Kohli Foundation for Sociology .....	7
2.1 Award Ceremony.....	7
2.2 Other Events .....	7
3. Additional Benefits.....	7
3.1 Travel Reimbursement .....	7
3.2 Initial Lump Sum.....	8
3.3 Research Allowance.....	8
3.4 Benefits for families.....	8
3.4.1 Family allowance for spousal partners .....	8
3.4.2 Family allowance for children .....	9
3.4.3 Allowance for children of single-parent Kohli Fellows .....	9
3.4.4 Parental support.....	9
3.5 Subsidy towards the cost of medical and liability insurance .....	9
4. Exploitation of research results – publications and use of logo .....	10
5. Reports and Podcast .....	10
6. Rules of good scientific practice .....	10
7. General regulations.....	10

## Guidelines for the Kohli Fellowship

The Kohli Foundation for Sociology awards research fellowships, called Kohli Fellowships, to support a two-year research stay to academics with above-average qualifications who are at the beginning of their academic career and have completed their doctorate no more than five years ago (postdocs). For this purpose, the Kohli Foundation for Sociology concludes hosting agreements with research institutions in Europe, which currently include the Max-Weber-Programme at the European University Institute in Florence (EUI) and the WZB Berlin Social Science Center (WZB). The Kohli Fellowship is intended to carry out the proposed research, chosen by the research fellows themselves, in cooperation with the academic host institute which must provide the necessary research facilities at the host institute and act as a mentor during the research stay. The host research institutes alternate annually and the Kohli Fellows can only apply for the WZB or the EUI in the announced year. The payment of the fellowship amount and additional benefits is subject to the availability of funds.

### 1. The Kohli Fellowship

The Kohli Fellowship is awarded to the research fellow for the purpose of carrying out the proposed research, which has been chosen by the research fellow and agreed upon with the academic host institution; it covers the cost of living. By accepting the research fellowship the Kohli Fellow commits him- or herself fully to the objective of the fellowship during the duration thereof. It is not possible to pursue any other full-time during the period sponsored by the Kohli Foundation for Sociology (Kohli Fellowship); for more details see 1.6, 1.8 or 7.

#### *1.1 Commencement, Acceptance, and Duration*

The documents confirming that a Kohli Fellowship has been awarded (grant documents) include an acceptance form. The original of this form should be completed, signed, and returned to the Kohli Foundation for sociology as soon as possible, at the latest four weeks after receiving the grant documents.

The date the research stay begins is stated in the award letter. Normally the date is set on 1 September (EUI) or 1 October (WZB) of every calendar year. Exceptions are announced in the Call for Kohli Fellowships. However, the date should be agreed with the academic host before the declaration of acceptance is returned to the Kohli Foundation for Sociology.

The Kohli Fellowship is usually awarded for the duration of 24 months (exceptions see 1.2 and 3.4).

#### *1.2 Extensions*

The maximum sponsorship period is 24 months. Extensions are only possible in exceptional cases. These include prolonged illness of the Kohli Fellow or external circumstances. For an extension of the research fellowship, an application must be submitted to the Kohli Foundation for Sociology. Decisions on extensions are taken by the Kohli Foundation for Sociology in mutual understanding with the host institution on the basis of scientific necessity and the funds at the Kohli Foundation for Sociology's disposal.

Extensions can neither be granted for pursuit of a new research outline nor of a new theme which has developed from the original research outline.

Applications for extension should be submitted to the Foundation 3 to 4 months prior to the end of the fellowship. Necessary, applications may be submitted for individual months. Applications for long-term extensions cannot be granted, even if the application is completely justified scientifically.

Applications for extensions of the fellowship must include the following documents:

- A short report on the research completed to date and research which the applicant plans to undertake during the extension period. The report should contain an outline of the results of research conducted to date.
- An explanation of the reasons for an extension.
- Documentation of the research work conducted so far, e.g. off-prints of already published research results, manuscripts or abstracts of lectures, preprints etc.
- A confidential statement as well as a renewed confirmation of research facilities and mentoring agreement by the academic host. This should contain an assessment of the conducted research and the reasons for the requested extension. It is the responsibility of the research fellow to ensure that the academic host provides the confidential statement as well as the renewed confirmation of research facilities and mentoring agreement.

Under certain circumstances, an extension of the research fellowship may also be applied for in the context of further benefits for families (cf. 3.4.4).

### *1.3 Place of residence*

The Kohli Foundation for Sociology requires that Kohli Fellows pursue their proposed research for the period of the Kohli Fellowship and actively participate in the intellectual life of the academic host institute. Residence in the vicinity of the academic host institute is therefore strongly recommended and a requirement for the Max-Weber-Programme.

Attendance during the academic year is required. During the period of the research fellowship, Kohli Fellows may not be absent from the host institute for more than 4 weeks per sponsored year (contiguous or totaled). Circumstances requiring extended absence from the host institute (including illness) must be reported to the Kohli Foundation for Sociology in writing immediately. Longer absences from the host institute require the written approval of both the academic host and the Kohli Foundation for Sociology (see also 1.9).

### *1.4 Field Research*

During the sponsorship period, Kohli Fellows may conduct field research (e.g., observations, interviews, archival visits) within Europe, if this is necessary to carry out the proposed research successfully. As a rule, the total duration of the research stay may not account for more than 25 percent of the estimated sponsorship period.

A planned field visit must already be indicated and justified in the application for a Kohli Fellowship. Should the need for a field visit arise in the course of the research, a brief description of the planned research project and precise time details must be submitted to the Kohli Foundation for Sociology. If the field stay will be at another academic institution (e.g., library, museum, research data center), it is the responsibility of the Kohli Fellow to arrange for the commitment of the research site. Furthermore, endorsement from the academic host institute is required.

If the field visit is approved, the Kohli Fellow will receive the regular allowance and lump sums during the field research. Additional funds cannot be provided (see 1.4 and 3).

### *1.5 Value of Fellowships*

The amount of the research fellowship is **2.500 EUR** per month. In addition, the Kohli Fellows receive a research allowance of **100 EUR** (cf. 1.3) and a subsidy towards the cost of private (travel) health and liability insurance of **70 EUR** (cf. 3.5). per month. This fellowship amount includes a research allowance of 100 EUR and a subsidy towards the costs of medical and liability insurance of 70 EUR.

### *1.6 Fellowship Payment*

The monthly payments of the research fellowship are transferred to a personal bank account (current account) in the Single Euro Payments Area (SEPA) usually on the first day of the month. Research fellows who do not have a personal bank account in the SEPA region must open one as soon as possible.

The relevant details of the personal bank account in the SEPA region must be provided to the Kohli Foundation for Sociology as early as possible. The form for providing these details is available on the Foundation's website. Fellowship payments can only be transferred to the named account if the relevant information has been received by the Kohli Foundation for Sociology by the 15th of the previous month.

On principle, research fellows are not entitled to receive monthly fellowship payments if they are absent from the host institute for a total of more than 4 weeks per sponsored year (continuous or accumulative) during the sponsorship period. In such cases, the Kohli Foundation for Sociology reserves the right to make cuts in fellowship payments. Attendance at conferences and research trips as well as visits to archives and libraries etc., that are essential for carrying out the proposed research, do not count as absences (see also 1.8).

### *1.7 Additional Earnings*

Research fellows are obliged to inform the Kohli Foundation for Sociology of any additional earnings (salary or income from employment or self-employment).

Any additional earnings exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 520 gross per month) will be offset against the instalment of the fellowship. Any type of employment yielding additional earnings which exceed the so-called "Verdienstgrenze für geringfügig Beschäftigte" must be approved in advance by the Kohli Foundation for Sociology which will examine whether this additional employment endangers the objective of the fellowship (cf. 1.1. and 7); in such cases the Kohli Foundation for Sociology reserves the right to terminate or suspend the fellowship.

### *1.8 Postponement*

Kohli Fellowships may neither be postponed for an indefinite period of time nor without compelling reasons.

If a fellow is unable to begin the research fellowship on the date originally intended, he/she is requested to notify the Kohli Foundation for Sociology immediately so that a new date can be arranged. It is essential that the new date be agreed in consultation with the academic host and the host institute; the Kohli Foundation for Sociology's approval is dependent on the agreement of the academic host and the Foundation's budget situation. The Kohli Foundation for Sociology is interested in keeping postponements as short-term as possible (6 months at the most). In the framework of the Max-Weber-Programme postponements are only possibly by a year in order to ensure the cohort experience.

A postponement in favor of other fellowships is usually not possible.

### *1.9 Interruptions*

The Kohli Fellowship is awarded in order to carry out the proposed research, which has been chosen by the research fellow and agreed upon with the host, at a host institute in Europe; it is supposed to cover subsistence. By accepting the research fellowship the research fellow commits him- or herself to the objective of the fellowship during the duration thereof.

Pursuing any other full-time employment during the period sponsored by the Kohli Foundation for Sociology contradicts the objective of the fellowship and leads to the suspension or termination of the fellowship

The Kohli Foundation for Sociology requires research fellows to pursue academic work for the period of the research fellowship and not to be absent from their host institutes for periods exceeding 4 weeks per sponsored year (continuous or accumulative) in total. The Kohli Foundation for Sociology must be given immediate written notification of any circumstances demanding a longer period of absence from the host institute (also due to illness). Prolonged periods of absence from the host institute require the approval of both the academic host and the Kohli Foundation for Sociology.

The research fellowship – and thus payment of the monthly fellowship and allowances – will be discontinued in case of:

- prolonged periods of time spent outside the country of the host institute
- absence from host institute not approved by the Kohli Foundation for Sociology.

If it should be necessary to interrupt a research stay for other reasons, written application (no specific form required) must be made to the Kohli Foundation for Sociology in advance stating the reasons. The application must include written approval from the academic host.

The Kohli Foundation for Sociology is interested in keeping interruptions as short-term as possible (6 months at the most). A postponement in favor of other fellowships is usually not possible.

On principle, research fellows are not entitled to receive monthly fellowship payments if they are absent from the host institute for a total of more than 4 weeks per sponsored year (continuous or accumulative) during the sponsorship period. In such cases, the Kohli Foundation for Sociology reserves the right to make cuts in fellowship payments. Attendance at conferences and research trips as well as visits to archives and libraries etc., that are essential for carrying out the proposed research, do not count as absences (cf. 1.3).

The above also applies to additional benefits within the framework of the research fellowship (research allowance, family allowance for marital partners, family allowance for children, maternity protection and parenthood: parental support, subsidy towards health and liability insurance).

### *1.10 Change of host institute*

The transfer from one to another academic host institution is not possible. Should the host not be willing to continue cooperation during the sponsorship period, the Foundation reserves the right to interrupt payments of the fellowship or partially revoke the award of the fellowship.

## **2. Events organized by the Kohli Foundation for Sociology**

### *2.1 Award Ceremony*

In the fall of each year, the Kohli Foundation for Sociology holds its award ceremony. The event alternates between the EUI in Florence and the WZB in Berlin. The award winners, Kohli Fellows, selected guests from the field of sociology, and the general public are invited. The award ceremony provides an opportunity to network within sociology and to hold discussions with members of the Board of Trustees and the selection committee. The Kohli Foundation for Sociology may invite Kohli Fellows to present their ongoing research at the award ceremony.

### *2.2 Other Events*

In addition to the award ceremony, the Kohli Foundation for Sociology occasionally organizes conferences and workshops and is present at professional congresses for sociology. Kohli Fellows are informed about these events and are given priority to attend.

## **3. Additional Benefits**

The Kohli Foundation for Sociology may grant the following benefits, in addition to the monthly fellowship payments, if the necessary preconditions are fulfilled:

- travel reimbursement (see also 3.1.),
- initial lump sum (see also 3.2),
- research allowance (see also 3.3),
- family allowance for marital partners (see also 3.4.1),
- family allowance for children (see also 3.4.2.),
- allowance for children of single-parents (see also 3.4.3)
- parental support (see also 3.4.4.),
- subsidy towards the cost of private (travel) health and liability insurance (see also 3.5.),

Usually, these additional benefits can only be granted if the Kohli Foundation for Sociology has been informed in good time and/or applications have been submitted in advance. The granting of additional benefits is subject to the availability of budgetary funds.

### *3.1 Travel Reimbursement*

The Kohli Foundation for Sociology will reimburse Kohli Fellows for expenses incurred in traveling to and from the academic host institute. The following can be covered:

- Cost of train travel (second class) (car expenses will also be calculated on this basis).
- Costs for the flight (economy)

For reimbursement of travel expenses, the appropriate form (mailed to you by the Kohli Foundation for Sociology with your award letter) and original travel receipts must be submitted to the Kohli Foundation for Sociology.

Reimbursement of travel expenses is limited to a maximum of 1,200 EUR for the round trip. Reimbursement of higher contributions and additional costs can only be approved in exceptional cases and upon request. Taxi costs will not be reimbursed.

Travel reimbursement will only be granted if the Kohli Fellow has not been in the host institute's country for more than 3 months at the beginning of the funding period.

Travel reimbursement can only be granted by the Kohli Foundation for Sociology if the costs for travel to and/or from the academic host institute are not covered by a third party. Travel expenses can only be covered once. If the Kohli Fellowship is interrupted (see 1.8), travel expenses cannot be reimbursed again. Travel expenses for family members can only be covered by the Kohli Foundation for Sociology in exceptional cases.

### *3.2 Initial Lump Sum*

A non-recurring initial lump sum of EUR 430 is paid to Kohli Fellows with the first instalment of the fellowship. This is intended to meet part of the expenses incurred at the beginning of a research stay (charges for excess luggage on the way to and from the academic host institute; the cost of the medical examination required for the residence permit; the cost of finding accommodation etc.).

The initial lump sum is only paid if the research fellow has not been in the country of the host institute for more than 3 months when the fellowship starts.

### *3.3 Research Allowance*

During the research fellowship, Kohli Fellows receive a research allowance of EUR 100 per month with each fellowship payment automatically. The research allowance constitutes a supplement for expenses in connection with necessary data or book purchases as well as conference attendance and/or research travel, archive and library visits, etc. Additional travel and/or conference allowances cannot be granted.

Please coordinate all of your travel plans with your academic host. In addition, keep in mind that the upper limit for absence from the host institute, when these absences are not related to research, is 4 weeks per sponsored year (continuous or accumulative) in total. Circumstances, which require a longer absence from the host institute, must be reported immediately in writing to the Kohli Foundation for Sociology (see also 1.8).

### *3.4 Benefits for families*

In addition to the monthly fellowship payments, the Kohli Foundation for Sociology may provide further benefits for accompanying marital partners and children if the respective conditions are met.

#### *3.4.1 Family allowance for spousal partners*

For spousal partners accompanying the research fellows for a period of at least 3 months (without interruption), an application may be submitted for a family allowance for spousal partners during the sponsorship period amounting to EUR 300 per month. If spousal partners are not required to have a visa for the country of the host institute a certified copy of the marriage certificate or proof of a joint household (e.g. registration notice or ID-card with address information) must be sent to the Kohli Foundation for Sociology together with the application.

Spousal partners' earnings (salary or income from employment or self-employment in Germany and other countries, German or foreign fellowships) exceeding the upper limit for "marginal" part-time employees



(the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 450 gross per month) will be offset against the family allowance for spousal partners.

If you have children younger than 15 months and you are visiting the WZB, please note that you may be able to apply for parental allowance for you spouse if you are staying in Germany. If you need further information on this, you can contact the Kohli Foundation for Sociology.

### *3.4.2 Family allowance for children*

If children under the age of 18 accompany Kohli Fellows for a period of at least 3 months (without interruption), application may be made for a substitutional payment for child benefit amounting to 210 EUR a month during the sponsorship period. If the children do not require a visa for their stay a certified copy of the birth certificate(s) must be sent to the Kohli Foundation for Sociology together with the application. A form to request family allowance for children can be sent to you upon request.

During a stay in Germany, the family allowance for children does not apply if the Kohli Fellows are entitled to child allowance according to the Federal Child Allowance Act. For more information on child allowance in Germany, Kohli Fellows can contact the Kohli Foundation for Sociology.

The substitutional payment is discontinued when the children leave the country of the research stay. Wherever possible, the Kohli Foundation for Sociology should be notified of their departure 4 weeks in advance.

### *3.4.3 Allowance for children of single-parent Kohli Fellows*

If children under the age of 18 accompany a single-parent Kohli Fellow for a period of at least 3 months (without interruption), application may be made for a flat-rate monthly child allowance.

This child allowance amounts to 400 EUR a month for the first child and 100 EUR a month for each additional child. If the children do not require a visa a certified copy of the birth certificate(s) must be sent to the Kohli Foundation for Sociology together with the application. An application form can be sent to you from the Foundation upon request.

### *3.4.4 Parental support*

If a baby is born to a Kohli Fellow during the sponsorship period, the mother or father may submit a written application to extend the period granted for sponsorship by up to four months. A medical certificate confirming the pregnancy and stating the expected date of birth as well as the academic host's confirmation of research facilities and mentoring agreement are required to process this application. Decisions on extensions are taken by the Kohli Foundation for Sociology on the basis of the funds at the Foundation's disposal. A certified copy of the birth certificate must be submitted after the child is born.

When the research fellow does not reside in country of the host institution during her maternity leave, the research fellowship will be temporarily interrupted and the fellowship payments will be suspended.

### *3.5 Subsidy towards the cost of medical and liability insurance*

The Kohli Fellows have to have an adequate private (travel-) health and liability insurance during their research stay. Proof of the insurance must be provided to the Kohli Foundation for Sociology.

Throughout the sponsorship period, the Kohli Foundation for Sociology can provide a subsidy for private (travel) health and liability insurance for Kohli Fellows. The amount provided is 70 EUR per months.

#### **4. Exploitation of research results – publications and use of logo**

The Kohli Foundation for Sociology considers it important that research results achieved under the auspices of the Kohli Fellowship be published. In publications and all other, in particular all public presentations, appropriate reference should be made to the funding provided by the Kohli Foundation for Sociology and the host institute.

Use of the logo is authorized in publications and other, in particular public, presentations (e.g. conference presentations) of research results that were produced in direct connection with sponsorship by the Kohli Foundation for Sociology. The logo can be requested by the Kohli Foundation for Sociology.

Any other use of the logo requires the prior written consent of the Kohli Foundation for Sociology and must be requested in writing, stating the purpose of use.

#### **5. Reports and Podcast**

The Kohli Foundation for Sociology does not require a separate report on the research project carried out. Rather, it expects the research results to be reflected in scientific publications, if necessary at a later date. The Kohli Foundation for Sociology asks its fellows to send new publications related to the research conducted during the fellowship (i.e., even after the research fellowship has ended) to [info@kohlifoundation.eu](mailto:info@kohlifoundation.eu) as a PDF with bibliographic information.

However, during the second half of the grant period, the Kohli Foundation for Sociology asks its grantees to prepare and record a scholarly podcast. For this purpose, the Kohli Foundation for Sociology contacts Kohli Fellows in a timely manner with information on how to prepare such a podcast. Furthermore, the Kohli Foundation for Sociology coordinates the technical implementation. This podcast is intended to make the research work of the fellows accessible to a wider audience.

#### **6. Rules of good scientific practice**

Kohli Fellows are obliged to comply with the rules of good scientific practice and relevant laws applicable at the respective research location and for the Kohli Foundation for Sociology when carrying out the funded research project. In addition to personal integrity, it is further required that Kohli Fellows have also complied with the applicable rules and laws in their previous scientific work.

Furthermore, Kohli Fellows are obliged to inform themselves about and observe the rules of good scientific practice described by the International Sociological Association.

<https://www.isa-sociology.org/en/about-isa/code-of-ethics>

#### **7. General regulations**

The "Guidelines and Information on Kohli Fellowships" are a constituent part of the fellowship award. The German-language text of the "Guidelines and Information of the Kohli Fellowships" ("Richtlinien und Hinweise zu dem Kohli Fellowship") is binding; the English-language text is merely a translation.

Should the above-stated guidelines and obligations fail to be respected, the Kohli Foundation for Sociology reserves the right to revoke the granting of the fellowship in part or full, cease paying further fellowship benefits, or demand the repayment of the research fellowship, including collateral allowances and benefits. This also applies if the Kohli Fellow has made or makes false claims in his or her application or

during the period of sponsorship, or when other serious facts emerge which would have militated against the granting of the research fellowship had they been known to the selection committee at the time. In the event of research ethics violations or other misconduct, the Kohli Foundation for Sociology reserves the right to initiate sanctions based on the procedures of other science funding bodies (e.g. Alexander von Humboldt Foundation).

If the Kohli Foundation for Sociology terminates the research fellowship, payment of the fellowship grant is discontinued. If incorrect information has been provided regarding significant facts or if such facts have been concealed, the received amounts must be repaid from the beginning and according to the stipulations of §49a Paragraph 3 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz, VwVfG) at an interest rate of five percentage points above the base interest rate according to §247 of the German Civil Law Code (Bürgerliches Gesetzbuch, BGB) per annum. In other cases where the research fellowship is terminated by the Kohli Foundation for Sociology, the received amounts must be repaid from the time at which the reason for termination occurred, and corresponding interest paid. If the reason for termination does not lie with the research fellow, he or she may retain any funds paid by the Kohli Foundation for Sociology up to the point of termination of the fellowship.

The Kohli Foundation for Sociology reserves the right to amend the "Guidelines and Information on Kohli Fellowships" at any time, provided that the amendments, while taking due account of the interests of the Kohli Foundation for Sociology, are reasonable vis-à-vis the research fellows. Amendments will be announced to the Kohli fellow in writing well in advance. Amendments are considered to have been approved if the Kohli Fellow has not lodged an objection in writing within four weeks. In event of an objection, the Kohli Foundation for Sociology reserves the right to cease sponsorship within a reasonable period of time.

The sole legal venue is Berlin/Germany. German law applies exclusively without conflicting rules.