To: Graduate Assistants in applicable departments/programs
From: Monica Corbett
Date: September 3, 2024
RE: **2025-26 DAAD Study Scholarships and/or Research Grants**

<p align="center">**DEADLINE TO SGSPA: OCTOBER 10, 2024**</p>

The German Academic Exchange Service (DAAD) is a publicly funded independent organization of higher education institutions in Germany. Among many other funding opportunities, DAAD offers research grants and/or study scholarships for students with at least a Bachelor's degree to either study or do research in Germany. This memo is for circulation to your current post-doctoral fellows, graduate students and if applicable 4th year undergraduate students in your department/program.

(NOTE: There is a separate DAAD Undergraduate Scholarship Program to support undergraduate US and Canadian students interested in studying, doing research, or completing an internship in Germany. Applicants to this program apply directly to DAAD. Application details and eligibility requirements are here: https://www.daad-canada.ca/en/study-research-in-germany-2/study-in-germany/undergraduate/

PROGRAM DESCRIPTIONS

Note: All funding will start as of October 1, 2025.

The School of Graduate Studies and Postdoctoral Affairs (SGSPA) administers applications for the DAAD competitions for:

Study Scholarships: awarded to highly qualified graduating 4th year undergraduates, recent graduates and graduate students of all disciplines[1] to provide the opportunity to study in Germany, or complete a postgraduate or Master's degree course and obtain a degree from a German higher education institution. Graduate study scholarships are granted for one academic year (10 months) with the possibility of a one-year extension for students in degree-granting programs to complete a full degree course in Germany. The duration of the Study Scholarship is between 10 and 24 months depending on the length of the chosen study programme. Scholarship funding periods must start as of October 1, 2025.

Applicants in all academic fields are welcome to apply. Complete details on eligibility requirements and other terms of this scholarship, and the mandatory online application, can be found on DAAD's website, here: https://www.daad-canada.ca/en/study-research-in-germany-2/study-in-germany/graduate/

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[1] DAAD has separate funding competitions, processes, and deadlines for applicants in the fields of Architecture, Music, Performing Arts, Fine Art, Design/Visual Communication, and Film. Applicants in these fields apply directly to DAAD, not through SGSPA. More information: https://www.daad.de/en/studying-in-germany/scholarships/music-art/

Research Grants: awarded primarily to highly qualified PhD candidates or Post-Doctoral fellows who are early in their academic/professional careers OR to individuals wishing to earn a doctoral degree in Germany. Funding may also be granted to recent PhDs who would like to conduct research. Graduate students should be enrolled full-time in an accredited graduate program. For PhD students who apply for this funding, no more than 3 years should have passed since receiving ABD (All but Dissertation) status. Doctoral and Post-doctoral applicants may also apply. All academic disciplines are eligible. Doctoral candidates wishing to complete their degree in Germany may receive up to three one-year extensions. Funding periods must start as of October 1, 2025 and could be between 2 and 12 months, depending on the research grant program applied to. Complete details on eligibility requirements and other terms of the research grants, and the mandatory online application, can be found on DAAD's website, here: https://www.daad-canada.ca/en/study-research-in-germany-2/research-in-germany/

NOTE: In exceptional cases students, 4th year undergraduate students, or master's degree students who are not yet admitted into a PhD program by the application deadline but will be admitted by the beginning of funding are eligible. In this case, students must submit the confirmation of admission later.

ELIGIBILITY REQUIREMENTS

- Applicants in all academic fields are welcome to apply, but DAAD does have restrictions on support for studies/research in medicine and medicine-related fields (such as dentistry, pharmacy, etc.)
- Applicants should have a well-defined study project that makes a stay in Germany essential.
- German language ability is not a requirement for this grant, however students should demonstrate language skills commensurate with their study and research needs.
- Applicants may not hold a DAAD grant and a grant from another German or German-American organization/German-Canadian organization concurrently for the same project. Prior recipients of a DAAD grant should contact DAAD New York before applying to determine their eligibility status.
- DAAD Study Scholarships in artistic fields (such as Music, Film, etc.) and Architecture, have additional, special eligibility requirements, and a different deadline and submission process. For additional application guidelines for these fields, please search *for Study Scholarships - Master Studies for All Academic Disciplines* in DAAD's Scholarship Database.

Graduate applicants: Graduate students may apply at any point in their graduate studies at Queen's University. Applicants should be US or Canadian citizens enrolled full-time in a graduate degree program at Queen's University. Foreign nationals may apply if they have been full-time graduate students at an accredited US or Canadian university for more than one academic year at the time of application. However, all foreign nationals must contact DAAD New York before

applying to determine their eligibility status. Contact information can be found here: https://www.daad.org/en/home/contact/

Undergraduate applicants: Undergraduate students should apply in their senior (final) year of undergraduate study at Queen's University, for a Study Scholarship. Undergraduates are NOT eligible to apply for Research Grants. Graduating seniors applying for this program must be enrolled full-time at the time of application. Applicants must have completed at least a Bachelor's degree prior to beginning their study in Germany. The academic year abroad should begin immediately following the completion of their degree. Undergraduate applicants must be US or Canadian citizens enrolled full-time in a degree program at an accredited US or Canadian university. Foreign students are eligible to apply if they have been enrolled full time in a degree-granting program for at least two years. All foreign nationals must contact DAAD New York before applying to determine their eligibility status.

GUIDELINES FOR ALL APPLICATIONS

ONLINE APPLICATION: The online application portal is on DAAD's website. Applicants should review all instructions before applying. Applicants **must** complete the online application, submit it to DAAD via the application portal, **AND** provide a PDF of the completed application to the SGSPA, along with all supporting documents by the deadline of October 10, 2024.

Please consult the FAQ page here: https://www.daad.org/en/find-funding/faq/faq-study-scholarship-and-research-grants/ for useful advice and instructions.

CHECKLISTS: Applicants should follow/download the applicable **checklist** to make sure their application is complete. The checklist is part of the online application database. The two applicable checklist are also attached to this memo (see below).

REFERENCE LETTER: One signed reference form from a university professor in the applicant's major subject or discipline is required. This letter can be uploaded by the applicant as part of the online application process.

NOTES:
1. The application is only complete when DAAD has received the complete electronic application via the online portal. Please note that incomplete or late applications will not be accepted.

2. Applicants receive an email confirming successful submission of the online application to the DAAD portal. Applicants must provide this email as proof that their application has been successfully submitted to the portal, with the copy of the application submitted to the SGSPA, by October 10, 2024.

3. For either the Study Scholarships or Research Grants competitions, currently registered final year undergraduate students, or currently registered graduate students at Queen's University or

current post-doctoral fellowship holders at Queen's University, must submit a PDF of their complete application to the SGSPA by October 10, 2024.

EVALUATION CRITERIA AND INTERNAL ADJUDICATION PROCESS: As a partner university with DAAD, Queen's University may nominate one "priority candidate" for these competitions. The priority candidate will be placed in a separate application pool in the DAAD national competition. Even with this status, competition for the limited number of awards is still very strong.

An ad hoc committee of the SGSPA will evaluate all eligible applications using the same key criteria that the DAAD Selection committee will use. The criteria are listed on DAAD's website: https://www.daad.de/en/studying-in-germany/scholarships/information-for-scholarship-applicants/#procedure

Although Queen's can only nominate one priority candidate, all other, non-nominated, eligible applications will still be considered by DAAD, in the general competition. Also it is possible to apply directly to DAAD after October 10, 2024 and up until DAAD's deadline of October 31, 2024.

MORE INFORMATION AND ASSISTANCE:
There is a manual with instructions about using the DAAD application portal, here: https://www.daad.de/sapportal/hilfe/hb_download/PBF_en.html

If an applicant cannot find assistance from all the website materials, they should contact DAAD's program office. Contact information can be found here: https://www.daad.org/en/home/contact/

THE DAAD INFORMATION POINT TORONTO: The DAAD Information Point Toronto is dedicated to serving the needs of students and faculty in Canada. It promotes study and research in Germany, advises local students on funding opportunities, and builds ties between German and Canadian universities. The Centre is open for consultation and by appointment. The website is: https://www.daad-canada.ca/en/about-us/who-we-are/daad-canada

SUBMISSION OF APPLICATIONS: Applicants will submit the PDF of their complete application with all required attachments to Erfanieh (Erfan) Aghdasi, SGSPA by email: aghdasie@queensu.ca **NO LATER THAN OCTOBER 10, 2024.**

Thank you for your assistance. Please let potential applicants know they can contact Erfan Aghdasi (aghdasie@queensu.ca) or me (corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,

Monica Corbett
Director, Admissions and Student Services,
School of Graduate Studies and Postdoctoral Affairs

DAAD North America: Application Checklist for Research Grants in Germany

Please use the following list to ensure you submit a complete application. **These guidelines are region specific for North American applicants only. You will find that some details on the application portal and the DAAD Bonn website will differ from this document, such as the maximum number of pages for application documents; the instructions on this checklist supersede any conflicting information potentially found elsewhere.** Certificates, proof of credits, certifications and translations maybe scanned in non-certified form, and uploaded to the DAAD portal.

✓	>>>> **Submit online** (documents to be uploaded to the DAAD portal)
	1. Online application form (please register for the Online Portal via DAAD scholarship database)
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. List of publications (max. 5 pages), if applicable
	4. Description of academic and personal reasons for your planned project in Germany (letter of motivation: 1-2 pages), answering the following question: What do you hope to gain from your project in Germany (personally, professionally, for your career)?
	5. Extensive and detailed description of the research proposal (max. 5 pages) which has been discussed with the academic adviser and a description of previous research work.
	6. Schedule of planned research work
	7. Proof of admission to doctoral studies: • for currently enrolled doctoral students, Nr. 10 below (all university transcripts) fulfills this requirement. • for those who will be enrolled by the beginning of funding but not at the time of the application deadline, please upload a confirmation of admission before the funding starts.
	8. Letter confirming supervision by an academic adviser in Germany, which refers to the applicant's proposal and confirms that the host institute will provide a workplace.
	9. University degree Certificate(s), if applicable (e.g. Bachelor or Master)
	10. Transcripts of ALL university studies; make sure that individual grades are listed as well as the explanations of the grading system (which are usually on the back). • Doctoral level transcripts (if applicable) • Master's level (or JD) transcripts (if applicable) • Undergraduate transcripts

	11. DAAD language evaluation form / Sprachnachweis (download under "application requirements" on respective funding page): If you have any knowledge of German, submit this document signed by a faculty member (professor or teaching assistant) of the German department at your institution. If you have no knowledge of German and your research language in Germany is English, be sure to submit this certificate anyway, indicating that your research language is English, and write at the top "No knowledge of German." (Please note that German is not a requirement for the Research Grant.)
	12. One recent, supporting letter of recommendation from a university professor in your major subject or discipline. Please regard the instructions given on the tab **'Submitting an application'** for uploading the recommendation. As an alternative, in the current application procedure the recommendation can be sent to the DAAD New York office by post rather than uploading it on the portal.
	❖ **Please disregard the following requirement on our head office's website:** Other documents you think might be of relevance to your application (e.g. certificates of employment, proof of placements).

Please note

- Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete.

- The portal will close automatically at **MIDNIGHT Central European Time (6 PM EST/5PM CST/4PM MTN/3PM PST) on the deadline date.** Applicants are advised to start the application process at least one week before the closing date.

DAAD North America: Application Checklist for Study Scholarships of All Academic Disciplines

(excluding architecture and artistic fields e. g. music, fine art, performing arts)

Please use the following list to ensure you submit a complete application. **These guidelines are region specific for North American applicants only. You will find that some details on the application portal and the DAAD Bonn website will differ from this document, such as the maximum number of pages for application documents; the instructions on this checklist supersede any conflicting information potentially found elsewhere.** Certificates, proof of credits, certifications and translations maybe scanned in non-certified form, and uploaded to the DAAD portal.

✓	>>>> **Submit online** (documents to be uploaded to the DAAD portal)
	1. Online application form (please register for the Online Portal via DAAD scholarship database)
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. Study proposal (max. 3 pages): should include a narrative about academic and personal reasons for the planned study explaining why a particular program has been chosen and how it will further your educational and career goals. No format restrictions regarding font, spacing and paragraphs.
	4. **Letter of admission to a study program in Germany:** If this is not available at the time of the application deadline, this can be subsequently submitted before the scholarship-supported study program begins.
	5. Information about your preferred master program: Additional info for master's degree applicants: • **Applicants who will be starting their master's program in Germany**: when completing the DAAD recommends listing up to 5 potential degree programs to avoid a situation in which you are granted a scholarship but end up not getting accepted into a master's program. However, when writing your proposal, you should focus on your first choice, and briefly mention additional programs at the end of your proposal. **OR** • **For a study period in Germany as part of an American or Canadian postgraduate or master's degree:** submit proof that the academic credits earned in Germany will be recognized by your home institution (e.g. letter from your department).
	6. University degree certificate(s), if applicable (e.g. Bachelor or Master): If your studies have not been completed at the time of the application deadline, the certificate must be submitted before the scholarship-supported study program.
	7. Transcripts of ALL university studies, making sure that individual grades are listed as well as the explanations of the grading system which are usually on the back.
	8. DAAD German language evaluation form / Sprachnachweis (download on respective funding page): If you have any knowledge of German, submit this document signed by a faculty member (professors or teaching assistants) of the German Department at your institution. If you have no knowledge of German and your study language in Germany is English, be sure to submit this certificate anyway, indicating that your study language is English, and write at the top "No knowledge of German".

	9. One recent, supporting letter of recommendation from a university professor in your major subject or discipline. Please regard the instructions given on the tab **'Submitting an application'** for uploading the recommendation. As an alternative, in the current application procedure the recommendation can be sent to the DAAD New York office by post rather than uploading it on the portal.
	❖ **Please disregard the following requirement on our head office's website:** • Other documents you think might be of relevance to your application (e.g. certificates of employment, proof of placements). • Proof of knowledge of language(s) of instruction in the chosen study program (should be no older than 2 years)----not applicable for "Native speakers of English"

Please note

- Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete.

- The portal will close automatically at **MIDNIGHT Central European Time (6 PM EST/5PM CST/4PM MTN/3PM PST) on the deadline date.** Applicants are advised to start the application process at least one week before the closing date.

- The application documents remain with the DAAD. Your personal data is saved by the DAAD in accordance with the Federal Data Protection Act and with the EU Data Protection Regulation insofar as this data is needed to process the application.