

GUIDELINES FOR APPLICATION SUBMISSION

STIFTUNG CHARITÉ CLINICAL FELLOWS 2025

Please consider all requirements and regulations of the program as listed in the [program information](#) available online.

Please submit the application either in German or English language. Please use German or English consistently.

Please pay attention to the application deadline mentioned in the program information online. Once you have submitted your application, it is no longer possible to make modifications or send a revised version.

Deadlines and Dates for Clinical Fellows 2025:

July 22, 2025, 1:00 PM	Application deadline
November 2025	Announcement of funding decisions
December 1, 2025	Earliest possible start of funding

For questions related to the program, please contact Dr. Inga Lödige (E-Mail: loedige@stiftung-charite.de; Telefon: +49 (0)30 450 570 – 577).

Technical Information:

Applications for the Clinical Fellows 2025 are to be submitted exclusively via the [BIH online portal](#). If you do not yet have login credentials, please register using the following [web form](#). Login credentials will be sent to you no later than the beginning of the next business day. Please request your credentials well in advance of weekends and the application deadline on July 22, 2025. Please change your password upon first login.

You can save your draft and continue editing later; the application remains editable online until it is finalized and submitted. When you save your application, you will receive an email with a link to your application. Alternatively, you can click on "My applications" on the portal's homepage. Under "My draft applications," you will find your saved application.

A current draft can be generated as a PDF at any time via the "Submit" tab (>„Download current version as pdf“) in the portal.

Once the application is submitted, you will receive a confirmation email.

The BIH makes the following recommendations for optimal use of the portal:

- Use Google Chrome when accessing the application portal.
- Save your work regularly, using the "save" button in the top left corner of the screen.
- Do not edit your application on multiple devices at once.
- Allow sufficient time for saving and submitting the application, especially after uploading documents. The upload of documents and final submission can take up to five minutes. Please keep your browser open during this time and do not leave the page.

In case of technical issues, please contact: portal@bih-charite.de

1. Application

The following information will be required via the online portal:

Personal details of the **applicant** (= grant recipient) (including full name, academic title, institution, Charité Centrum if applicable, department or clinic, position, mailing address, email address and and phone number).

Details of **responsible director of clinic/department** (including full name, gender, academic title, institution, Charité Centrum if applicable, department or clinic, position, mailing address, email address and and phone number).

Details of **responsible director of CharitéCenter** (including full name, gender, academic title, institution, Charité Centrum if applicable, department or clinic, position, mailing address, email address and and phone number).

Details on **employment periods and activities as a senior physician**, including previous periods of employment (from-to) as a senior physician, or in lieu of a senior physician / as acting senior physician.

Scope of **current employment as a senior physician**, stated as a percentage of a full-time equivalent (FTE), with a breakdown of clinical and academic responsibilities (each in percent).

Project details, including:

- Project title (max. 120 characters)
- Field of research (Please specify the corresponding scientific subject area of the project as defined by [the German Research Foundation \(DFG\)](#).)
- Applied type of funding (multiple selection possible):
 - o knowledge acquisition / personal continuing education (e.g. attendance of specialized scientific or clinical further training programs, regular participation in academic events or training on the job measures)
 - o knowledge exchange with other academic medical centers or relevant stakeholders in the scientific and healthcare system, nationally or internationally (e.g. observerships or other knowledge transfer projects)
 - o knowledge transfer (e.g. university courses and lectures or new education formats, information events for the wider public, innovative dissemination projects provided that they exceed the conventional publication of scientific results)
 - o academic projects, provided that they are strongly application-oriented and accompanied by above mentioned measures of knowledge acquisition, knowledge exchange, or knowledge transfer (please also select)
- Proposed project start and end date
- Project summary (max. 1,800 characters) (Please provide a detailed project description as attachment 3 and provide a summary here.)

Requested funding (in EUR). Please prepare a budget plan (as part of attachment 3) and enter the details in tabular form in the online portal. Include both personnel costs and consumables, broken down into own resources and funding requested from Stiftung Charité. Personnel costs may be requested for: (in case of full-time employment) coverage of the Fellow's release time through clinical replacement staff, (in case of part-time employment) increasing the Fellow's own position by up to 25 percent of a full-time equivalent, and alternatively or additionally for hiring scientific and/or technical personnel to support project implementation.

2. Documents to be submitted

Please prepare the following documents and upload them as individual PDFs in the portal under **"Anlagen/Attachments"**.

The BIH offers these technical recommendations:

- Please create your PDFs using Adobe and/or Microsoft Office software.
- Ensure that the PDF documents are not password-protected and do not use PDF portfolios. If a PDF contains a digital signature, please print it as a PDF file, or print it out and scan it as a PDF.
- Failure to follow these instructions may result in your application not being processed correctly.
- Please allow time for the upload to complete and for the upload window to close. A green bar reading "Document uploaded successfully" will appear.

Attachment 1: Information about clinical and academic qualifications and experiences

- Curriculum Vitae
- If existing and relevant to the application, list of five max. own publications that are, in own estimation, most important for the project; no complete list of publications may be submitted

Attachment 2: Description of own medical responsibilities in relevant clinic/department and focus areas in medical care during the last five years (max. 2 pages, font size 12, Arial)

Attachment 3: Description of the proposed project, including information on the following aspects (max. 5 pages, font size 12, Arial):

- Motive, content, and objective of planned project in the area of research, teaching, transfer, and/or training
- Expected benefit of project to the own medical work in the respective clinical context
- Schedule
- Detailed budget

Attachment 4: Commitment of the responsible clinic/department director and CharitéCenter director

Please complete the [following form](#) and have it signed by the responsible clinic/department director and CharitéCenter director.

Attachment 5: (if applicable) Additional documents, if needed.

Lastly, fill out the "Erklärungen/Declarations" tab and click "submit".

You will receive an email confirming your submission.