

Reimar Lüst Award for International Scholarly and Cultural Exchange

Guidelines for completing the nomination

(For further details please refer to our [FAQs](#).)

Required documents and attachments:

- a) Fully completed nomination form
- b) Personal statement by the nominator (laudation, academic appraisal)
- c) Information on the invitation to Germany
- d) Expert references
- e) List of key publications
- f) List of the nominee's publications

Please submit your nomination by **30 April 2012**.

The Selection Committee Meeting is held in November 2012.

All nomination documents have to be written in **German or English**. Please do not use any folders, sheet protectors or staples.

Please send single copies of all documents by post to:

Alexander von Humboldt Foundation

Selection Department
Jean-Paul-Straße 12

53173 Bonn
Germany

for a) Nomination form

Please fill out the [form](#) **completely**, paying special attention to the following aspects:

- Nominations for the award may be made on behalf of highly respected individuals in academia from abroad who, as multipliers in and through the field of academic studies, have made an exceptional contribution to the enduring promotion of bilateral relations between Germany and their own countries, and whose overall record is characterised by:
 - 1) their contributions to the promotion of cultural and academic relations between their home country and Germany in the humanities and social sciences, such as
 - academic achievements in a bilateral context, translations or transfer of academic traditions from and to Germany
 - building academic collaboration, informal or formal networks, such as initiating academic exchange, establishing bi- or multinational graduate schools or institutes for advanced study
 - 2) and / or their interdisciplinary contributions to promoting cultural and academic relations between Germany and their country of origin, such as
 - promoting bi- or multilateral institutional collaboration or
 - bi- or multicultural rebranding of outstanding academic institutions and organisations (e.g. in their role as science managers, such as rectors, or presidents)

- Nomination entitlement: An established academic working at a university or other research institution in Germany or a German research institution abroad must take the initiative to nominate a candidate for the Reimar Lüst Award. Institutional nominations may be made by German university presidents or rectors, directors of research institutions in Germany, or presidents and chairpeople of organisations for the promotion of science and scientific academies in Germany. **Self-nomination is not possible.**
- Points 6, 7 and 8: Please start with the conferral date of the doctoral degree and enter only the information that is requested on the form. An additional detailed curriculum vitae is not required. Please just enter longer-term absences and only cite internationally recognized top-level awards. Information on amounts of research funding raised is not required.
- Point 9: The key terms describing the nominee's research area serve to identify suitable independent peer reviewers. Please bear this fact in mind when selecting the terms.
- Point 10: Please provide a brief description of the nominee's previous achievements as a multiplier (maximum of 20 lines). This information will be used for quick reference by the interdisciplinary Selection Committee and does not replace the laudation. Please attach the laudation as a separate document (see section b).
- Point 11: Please name the nominee's research area(s) using the [research area index](#) that is available online.
- Point 11a: Please provide a brief description of the areas of the nominee's academic work to date (maximum of 20 lines).
- Point 12: Please provide a brief statement (maximum of 20 lines) on how you expect the award to stimulate the form and intensity of collaboration, academic exchange, or possible outcomes. This information will be used for quick reference by the interdisciplinary Selection Committee. Provide a brief summary of the "Information on the invitation to Germany" that is required in section c.
- Point 13: The timing of the stay in Germany that is an inherent part of the award can be arranged flexibly between the award winner and his chosen host. As a rule, a potential stay can begin no earlier than two months after the selection decision. Any indications you can make concerning possible dates for the stay in Germany will help the Alexander von Humboldt Foundation in planning and providing administrative support with regard to visa etc.

for b) Personal statement by the nominator (laudation, academic appraisal)

Minimum of two pages

The laudation serves to illustrate the nominee's international excellence from the **nominator's point of view**. You should make a convincing statement why your nominee is the right candidate for the Reimar Lüst Award for International Scholarly and Cultural Exchange. Please address the following aspects, in particular:

- Portray the nominee's international reputation and his or her overall personality.
- What is your assessment of the nominee's impact on the academic environment in Germany and the country of origin?
- Describe any achievements in bilateral collaboration that can be ascribed directly to the nominee.
- Explain how these achievements have significantly helped promote academic and cultural relations between Germany and the country or region of origin.
- Describe the nominee's current activities, in particular those of the past five years.

In addition to the laudation, you may provide supporting letters by up to two additional academics. Such a supporting letter – not to be confused with the expert reviews – should only be sub-

mitted by academics who plan to collaborate directly with the nominee in Germany. They should be sent to the Alexander von Humboldt Foundation. The success of a nomination, however, does not depend on the support of other academics. Please notify us in writing from whom we should expect supporting letters. If the award is conferred, the winner is free to select his or her collaborative partners in Germany regardless of whether they were nominators or co-nominators. They may not even have been involved in the nomination.

for c) Information on the invitation to Germany

Up to two pages, please do not submit a research plan here.

The purpose of a Reimar Lüst Award for International Scholarly and Cultural Exchange is to stimulate the award winners to intensify their activities as multipliers as well as their academic relations with specialist colleagues in Germany, and to come to Germany for an extended period of time (or several shorter periods) to pursue appropriate actions. Therefore, please also explain:

- your expectation of how the award will strengthen bilateral academic or cultural relations between Germany and the country of origin in the long term
- shared research interests of nominee and nominator
- the nominee's potential projects or ideas in collaboration with the nominator or other specialist colleagues in Germany

for d) Expert references

- Please forward our list of questions to three expert reviewers of your choice and ask them to send their references **directly** to the Humboldt Foundation. You can find the programme information and the list of questions online at our [website](#). The Humboldt Foundation requires **one** reference from an academic based in Germany and **two** references from academics who are permanently based abroad. **Please understand that we cannot take into consideration any additional references that may be submitted in connection with your application.**
- Please refrain from naming any expert reviewers who are based at the nominee's or your own institution. Please select a diverse international group of expert reviewers as proof of the nominee's international reputation. The expert reviewers should be internationally renowned colleagues themselves.

for e) List of key publications

Please name three to five key publications from the nominee's complete works and state why each of these key publications is of particular significance (e.g. scientific breakthrough of fundamental importance).

for f) List of the nominee's publications

- You must provide a complete, chronologically ordered list of the nominee's academic publications over **the past ten years** (stating all the authors, title, publisher/journal, edition, **first and last page number**), including any published conference presentations and patents.
- As proof of the nominee's achievements as a science manager you may, in addition to the customary list of publications, also add articles, reports or evaluations about the research institution, activities, or collaborations. Please list these separately from the list of academic publications.

As of 1/2012