

Please complete in full and, upon signing a contract, **return to the DFG immediately!**

Questionnaire for DFG Research Grant Personnel

1. General information

DFG ref. no.	
Employee's surname, first name (maiden name, if applicable; academic title)	
Date of birth	Marital status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced since

2. Only to be completed by research staff

Subjects studied (please underline the principal subject)			
Exams taken	Date	Location	Examiner
Do you intend to pursue a doctorate <input type="checkbox"/> Yes <input type="checkbox"/> No			

3. Only to be completed by non-research staff

Qualified as	date
Officially recognised as	date

4. Complete professional history (since graduation or completion of vocational training, continue on a separate sheet if necessary)

Employed from	to	as	Employer	Please give ref. no. of DFG funding

Date of entry	Employed as
Detailed job description	

6. A private employment contract was signed according to

DFG model contract 41.02 (only applicable for employees according to BAT-West or for workers according to MTArb-West)

DFG model contract 41.021 (only applicable for employees according to BAT-East or for workers according to MTArb-East)

for the period

from	to	date	(an indefinite term employment contract may not be concluded)
Salary scale BAT BAT-O	Pay scale MTArb MTArb-O	<input type="checkbox"/> full-time	part-time employment with regular weekly working hours <input type="checkbox"/> half time <input type="checkbox"/> ___ hours per week of the full-time working hours specified by collective agreements

7. Only to be completed by research assistants with a degree (if no contract according to BAT/BAT-O has been concluded)

A private employment contract according to the institute's model contract for research assistants with a degree has been signed for the period

from	to	date	working hours _____ hours per week/month	remuneration at the university rate Hourly rate _____ EUR Monthly total _____ EUR
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8. Only complete for grants awarded to an institution (only applicable to certain institutions under private law)

There is There will be agreement reached on a contract for employment with the institute administration based on

the BAT/BAT-O or MTArb/MTArb-O

the applicable pay rates at the institute (in such cases each payroll account should be accompanied by details of the actual amount paid)

9. Only complete for cases handled via a separate account

Basic salary scale rate _____ BAT/ BAT-O	Monthly pay group _____ MTArb/ MTArb-O
Age group _____ EUR	Local pay scale _____ level ²⁾ _____ EUR
Local allowance ¹⁾ _____ EUR	Social bonus ¹⁾ _____ EUR
General allowance _____ EUR	General allowance _____ EUR
Allowance according to § 33 BAT(type of allowance) _____ EUR	Allowances (type of allowance) _____ EUR
Capital formation savings payment by employer _____ EUR	Capital formation savings payment by employer _____ EUR
Gross monthly income _____ EUR	Gross monthly pay _____ EUR

¹⁾ Please attach the "Statement on local allocation / social bonus (Erklärung zum Ortszuschlag/Sozialzuschlag)".

²⁾ According to § 24 MTArb, employment will begin on the _____.

If the employee was a civil servant paid according to the BAT scale previous to this agreement:
Pay group _____ BAT/ BAT-O basic salary in age bracket _____.

10. I hereby confirm that the information given above is complete and correct. I agree to inform the Deutsche Forschungsgemeinschaft **immediately and in writing** of any changes in the details provided in this form.

Signed, date

Signature of the funding recipient

For office use only

- Details have been checked
- To be filed

Date, assistant's initials, I-FIN-2