

Please fill in the application form typed or in block letters

To the  
Berlin State Library  
- The Director General -  
Potsdamer Str. 33  
10785 Berlin

**Application  
for a Research Grant of the Prussian Cultural Heritage Foundation  
at the Berlin State Library**

**1. Personal Data**

Surname, first name \_\_\_\_\_

Date and place of birth \_\_\_\_\_

Private address \_\_\_\_\_

Telephone \_\_\_\_\_

Business address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Nationality \_\_\_\_\_

**2. University Education**

University	City	From...until	Subjects / Fields of study (underline major subject)

**3. Academic Examinations and Degrees**

(If several specifications can be made, please indicate these on a separate sheet)

University / city

Academic degree / title

Subject area

Date of examination / date degree was conferred

Grade

Form, extent and topic of the final examination (cumulative procedure; oral examination; final written examination; written work such as thesis, monograph, doctoral thesis, habilitation, postdoctoral thesis etc.)

Has the work been published? If so, please provide information on the publication.

**4. Professional Record**

Period	Institution	Function / Position

**5. Research Project to be Supported by the Grant**

a) Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Synopsis \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Reasons for applying for a research residency at the Berlin State Library; if possible, specify the collections / materials at the Berlin State Library that are of relevance for your project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Duration and Category of the Research Grant**

- a) For what period (max. 3 months) do you require a grant?
- b) When would you like to begin your research in Berlin (please give an alternative date)?
- c) For which grant category (a or b) are you applying?

## 7. Other Grant Applications

Have you applied for other grants for this project? If so, at which institutions? \_\_\_\_\_

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Approvals of other grants for this period are to be indicated immediately.

## 8. Application Documents

The following application documents are enclosed with this application:

- |  |          |
|--|----------|
| a) Tabular curriculum vitae  | yes / no |
| b) Two letters of recommendation by academic teachers (for doctoral candidates)                | yes / no |
| c) List of publications  | yes / no |
| d) Copies of university diplomas and certificates indicating the conferral of academic degrees | yes / no |
| e) Detailed exposition of the research project   | yes / no |

## 9. Data Protection

Please note the data protection information attached in the appendix.

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City, date

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Signature

## **Privacy policy for the processing of personal data in your scholarship application**

Personal data will be processed in the course of your scholarship application. We would like to inform you about this data processing.

### **1. Responsible office**

Stiftung Preußischer Kulturbesitz (SPK)  
Von-der-Heydt-Strasse 16-18  
10785 Berlin  
Germany  
Phone: +49 (0)30 266 412889  
E-mail: [info@hv.spk-berlin.de](mailto:info@hv.spk-berlin.de)  
Website: [www.preussischer-kulturbesitz.de](http://www.preussischer-kulturbesitz.de)

### **2. Data protection officer**

Data Protection Officer  
Stiftung Preußischer Kulturbesitz  
Von-der-Heydt-Strasse 16-18  
10785 Berlin  
Germany  
Phone: +49 (0)30 266 412889  
Email: [Datenschutzbeauftragte@hv.spk-berlin.de](mailto:Datenschutzbeauftragte@hv.spk-berlin.de)

### **3. Purpose of data processing**

The data is processed for the selection of suitable scholarship holders.

### **4. Legal basis**

The legal basis for the processing is Art. 6 para. 1 lit. b DSGVO.

### **5. Storage location and storage period**

The data will be stored for six months after the selection of the scholarship holders. In the case of successful applications, the data will be stored for as long as is necessary for the implementation of the scholarship.

### **6. Recipients and authorised persons**

The data will not be passed on to third parties.

### **7. Rights of the persons concerned**

Under the conditions of Art. 15-18, Art. 20 DSGVO, you have the right to information, to the correction or deletion of your personal data and to the restriction of processing as well as to data portability.

Your right to erasure depends, among other things, on whether the data concerning you is still needed to fulfil legal tasks.

You also have the right to complain to a data protection supervisory authority about the processing of your personal data (Art. 77 DSGVO). The Bundesbeauftragte für Datenschutz und Informationsfreiheit (BfDI, Federal Commissioner for Data Protection and Freedom of Information) is responsible for the Stiftung Preußischer Kulturbesitz.