

## Guidelines for undertaking a MAX KADE Fellowship programme

### 1. TAKING UP THE FELLOWSHIP

The applications of the candidates nominated by the awarding committee for a MAX KADE Fellowship are forwarded to the Max Kade Foundation, which examines them and notifies the candidates of its decision in January of the following year at the earliest. The Foundation then approaches the head of the research institution at which the project is to be undertaken directly and requests that it fill out a *proposal form* and announce the date of the fellowship's commencement. Around two weeks before this official start to the project, the Foundation transfers the stipend to the research institution – the letter outlining the exact breakdown of the donation is also sent to the fellow. Since the fellowship is financed by a foundation based in the USA, the income must be taxed in the USA.

Please inform the Department of Fellowships and Awards of the OeAW in writing when you intend to take up your MAX KADE Fellowship.

### 2. REPORTING

Please send the Department of Fellowships and Awards of the OeAW a report on your scholarly work in the USA after your research stay has ended (see report form). The OeAW should not need to request this at the time.

### 3. NETWORK OF AUSTRIAN SCHOLARS IN THE USA

We would like to draw your attention to the service of the science department of the Austrian Embassy in Washington ([www.ostaustria.org](http://www.ostaustria.org)), which provides advice for Austrian researchers in the USA.

The association ASCINA, led by a network of Austrian scholars in North America, aims to provide direct support for junior researchers from Austria.

For further information please visit

[www.ascina.at](http://www.ascina.at)

For information on organisational matters relating to drawing your stipend, please do not hesitate to contact:

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