Definitions: The candidate is (case A) the preferred candidate of a PI (principal investigator) in one of the TR32 subprojects for a TR32-funded position, or (case B) a doctoral student at one of the institutions partaking in TR32 and working on a project in the scientific environment of TR32.

### Responsible

**Case A**
- Candidate / advisor

**Case B**
- Candidate

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### Procedure

1. **Case A**
   - Advisor is PI in TR32?
     - Yes
     - No
   - Contact PI of potential host subproject

2. **Application to coordinator**
   - Send application electronically to coordinator (irtg@tr32.de). Include: C V, educational certificates.
     - for case A: application letter
     - for case B: motivation letter explaining how project fits thematically in proposed subproject. (and support statement from PI of potential host subproject if applicable.)

3. **Document check**
   - Ask PI or candidate for any missing information.

4. **Send application to TR32 administration for inclusion in documentation for directorate meeting**

5. **Approve/decline application**

6. **Notify PI and candidate of directorate decision**
   - Where appropriate, notify PI of host project and/or administration.

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### Schedule

- prior to application
- usually before 15th of each month
- a.s.a.p.
- Before next directorate meeting
- In meeting
- As soon as directorate decision is available

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Next step in case of positive decision: Send new member & advisor “Start of membership” documentation according to SOP # TR32-IRTG-002

*1 In individual cases, the application can be send to the directorate directly by the coordinator for voting by email.