



## Financial support programme for female academics

### Funding directive Research Visits

As of: 22 Nov 2022

#### Purpose of funding:

As part of the specific measures to promote women in order to increase the proportion of female academics, research visits (especially abroad) of a maximum duration of three months are funded in addition to other regular research funding measures. The funding is provided within the framework of the **Programme for Women Professors III**.

#### Target group:

Female junior academics from all faculties of Ulm University who wish to pursue an academic career. Female junior academics are defined as academics who have not yet been appointed to a professorship or a junior professorship.

#### Call for submission:

The call is advertised via e-mail distribution lists (Res.UL, ProTrainU, Office for Gender Equality, Medical Faculty) and the Gender Equality website.

#### Scope of funding:

Research visits (especially abroad) of a maximum duration of three months that support the advancement of the applicant's academic career.

Amount of funding: as required, **max. EUR 3,000**

Travel costs (e.g. to cover flights, train journeys, visas), host institution fees, accommodation, etc. Daily allowance is paid for a maximum of 14 days only. The expected costs must be listed by means of a realistic estimate.

#### Requirements:

Female academics who have not yet received any funding for research visits from the financial support programmes for female academics are eligible to apply.

A completed degree (Master's degree; third part of the state medical examination) and an existing employment relationship with Ulm University/University Hospital at least until the end of the funding period applied for are required.

#### How to apply:

Submit your application for funding, fully completed and signed (signatures scanned), to Office for Gender Equality ([gleichstellungsbeauftragte@uni-ulm.de](mailto:gleichstellungsbeauftragte@uni-ulm.de)) along with all attachments in one pdf file.

Observe the following order of documents within the pdf file:

1. application form
2. statement by academic supervisor (if separate from form)



3. letter of invitation from host institution (content: name of applicant, dates of visit, details of cooperation)
4. applicant's CV (max. 2 pages)

#### Selection and approval:

Applications from the Medical Faculty are reviewed by the Commission for Gender Equality at the Medical Faculty, whereas applications from all other faculties are reviewed by the ProTrainU Board of Directors. In the following, the two commissions are referred to as "the selection committee".

#### Selection criteria:

- suitability of the requested measure for the advancement of the applicant's academic career
- proportionality of the requested funding amount
- identification and priority consideration of female academics from subjects in which women are particularly underrepresented
- consideration of all faculties

The selection committee informs the project coordination on the funding decisions made. Approval of applications and notification of applicants is done by the project coordination.

#### Travel expense report and reimbursement:

Research visits with a maximum duration of three months are classified as business trips; the usual travel expense regulations apply - see <https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen/>.

No down payments or any other advance payments can be granted from Programme for Women Professors funds.

Only the actual travel costs will be reimbursed, regardless of whether a higher amount was granted in advance. Cancellation fees, if any, cannot be reimbursed.

For the settlement of travel expenses, all documents necessary are submitted to Office for Gender Equality. Settlement and reimbursement is carried out by the University's HR Service, and by the University Hospital's HR Service as regards all members of the Medical Faculty.

Cut-off deadline: Travel documents must be submitted to Gender Equality Office no later than 6 months after the research visit has ended; in any case, for accounting and budgetary reasons, the deadline is **30 Nov 2023**. If this deadline is missed, the claims for reimbursement of costs expire.

Office for Gender Equality will check the documents, include the cost centre and forward the documents to HR service. The latter arranges for the approved funds to be paid into the account specified by the applicant.

#### **Regulations for members of the Medical Faculty:**

Ulm University Hospital's forms, regulations and processing methods apply as regards travel request, travel itself and reimbursement of travel expenses. Any unspent funds will be re-transferred to the University by Ulm University Hospital's third-party funding administration once the research stay has been settled.



**Final report:**

Within one month after the end of a research visit, a final report (file, see template on the Office for Gender Equality website) must be submitted.

22 Nov 2022

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Head of Project Co-ordination

Programme for Women Professors III