



FAQs

Project Start-up Funding (to pay for assistant positions, materials and equipment, remuneration of test persons)

as part of the Financial Support Programmes for Female Researchers (PPIII)

GOAL

What is the goal of the project start-up funding?

The goal is to actively encourage qualified female junior researchers to pursue a career in academia. This programme enables preparatory work for third-party funding applications in order to support female junior researchers in developing their personal research profile.

ELIGIBILITY

Who can apply for the funding?

This funding opportunity is for female junior researchers from all faculties who wish to pursue an academic career.

The definition of female junior researchers comprises female doctoral students, postdocs and researchers who are working on their habilitation and have not yet been appointed to a professorship or junior professorship.

Is there a time limit for submitting my application after having completed my doctorate?

No.

Can students receive this funding?

No.

TYPE OF FUNDING

What can the funding be used for?

- student or research assistant positions
- materials and equipment
- test person remuneration

Can a combination of these be applied for?

Yes.

What is the maximum total funding?

EUR 15 000.

Does the full maximum limit have to be applied for?

No.



Is the funding available in a separate third-party funding account?

University: No. The funding is processed via a cost centre of the Office for Equal Opportunities. You will be given access to this cost centre for the time of the funding period. Details are specified in the approval letter.

Medical Faculty/University Medical Centre: Yes. You will receive your project number and further information in your approval letter.

ASSISTANT POSITIONS

How do I calculate the costs for an assistant position?

University: See the website of Dept. III-1 HR Services 'Information on the employment and continued employment of student/research assistants' -> use these hourly rates to calculate your costs (<https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/hilfskraefte/kosten-2022-2023/>)

Medical Faculty/University Medical Centre: See details on the request form for hiring a student or research assistant (*Einstellungsantrag*) (http://intranet.uniklinik-ulm.de/fileadmin/Bereiche/BI/Vordrucke/Weitere_Personengruppen/Einstellungsantrag_WIHI_V20.pdf)

I don't know my future assistant and their qualifications yet. What pay grade do I use for the cost calculation?

Use the pay grade for a research assistant with a bachelor's degree.

After approval of the project start-up funding, what should I bear in mind when filling out the request form for hiring an assistant?

According to the guidelines of the Programme for Women Professors, the assistant must be assigned to the female researcher who receives the funding. Therefore, the following wording must be used verbatim (in German) as job description in the hiring request:

'Die o.g. Hilfskraft soll Frau (*name of the female junior researcher who receives the start-up funding*) am Institut/an der Klinik für (*institute or clinic as provided in the start-up funding application*) zugeordnet werden und gemäß Antrag Nr. X (*the reference number of your start-up funding application*), Förderprogramme für Wissenschaftlerinnen, folgende Aufgaben übernehmen:'

- [*Please state the tasks that you listed in your project start-up funding application*]

What is the cost centre for assistant positions?

University: This information is included in your funding approval letter.

Medical Faculty/University Medical Centre: This is the same as your project number.

MATERIALS AND EQUIPMENT

What is meant by 'materials and equipment'?

- consumables (e.g. laboratory supplies, gases, IT consumables)
- software



- literature
- publication resources
- devices up to EUR 10,000

What can this funding not be used for?

- congress and seminar travel, research visits
- devices > EUR 10,000

What are the regulations on ordering materials and equipment?

University: Upload invoice and delivery note to **FIORI** system; do not enter cost centre; reject payment of invoice; write in comment line: "Invoice part of project start-up funding *first name last name*, Financial Support Programmes for Female Researchers (PPIII). Payment by Office for Gender Equality. Contact: Martina Riegg". For orders via **framework contracts** (VWR, MTI, Kabuco) or internal university service providers (kiz, WWE, WWF), time-limited cost centre access applies; Office for Gender Equality will provide information.

Medical Faculty/University Medical Centre: The respective laws as well as the guidelines and specifications of Division III-5 Materials Management (*Bereich III-5 Materialwirtschaft*) of the University Hospital Administration apply.

How do I procure devices?

University: The regulations according to the *Handbuch für das Beschaffungswesen an der Universität Ulm* (handbook for procurement at Ulm University) apply https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Handbuch.pdf

Fill out Beschaffungsantrag (procurement application) and forward to Office for Gender Equality (not to Central University Administration!).

Medical Faculty/University Medical Centre: The respective laws as well as the guidelines and specifications of Division III-5 Materials Management (*Bereich III-5 Materialwirtschaft*) of the University Hospital Administration apply.

TEST PERSON REMUNERATION

How do I request reimbursement for test person remunerations?

University: See leaflet and form *Erstattung von Auslagen für Probandenvergütungen* (https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Auslagen/Formular.Merkblatt_Probandenverguetungen.pdf)

Please send the completed form together with the records of payment (https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Auslagen/Abrechnung_von_Auslagen_NEU_Formular2022.pdf) to the Office for Gender Equality.

Medical Faculty/University Medical Centre: The respective laws as well as the guidelines and specifications of Division III-5 Materials Management (*Bereich III-5 Materialwirtschaft*) of the University Hospital Administration apply.

APPLICATION PROCEDURE

How can I apply?

Please

- fill out the application form
 - including all necessary signatures (grey boxes p. 1: applicant and academic supervisor),
 - and save it together with all required documents
 - in the following order as one PDF file:
 1. signature page of the application form
 2. other pages of the Project Start-up Funding application form
 3. information on the project
 4. your academic history/career path
 5. statement of your academic supervisor
 6. other documents required for validation

- email the PDF file within the application period to Office for Gender Equality: gleichstellungsbeauftragte@uni-ulm.de

Who decides on the approval?

The Board of Directors of ProTrainU assesses and decides on the basis of defined criteria which applications will be accepted for funding.

Applications from the Medical Faculty are reviewed in advance by the Commission for Gender Equality at the Medical Faculty.

Who will notify me about the approval?

The Office for Gender Equality.

Do applications from the Medical Faculty also need to be submitted to the Office for Gender Equality?

Yes.

CALLS FOR PROPOSALS

How often are calls for this funding measure made?

Depending on the available annual budget, at least one call for proposals is made per year. However, please note that the funding period of the Programme for Women Professors III is limited in time.

FINAL REPORT

The final report must be submitted to the Office for Gender Equality within one month after funding has ended.

Form and content: see template on Gender Equality website; to be submitted by email

Length: max. 1 page