



## Financial support programme for female researchers

### Directive for travel funding (conventions, seminars, research visits)

As of: 18 May 2021

#### Purpose of the funding

As part of the specific support measures for the advancement of women in research, funding is available for business travel (to symposia, conferences, seminars - including online formats) and research visits (esp. abroad) in addition to other regular research funding. This initiative is part of the **Programme for Women Professors III**.

#### Who is eligible?

Outstanding female junior researchers in the doctoral phase who wish to pursue a career in research.

#### Scope of the funding

##### Academic symposia and conferences

Maximum amounts of funding:

Events <b>in Germany</b>	<b>max. EUR 750</b>
Events <b>in other European countries</b>	<b>max. EUR 1,500</b>
Events <b>outside Europe</b>	<b>max. EUR 2,500</b>
Events <b>in online format</b>	<b>max. EUR 500</b>

(incl. fees for conferences/symposia/conventions/workshops;

attendance fees for seminars are covered on top of the above-mentioned maximum funding amounts)

##### Research visits (especially abroad) that are conducive to the applicant's academic career

Scope of funding case-by-case, **max. EUR 5,000**

Travel expenses (e.g. flights, train travels, visas), registration fees of the research institution, semester fees, rent for accommodation etc. A per diem allowance is paid for a maximum of 14 days. Please list in your request a realistic estimate of the expected costs in tabular form.

In individual cases, funding in excess of the maximum amount of EUR 5,000 may be granted on special grounds (e.g. based on location or duration of stay).

#### Prerequisites

Travel funding for symposia and conferences or participation fees for online conferences and symposia are granted only for active contributions to the event (e.g. poster, talk). Please provide documentation of your abstract submission in the form of a confirmation of receipt from the conference organiser.

When requesting funding for a research visit, please enclose the letter of acceptance by the cooperation partner stating concrete dates.

When requesting funding for seminars and workshops, please attach a cost estimate with supporting documents to the funding request form.



### Travel expenses – claims and reimbursements

To claim your (travel) expenses, please submit the documents to the project coordinator (Office for Gender Equality). HR Services is responsible for the processing and reimbursement of expenses for business travels.

Claims and reimbursements of travel expenses are subject to the provisions of the Federal State Act on Travel Expenses (*Landesreisekostengesetz*; short: *LRKG*). Please also refer to the [leaflet](#) for business travels of division (*Dezernat*) III.

In the case of online formats, expenses are reimbursed after the event. Please submit the following documents to the project coordinator: Confirmation of participation, invoice, proof of payment, accounting [form for reimbursement of expenses](#)

### Research visits – final report

A final report summarising the success of the research visit is to be submitted to the project coordinator within one month upon completion of the measure. Please use the final report template for this purpose.

### Process

#### Announcement

- Funding requests for online events can be submitted for the duration of the travel restrictions due to the pandemic (currently until 31 October 2021).
- This travel funding measure (conventions, seminars, research visits) is announced three times a year.
- The announcement is made electronically via the usual email distribution lists (ProTrainU, Office for Gender Equality, Medical Faculty) as well as on the respective websites.

#### Applicants

- The fully completed funding [request form](#) (incl. signature of the academic supervisor and the required attachments) must be submitted to the project coordinator. All documents as PDF with scan of the signature
- The following documents must be enclosed as attachment:
  - o CV
  - o Business travel request Ulm University (for applicants of the Medical Faculty additionally: Business travel request University Medical Centre including approval note from the Human Resources Department of the Medical Centre (\*see below)
  - o Confirmation of receipt, confirmation of registration or cooperation agreement, depending on the requested measure (see above)
- After the funding measure: Timely submission of the (travel expenses) accounting form incl. all original receipts to the project coordinator
- Research visits: The final report (see downloadable form on the website of the Office for Gender Equality) must be submitted to the project coordinator in electronic form within one month after the end of the research visit.

#### Assessment process

- The selection committee for the requests from the Medical Faculty is the Commission for Gender Equality at the Medical Faculty, and the ProTrainU Board for all other faculties. In the following, these two committees will be referred to as 'the selection committee'.
- The selection committee assesses whether the requested measure benefits the advancement of the applicant's academic career.
- The selection committee examines the commensurability of the requested funding amount.
- Funding for online events offered in response to the pandemic will be assessed and endorsed by the project management based on the criteria listed below.



#### Assessment criteria

- Does the requested measure serve the advancement of the applicant's academic career?
- Is the requested funding amount commensurate?
- Female researchers in areas where women are highly underrepresented will be given priority consideration.

The selection committee then sends the funding decisions for all submitted requests to the project coordinator.

#### Project management and coordination

- The project coordinator checks the factual correctness of the requests as well as the submitted invoices and receipts.
- The project coordinator reports annually to the project management organisation (German Aerospace Center; short: *DLR*) and the German Ministry of Science, Research and the Arts (*MWK* – co-funding provider), and ensures that records and receipts of expended funds are documented in due manner.
- The project coordinator/finance department is responsible for notifications and amendment requests when granted funds were not used.
- Funding requests for online events offered in response to the pandemic will be assessed and endorsed by the project management based on the criteria listed below.

#### Central University Administration and administration of the University Medical Centre

The Central University Administration (HR Services/ division III and the finance department/division IV) is responsible for the accounting and reimbursement of travel expenses for all faculties. HR Services of the University Medical Centre is responsible for the additional approval of business travel requests for the Medical Faculty. (\*see above)

The approval of business travel requests as well as the processing and accounting of travel expenses are carried out in accordance with the Travel Expenses Act of Baden-Württemberg.

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Project management Programme for Women Professors III