



Financial support programme for female academics

Funding directive Research Visits

As of: 09 Jul 2025

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. This is a **gender equality programme of Ulm University**.

Target group:

Female junior academics from the faculties of Engineering, Computer Science and Psychology / Natural Sciences / Mathematics and Economics Ulm of 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 calls are advertised via email distribution lists and the Office for Gender Equality website.

Scope of funding:

Research visits (especially abroad) of a maximum duration of three months (90 days, including travel) that support the advancement of the applicant's academic career.

Amount of funding: as required, **max. EUR 5,000**

Travel costs (e.g. to cover flights, train journeys, visas), host institution fees, accommodation, etc. Reimbursement including a daily allowance (up to the maximum of the approved funding amount) may be applied for; the latter is to be claimed by employees 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) and an existing employment relationship with Ulm University or a scholarship based there until at least 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) 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 supplied as a separate document)



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:

The project coordinator checks whether the measure applied for is beneficial to the development of the applicant's academic career and whether the funding applied for is proportionate.

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 eligible faculties

The project coordinator approves the application and notifies the applicants.

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 advance payments can be made from gender equality funds, nor can invoices (e.g. from travel agencies) be settled directly via an Office for Gender Equality cost centre.

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.

Settlement and reimbursement is carried out by the University's HR Service.

Cut-off deadline: The travel expense report must be submitted to the Office for Gender Equality by the date specified in the approval letter. If this deadline is missed, any claims for reimbursement of costs from Gender Equality Funds will 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.

Final report:

Within one month after the research visit has ended, a final report (file, see template on website) must be submitted.

09 Jul 2025

Dr. Dorothea Güttel
Head of Project Co-ordination