



Financial support programme for female researchers

Guideline for project start-up funding (to pay for assistant positions, materials and equipment, test person remuneration)

As of: 20 July 2021

Purpose of the programme

The project start-up funding (for assistant positions, materials and equipment, test person remuneration) is a targeted measure for the advancement of female researchers along their career path and aims to systematically reduce drop-out rates. This programme enables preliminary work for third-party funding applications in order to support female junior researchers in developing an individual research profile. It seeks to actively encourage qualified female junior researchers to pursue a career in academia. Funding is provided for the entry-phase of an own research project as part of a doctoral degree, postdoc phase or habilitation (postdoctoral teaching qualification).

This measure is part of the **Programme for Women Professors III**.

Who is eligible?

Female junior researchers who wish to pursue a career in research. Your previous achievements and academic career should clearly reflect this aspiration. Female junior researchers are defined as researchers who have not yet been appointed to a professorship or a junior professorship.

Funding is provided for

- research assistant positions
- materials and equipment (consumables, test person remuneration, etc.)

Process

Call for proposals:

- There is at least one call for proposals per year.
- Information on submission deadlines, the start of funding periods and announcements of funding decisions is published on the website of the Office for Gender Equality (Equal Opportunities) at the beginning of each year.
- Information about the funding measure is also provided electronically six weeks before the next submission deadline via the usual email distribution lists (ProTrainU, Office for Gender Equality, Medical Faculty) as well as on the relevant websites.

Applicants:

Please submit your completed and signed application together with the required documents (see below) to the Office for Gender Equality exclusively in electronic form by email as one PDF document (signatures as scans).

The following documents must be enclosed in the PDF file:

- o information on the project (for form and content please see the application form)
- o academic career path (curriculum vitae, list of publications, acquired third-party funding)
- o statement of your academic supervisor
- o other documents (offer[s] for equipment that needs to be purchased, ethics committee vote, others)

Within one month after the funding has finished, a final report must be submitted in electronic form to the Office for Gender Equality.



Assessment process:

The selection committees are the Board of Directors of ProTrainU and, for applications from the Medical Faculty, additionally the Commission for Gender Equality at the Medical Faculty. 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 proportionality of the requested funding amount.

Selection criteria:

The selection committee examines the eligibility of an application based on the following criteria:

- impact of the funding measure on the development and sharpening of the applicant's scientific profile with regard to the advancement of their academic career
- promotion of the applicant's scientific independence taking into consideration the applicant's preparatory work and results
- scientific quality and feasibility of the project taking into account the proportionality of the requested funding

Priority consideration is given to female junior researchers in areas where women are highly underrepresented.

The selection committee then sends the funding decisions for all submitted applications to the project coordinator (Office for Gender Equality).

Project coordinator:

- Checks factual correctness of application and accounting.
- Reports annually to the project management agency (the German Aerospace Center DLR) and the Ministry of Science, Research and the Arts (MWK), and ensures that records and receipts of spent funds are kept in due manner.
- Is responsible, in cooperation with the Central University Administration and the administration of the University Medical Centre, to notify the DLR and the MWK and submit amendment requests whenever the approved funds have not been spent as intended.

Central University Administration, Medical Faculty and administration of the University Medical Centre

The Central University Administration (HR Services/division (*Dezernat*) III and finance department/division (*Dezernat*) IV) as well as the Medical Faculty and the administration of the University Medical Centre aid the project administration with

- the establishment of project accounts for female researchers at the Medical Faculty
- the preparation of contracts and accounting for assistant positions
- procurements
- payment of invoices and reimbursement of expenses
- preparation of reports on how funds were spent

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Project Management Programme for Women Professors III