Office for Equal Opportunities

Last updated 01 January 2017

Ulm University  
Office for Equal Opportunities  
Albert-Einstein-Allee 11

89081 Ulm, Germany

Application form 'Financial support for female scientists'

**Travel funding** (for symposia, conferences, seminars)

A measure of the Programme for Women Professors II (PPII)

**Please submit this form to the Office for Equal Opportunities at least four weeks before the beginning of the requested measure to allow for timely processing of your application.**

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| --- | --- | --- |
| **Application Number** (to be allocated by the PPII project coordinator) | | Date: \_\_\_.\_\_\_.\_\_\_\_\_\_ |
| Faculty:  Academic department:  Institute/Clinic: |  | |
| Full name of the applicant: |  | |
| Status: | ☐ Bachelor's student ☐ Master's student  ☐ Doctoral candidate ☐ Post-doc ☐ Habilitation candidate  ☐ Scientist qualified to teach and supervise doctoral/PhD candidates  since: \_\_\_.\_\_\_.\_\_\_\_\_\_ | |

|  |  |  |
| --- | --- | --- |
| Travel details:  Advance payment  If you wish an advance payment, please make a note of that in your travel request and state what the advance payment is for (e.g. conference fees, flights, etc.).  Please note that only **one** advance payment will be made. The **original** business travel request will be needed for the disbursement of the advance payment. | **Please attach a copy of your business travel request!**  Type of event (please tick)  ☐ Conference/symposium/convention/workshop  ☐ Seminar  ☐ Other  Maximum amounts of funding:  Event in Germany, max. €750  Event in another European country, max. €1,500  Event outside of Europe, max. €2,500  (each incl. fees for conferences/symposia/conventions/workshops; attendance fees for seminars are funded in addition to the above mentioned maximum amounts)  Name of the event:  Duration of the event: from \_\_\_.\_\_\_.\_\_\_\_\_\_ to \_\_\_.\_\_\_.\_\_\_\_\_\_  Event location (city/country):  Estimated costs:  Purpose of attendance (please attach an abstract of your own contribution!): | |
| I herewith certify that the information provided in this application is true and given in good faith. | | |
| Applicant's signature: |  | |
| Statement by the academic supervisor \*): |  | |
| The gender equality promoting measures of the Programme for Women Professors II (PPII) are complementary measures to promote gender equality. We confirm that, in case of approval of the application, the applicant will have access to institute funds to the same extent as her male colleagues. | | |
| Academic supervisor \*) | Name | Signature |
| Dean’s Office \*) | Name | Signature |

\*) To be completed by the academic supervisor **as well as** the Dean’s Office

Dear applicant,

The project coordinator of the Programme for Women Professors II (PPII) will inform you via email about the approval of your funding request.

Kind regards,

your Equal Opportunities Team

**Annotation by the PPII project coordinator**

☐ The requested funding is in accordance with the directives of the Programme for Women Professors II (PPII). The application is approved.

☐ The requested funding is not in accordance with the directives of the Programme for Women Professors II (PPII). The application is rejected.

Date \_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_