



## Financial support programme for female scientists

### Directive for the funding of business travel and research visits

Office for Equal Opportunities  
Last updated 01 January 2017

#### Purpose of the support:

The funding of business travel (to symposia, conferences, seminars) and research visits (esp. overseas) are specific support measures for the advancement of women in order to increase the quota of women in science. These measures are granted in addition to other regular research funding.

#### Target audience:

Outstanding female junior scientists who wish to pursue an academic career.

#### Scope of funding:

Academic symposia and conferences

Maximum amounts of funding

Events in Germany	max. €750
Events in other European countries	max. €1,500
Events outside of Europe	max. €2,500

(each incl. fees for conferences/symposia/conferences/workshops; attendance fees for seminars are funded in addition to the above mentioned maximum amounts)

Research visits (esp. overseas) that benefit the applicant's academic career

Scope of funding according to requirements, e.g. travel expenses (flights, train tickets), enrolment fees of research institutions, semester fees etc.

#### Travel expenses - claims and reimbursements:

Travel expenses claims and reimbursements are subject to the provisions of the Federal State Act on Travel Expenses (LRKG). You can find the leaflet on business travel by division III here: <https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/personalservice/dienstreisen/#c26785>

#### Research visits - final reports:

A brief final report (max. 1 page) summarising the success of the research visit (abstract) is to be submitted to the project coordination within one month upon completion of the measure.



Process:

Applicant

- The completed funding application (incl. signature of the academic supervisor) is to be submitted to the Dean's Office of the respective faculty.
- The final report is to be submitted to the Office for Equal Opportunities within one month upon completion of the research visit.

Dean's Office

- The Dean's Office promotes the programme,
- assesses if the requested measure benefits the advancement of the applicant's academic career,
- examines the commensurability of the funding request,
- forwards the funding application and report on the expenditure of funds to the project coordination (Office for Equal Opportunities), and
- strives to particularly advance women in areas where women are highly underrepresented.
- Please enclose a copy of the respective business travel request with your funding application.

Project coordination (Office for Equal Opportunities)

- The project coordination examines the factual correctness of the measure.
- The project coordination reports annually to the organisation managing the project (DLR) and the Ministry of Science, Research and the Arts (MWK), and ensures that records and receipts of expended funds are kept in due manner.
- The project coordination/finance department is responsible for notifications and amendment requests when granted funds were not used.

Central University Administration

The Central University Administration (HR services/division (Dezernat) III and finance department/division (Dezernat) IV) provides support with project administration (travel expenses accounting, reimbursements).