

Guidelines for awarding funding for the career program for female early career researchers as part of the target agreement for increasing the proportion of women in academia

(updated: July 30, 2024)

Funding objective:

Under the target agreements for 2023–2027 concluded between the Faculty of Business, Economics, and Law and FAU, funding is available to support women in the Faculty. In order to specifically address the needs of female postdoctoral researchers, habilitation candidates, junior professors without tenure track and advanced doctoral candidates, they can apply for funding for individual career development. Female researchers receive a budget for their own individual use. They can then use this to finance various support measures depending on their own requirements and career objectives.

Target group:

Funding is intended for female postdoctoral researchers, habilitation candidates and assistant professors not on the tenure track (and doctoral candidates at an advanced stage*).

* From July 1st of every year, female doctoral candidates at an advanced stage of their degree can also apply for funding for individual career development. This is on the condition that funding continues to be available. The Faculty women's representatives decide who is eligible for funding in each case.

Amount of funding:

Funding may be awarded up to a maximum of €2,000 per person per year and a maximum of €5,000 over the entire term of the target agreements until the end of 2027.

Use:

The funds can be used according to individual needs, for example to finance student/research assistants, interim financing, material resources, empirical research, participation in continuing education/professional development measures, or attendance at conferences.

How to apply:

The application must be submitted **at the latest 6 weeks** before the measure is due to start. Please send your application **as a PDF file** to the target agreement coordination team at wiso-frauenbeauftragte@fau.de. Applications can be made in English or German. Your application will be treated anonymously, i.e. the decision about awarding funding is made solely by the

Faculty officer for equal opportunities for women in science and the arts. The final approval is granted by the target agreement coordinator at the Office of Equality and Diversity.

Required documents:

- An outline of your research project including a rough time schedule (around 2 pages)
- Detailed information about what the funds are going to be used for including a **detailed breakdown of the costs in a table**
- Curriculum vitae including a list of publications if applicable
- Doctoral candidates: Please submit a short statement about which stage of your doctoral degree you are currently at
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- For business travel:
 - Please include the following form signed by you and your manager/head of institute. It serves as a record of all relevant information and is not forwarded to the travel expenses office. The fields under "Buchungsstelle" (Accounting department) called "Kapitel, Titel, AOST-Nr" (Chapter, title account number) therefore do not need to be filled.
https://www.intern.fau.de/files/2024/05/R0001_Genehmigung_Dienstreise.pdf
 - Doctoral candidates: Information as to whether the chair or project can only provide limited funding or no funding at all
 - Daily allowances cannot be paid
- Employment of student assistants - please refer to page 4f.

Application period:

Applications may be received at any time until the funding is exhausted.

*Doctoral candidates at an advanced stage of their studies can apply between July and December, providing there are still funds available.

Please note that it may take some time to process your application. Please therefore ensure that you submit your application in sufficient time. Applications for student assistants must be made at least **six weeks** in advance.

General information and what comes next after your application has been approved

- **Please send the following information to the contact person for the funding:**
 - Your bank details
 - Your date of birth
 - Your home address
 - Your tax ID number

Payment of funding:

- After funding has been approved, applicants will receive a payment of the approved funding at a maximum of 2,000 euros. **Please therefore provide us with your bank details.**

Proof that funding has been spent:

- Proof must be supplied within **twelve months** after receiving the funding showing how the entire sum has been spent.
- This means that you must submit invoices and proof of payment such as screenshots of bank statements that show that you made the payments yourself.
 - If necessary, this period can be extended by a further six months to 18 months. If you require an extension, please ensure you get in touch with the person responsible for funding at the faculty.
- Please submit **a list of all the costs paid in tabular form**
- **Repayment of funding not spent:** If the funding has not been spent twelve months after the application for funding has been submitted (period can be extended to 18 months on application), you are required to repay the remaining sum. Please ensure you get in touch with the person responsible for funding at the faculty if this is the case.

Experience report:

- A report of 1-2 pages in length must be submitted within 12 months of receiving the funding that states what the funding for individual career development was used for and to what extent it was useful for your academic career.

Please note: Individual career development can only be claimed again once all the required documents and supporting documentation from previous funding have been submitted in full.

Financing student assistants via the budget for individual career development measures

- Student assistants are initially employed via the applicant's chair, as it must set up a cost-incurring position ('kostenauslösende Stelle') anyway.
- As soon as the student assistant's work contract has officially begun, a **retrospective reposting of the student assistant** ('rückwirkende Umbuchung') to the Office of Equality and Diversity can be initiated.

Procedure for retrospective reposting of student assistants:

- Please send an e-mail requesting reposting to the contact person responsible for the funding after the official start of the student assistant's contract: wiso-frauen-beauftragte@fau.de.
- Reposting will be initiated by the Office of Equality and Diversity and P3.
The following documents are required for reposting:
 - First name, last name and date of birth of the student assistant
 - Does the student assistant have a Bachelor's degree or not?
 - Contract duration
 - Classification number ('Anordnungsstellennummer') of the chair
 - Cost center of the chair
- The funds required to finance student assistants are **paid directly via the Office of Equality and Diversity** and are not paid to applicants.
- If the application for individual career development includes other items in addition to financing student assistant(s), the salary of the student assistant(s) will be deducted from the funding paid to you.

Please note: A new collective bargaining agreement came into effect on April 1, 2024. Reasons must be given if a student assistant is to be employed for less than one year. The reasons must be stated in the employment request and digitally in d3, **directly under the planned duration of employment.**

- As a reason for a period of employment shorter than one year, please therefore state that the student assistant's position is financed via the budget for target agreements for increasing the proportion of women in academia. Since the budget is limited and tied to the project, the relevant employment period arises from the duration of the project.

Contact:

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