



Financial support programmes for female researchers

Funding Guideline

Boost your career!

Interdisciplinary qualification for female early career researchers

As of: 13 Feb 2025

Aim of funding:

Interdisciplinary qualification is a targeted measure to support female academics on their career path with the aim of systematically counteracting the dropout process. Qualified female early career researchers are to be encouraged to pursue an academic career. Funding is provided as part of the **Federal Programme for Women Professors III**.

Target group:

Female junior researchers from all faculties who wish to pursue a career in research. Their previous achievements and academic career should clearly reflect this aspiration.

A completed master's degree and an existing employment relationship with either Ulm University or Ulm University Medical Center, or a scholarship based there until at least the end of the funding period applied for are required.

Junior researchers are defined as researchers who have not yet been appointed to a professorship or a junior professorship.

Scope of funding:

Funding is available for participation in coaching sessions, seminars or similar formats as part of the doctorate, postdoctoral phase or habilitation, which aim to provide **interdisciplinary qualification and career preparation** for female early career researchers.

- Reimbursement of participation fees up to a maximum of EUR 850.
- Reimbursement of travel expenses up to a maximum of EUR 500.

The applicant is free to choose the provider and the qualification format. If required, the Office for Gender Equality may provide advice.

How to apply:

As this is a continuous programme, there is no application deadline. Applications must be received by the Office for Gender Equality at least **4 weeks before the start** of the planned qualification measure.

The funding decision is made by the Programme for Women Professors project management. Notifications will be emailed.

If the application is approved, the funding amount will be reimbursed after the qualification programme by bank transfer to an account specified by the applicant.

Settlement and payout of funds:

Reimbursement of participation fees: If participation fees without travel expenses are claimed, the form "Erstattung von Auslagen für die Universität Ulm" (German only; see Office for Gender Equality website) must be submitted together with the following documents:

- certificate of attendance
- invoice



- proof of payment

The form is for download on the website of the Office for Gender Equality. The cost centre of the Office for Gender Equality to be entered is indicated in the approval letter.

Reimbursement of registration fees plus travel costs:

For **Ulm University employees**, this is accounted for as a business trip. When planning your travel, please follow the instructions on the [HR website](#) (German only).

After your journey, please submit the following documents to the Office for Gender Equality (hardcopy only):

- your [Travel Reimbursement Request](#), completed in full and signed by the head of your institute
- your original [Travel Request Form](#), **approved** by your head of institute before the journey
- certificate of attendance
- the corresponding **original receipts/invoices for all expenses** that are claimed.

Members of the Medical Faculty as well as **scholarship holders** and **external doctoral candidates of Ulm University** submit the following documents to the Office for Gender Equality:

- the fully completed [Travel Reimbursement Request for Guests/Externals](#), also signed by the head of institute/clinic
- certificate of attendance
- the corresponding **original receipts/invoices for all expenses** that are claimed.

Reimbursement for all participants is carried out without any daily allowance.

The documents must be submitted by the date specified in the approval letter at the latest. If this deadline is missed, the claims for reimbursement of costs from Programme for Women Professors III funds expire.

The Office for Gender Equality checks the documents, enters the cost centre in the Travel Reimbursement Request and forwards the documents to the Central University Administration for payment of the funds.

Only the actual travel expenses will be reimbursed, regardless of whether a higher amount was approved in advance. Cancellation fees, if any, cannot be reimbursed.

No down payments or other advance payments will be granted. **Subsequent transfers** of invoices paid via institute cost centres are **not possible**.

Women from subjects in which they are considerably underrepresented are prioritised.

Miscellaneous:

The application form can be downloaded from the [Office for Gender Equality website](#).

Applications, including attachments, are to be [emailed](#) in one summarised pdf to the Office for Gender Equality.

13 Feb 2025

Dr. Dorothea Güttel
Head of Project Co-ordination
Programme for Women Professors III