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FAQs

Project Start-up Funding

(to pay for assistant positions, materials and equipment, remuneration of test persons)

A gender equality programme of Ulm University

GOAL

What is the goal of the project start-up funding?
The goal is to actively encourage qualified female junior researchers to pursue a career in academia. This programme enables preparatory work for third-party funding applications in order to support female junior researchers in developing their personal research profile.

ELIGIBILITY

Who can apply?
This funding opportunity is for female junior researchers who wish to pursue an academic career from the following faculties:

- Engineering, Computer Science and Psychology
- Mathematics and Economics
- Natural Sciences

A completed master's degree and employment contract with Ulm University or a scholarship based there until at least the end of the funding period applied for are required.

The definition of female junior researchers comprises female doctoral students, postdocs and researchers who are working on their habilitation and have not yet been appointed to a professorship or junior professorship.

Are members of the Medical Faculty eligible?
No. However, the Medical Faculty has its own Hertha Nathorff Project Start-up Grant exclusively for the women researchers of the faculty. Please enquire there about dates and details (website German only).

Is there a time limit for submitting my application after having completed my doctorate?
No.

Can students receive this funding?
No.

TYPE OF FUNDING

What can the funding be used for?
- student or research assistant positions
- materials and equipment
- test person remuneration

Can a combination of these be applied for?
Yes.

What is the maximum total funding?
EUR 15,000.

Does the full maximum limit have to be applied for?
No.

Is the funding available in a project account?
No. The funding is processed via a cost centre of the Office for Gender Equality. You will be given access to this cost centre for the time of the funding period. Details are specified in the approval letter.

ASSISTANT POSITIONS

How do I calculate the costs for an assistant position?
See the website of Dept. III-1 HR Services 'Information on the employment and continued employment of student/research assistants' -> use these hourly rates to calculate your costs [(https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/hilfskraefte/kosten-2024-2025)](https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/hilfskraefte/kosten-2024-2025)

I don't know my future assistant and their qualifications yet. What pay grade do I use for the cost calculation?
Use the pay grade for a research assistant with a bachelor's degree.

<u>After approval of</u> the project start-up funding, what should I bear in mind when filling out the request form for hiring an assistant?
The assistant must be assigned to the researcher who receives the funding. Therefore, the following wording must be used <u>verbatim</u> (in German) as job description in the hiring request:

> 'Die o.g. Hilfskraft soll Frau (*name of the female junior researcher who receives the start-up funding*) am Institut für (*institute as provided in the start-up funding application*) zugeordnet werden und gemäß Antrag Nr. *X* (*the reference number of your start-up funding application*), Förderprogramme für Wissenschaftlerinnen, folgende Aufgaben übernehmen:'
> - *[Please state the tasks that you listed in your project start-up funding application]*

What is the cost centre for assistant positions?
This information is included in your funding approval letter.

MATERIALS AND EQUIPMENT

What is meant by 'materials and equipment'?
- consumables (e.g. laboratory supplies, gases, IT consumables)
- software

- literature
- publication resources
- devices up to EUR 10,000

What can this funding <u>not</u> be used for?
- any kind of business travel (please make use of other intramural funding programmes)
- devices > EUR 5,000

What are the regulations on ordering materials and equipment?
Upload invoice and delivery note to **FIORI** system; do not enter cost centre; reject payment of invoice; write in comment line: "Invoice part of project start-up funding f*irst name last name*, Financial Support Programmes for Female Researchers (PPIII). Payment by Office for Gender Equality. Contact: Martina Riegg". For orders via **framework contracts** (avantor/VWR, MTI, Kabuco) or internal university service providers (kiz, WWE, WWF), time-limited cost centre access applies; Office for Gender Equality will provide information.

How do I procure devices?
The regulations according to the *Handbuch für das Beschaffungswesen an der Universität Ulm* (handbook for procurement at Ulm University) apply https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Handbuch_Beschaffung_2023.pdf

TEST PERSON REMUNERATION

How do I request reimbursement for test person remunerations?
See leaflet and form *Erstattung von Auslagen für Probandenvergütungen* (https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Auslagen/Formular.Merkblatt_Probandenverguetungen.pdf)
Please send the completed form together with the records of payment (https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIV/Wirtschaftsangelegenheiten/Beschaffungswesen/Auslagen/_Abrechnung_von_Auslagen_NEU_Formular2022.pdf) to the Office for Gender Equality.

APPLICATION PROCEDURE

How can I apply?
Please
- fill out the application form
  - including all necessary signatures
    (grey boxes p. 1: applicant and academic supervisor),
  - and save it together with all required documents

- o in the following order as <u>one</u> pdf file:
    1. application form
    2. project details
    3. academic career
    4. statement of your academic supervisor
    5. other documents if applicable

- email the pdf file within the application period to Office for Gender Equality: gleichstellungsbeauftragte@uni-ulm.de

Who decides on the approval?

The Board of Directors of ProTrainU assesses and decides on the basis of defined criteria which applications will be accepted for funding.

Applications from the Medical Faculty are reviewed in advance by the Commission for Gender Equality at the Medical Faculty.

Who will notify me about the approval?

The Office for Gender Equality will do so.

CALLS FOR PROPOSALS

How often are calls for this funding measure made?

Depending on the available annual budget, at least one call for proposals is made per year.

FINAL REPORT

The final report must be submitted to the Office for Gender Equality within one month after funding has ended.

Formal requirements:	see template on Gender Equality website; to be submitted by email
Length:	max. 1 page
Content:	- Report on the project (work carried out by assistant, use of material resources/remuneration, work results)
	- Information on the status of application for third-party funding
	- Any obstacles, objectives not achieved

HELP

Your contact person in the Office for Gender Equality will be happy to answer any further questions:

Ms Martina Riegg, phone 50-22424, martina.riegg@uni-ulm.de.

As of: 25 Jun 2024