



Financial support programme for female academics

Funding directive Research Visits

As of: 12 Jul 2024

Purpose of funding:

As part of the specific measures to promote women in order to increase the proportion of female academics, research visits (especially abroad) of a maximum duration of three months are funded in addition to other regular research funding measures. The funding is provided within the framework of the **Programme for Women Professors III**.

Target group:

Female junior academics from all faculties of Ulm University who wish to pursue an academic career. Female junior academics are defined as academics who have not yet been appointed to a professorship or a junior professorship.

Call for submission:

The call is advertised via email distribution lists (Res.UL, ProTrainU, Office for Gender Equality, Medical Faculty) and the Gender Equality website.

Scope of funding:

Research visits (especially abroad) of a maximum duration of three months that support the advancement of the applicant's academic career.

Amount of funding: as required, **max. EUR 5,000**

Travel costs (e.g. to cover flights, train journeys, visas), host institution fees, accommodation, etc. Reimbursement including a daily allowance (up to the maximum of the approved funding amount) may be applied for; the latter is to be claimed by employees only. The expected costs must be listed by means of a realistic estimate.

Requirements:

Female academics who have not yet received any funding for research visits from the financial support programmes for female academics are eligible to apply.

A completed degree (Master's degree; third part of the state medical examination) and an existing employment relationship with Ulm University/University Hospital or a scholarship based there until at least the end of the funding period applied for are required.

How to apply:

Submit your application for funding, fully completed and signed (signatures scanned), to Office for Gender Equality (gleichstellungsbeauftragte@uni-ulm.de) along with all attachments in one pdf file.

Observe the following order of documents within the pdf file:

1. application form



2. statement by academic supervisor (if separate from form)
3. letter of invitation from host institution (content: name of applicant, dates of visit, details of cooperation)
4. applicant's CV (max. 2 pages)

Selection and approval:

Applications from the Medical Faculty are reviewed by the Commission for Gender Equality at the Medical Faculty, whereas applications from all other faculties are reviewed by the ProTrainU Board of Directors. In the following, the two commissions are referred to as "the selection committee".

Selection criteria:

- suitability of the requested measure for the advancement of the applicant's academic career
- proportionality of the requested funding amount
- identification and priority consideration of female academics from subjects in which women are particularly underrepresented
- consideration of all faculties

The selection committee informs the project coordination on the funding decisions made. Approval of applications and notification of applicants is done by the project coordination.

Travel expense report and reimbursement:

Research visits with a maximum duration of three months are classified as business trips; the usual travel expense regulations apply - see <https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen/>.

No down payments or any other advance payments can be granted from Programme for Women Professors funds.

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

Settlement and reimbursement is carried out by the University's HR Service, and by the University Hospital's HR Service as regards all members of the Medical Faculty.

Regulations for members of the Faculties of Engineering, Computer Science and Psychology / Mathematics and Economics / Natural Science:

Cut-off deadline: For accounting and budgetary reasons, travel documents must be submitted to Gender Equality Office no later than **Mon, 23 Jun 2025**. If this deadline is missed, the claims for reimbursement of costs from the Programm for Women Professors III expire.

Office for Gender Equality will check the documents, include the cost centre and forward the documents to HR service. The latter arranges for the approved funds to be paid into the account specified by the applicant.

Regulations for members of the Medical Faculty:

Ulm University Hospital's forms, regulations and processing methods apply as regards travel request, travel itself and reimbursement of travel expenses. Any unspent funds will be re-transferred to the University by Ulm University Hospital's third-party funding administration once the research stay has been settled.



Cut-off deadline: For accounting and budgetary reasons, travel documents must be submitted to University Hospital HR no later than **Fri, 30 May 2025**. If this deadline is missed, any claims for reimbursement of costs from the Programm for Women Professors III will be expired.

Final report:

Within one month after the end of a research visit, a final report (file, see template on the Office for Gender Equality website) must be submitted.

12 Jul 2024

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Head of Project Co-ordination

Programme for Women Professors III