

Guidelines for the final report

“Funding to fulfill the equality mandate”

Please submit a report regarding the use of the funding to the Equal Opportunities Department two months after receipt of the funds / end of the funding period.

Funding of travel expenses

- When was the funding approved
- Receipts for costs - total (transportation, hotel, conference fees, ...)
- Proof of presentation / poster / active involvement
- Evaluation of the event / the trip
- Benefit for you
- Benefit for your future work / career

Funding of student assistant

- When was the funding approved
- Who was employed
- When and for how long
- What tasks were handed over
- Success of the work
- Benefit for you
- Benefit for the (female) assistant

Other funding

- When was the funding approved
- Receipts for costs - total (transportation, hotel, conference fees, ...)
- Benefit for you
- Benefit for your future work / career

For further information:

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