

## Information for applicants

### Equal Opportunities Fund (for Women in Academia)

The Women's Representative has access to a fund for fulfilling the equality directive at the University of Bayreuth, with reservations to the allocation of it. The fund is distributed twice a year.

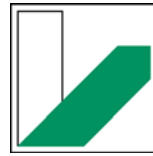
The applications are assessed on the basis of criteria, which are determined by the commission for the promotion of women (Ausschuss für Frauenförderung). Funds for doctoral students are only available for members of the University of Bayreuth Graduate School. The applications are to be submitted on time (30.4. and 30.10.) with the Women's Representative of the respective faculty by the applicant.

#### **Eligible applicants are female academics in the qualification phase.**

For Ph. D. candidates the membership in the University of Bayreuth Graduate School is required. Any information about the membership can be found under <https://www.win-ubt.uni-bayreuth.de/en/UBTGS-WiN/index.html>.

#### **General Information:**

- The application form, the evaluation table as well as the guidelines for the final report can be found on the websites of the women's representatives.
- Applications must be submitted in person to a faculty women's representative to be discussed and signed (e.g. by email, by internal post or by telephone). The Gender Equality Service Centre collects the applications until the deadline.
- In the Gender Equality Service Centre, only fully completed applications with all the relevant attachments will be considered.
- Only one application per person can be made ("travel expenses", "student assistant" **or** "other").
- Funding can only be accepted for two semesters in a row. Before a new application is submitted, there must be a gap of one semester.
- The application can be for a maximum of € 1.600 ("travel expenses" or "other").
- Please submit no later than two months after receipt of the funds / end of a funding period a final report (see guidelines for the final report).



- The following costs cannot be covered for doctoral researchers:

Printing and copy costs (questionnaires, publications, etc.), stimulus material, costs for transcriptions, software or database access, proof-reading/editing/copy-editing/re-wording (or similar services), membership dues to scientific organizations (unless membership involves a reduced conference fee), hardware, travel to defend one's thesis, excursions for courses or in student support programmes, costs for journal publications.

#### **Application for a Student Assistant:**

- Details of the tasks for which the assistant is to be used.
- Please describe why an assistant cannot be funded by the relevant faculty.
- After approval of your request, please send your employment application for a student assistant to the Gender Equality Service Centre.
- Please note that the employment application is to submit before the next bidding. Otherwise the fund will be assumed automatically into the next round of allocation and is no longer available to you.

#### **Application for travel expenses for one trip:**

- Description of the project, date, place.
- Exact (preliminary) breakdown of costs (visa, flight/travel, hotel, fees,...).
- Preliminary receipts for mentioned expenses (internet printout train, flight, fee, visa,..).
- Proof of the participation fees – if there is the possibility of the "early registration", only these fees apply.
- Overnight allowance: € 60 will be refunded per night.
- Per diem is not eligible.
- Confirmation of active participation (poster, presentation), for law a letter of recommendation from the supervisor. If confirmation of, for example, a presentation is not available by the deadline, then the application can also be submitted for the following deadline.
- For administrative reasons, a copy of your business travel approval (*Dienstreisegenehmigung*) is to be included if you are submitting a request for travel that has already occurred (max. 4 months prior).
- If your position is funded by the DFG, please explain why the travel expenses are not covered by the DFG.
- The payment of the travel expenses occurs in the regular way via the University administration. Please settle your travel expenses with them and send a final report (see guidelines for the final report) and the breakdown of costs (copies) to the Gender Equality Service Centre.



**Application for funding for extraordinary (other):**

- In special cases, female academics can receive funding for a research trip, additional training or other activities. Not eligible are applications of Ph. D. candidates for proof reading or assisted editorial reports.
- Applications will be examined individually (not by the points system). These requests will be presented by the faculty women's representative individually before the committee.
- The lump sum for accommodations (€ 60 per night) applies in this case as well; receiving funding makes one ineligible for a per diem allowance.

**If you have questions, we will be happy to help you!**

Miriam Bauch, Head of the Gender Equality Service Centre

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