



EXCELLENT:  
MENTORING PROGRAMM FÜR  
NACHWUCHSWISSENSCHAFTLER/INNEN  
DER LMU MUNICH SCHOOL OF MANAGEMENT

### Funding Requirements

- Signed mentoring agreement with approved mentor.
- Filled out funding request form including information on the necessity of funding for the advancement of the personal academic career.
- Written approval of the funding request by the Mentoring Commission of the Munich School of Management. Request for funding can be submitted via email to [mentoring@som.lmu.de](mailto:mentoring@som.lmu.de)
- The mentee is responsible for ensuring that invoices can be paid within the payment deadline. If late submission of invoices results in penalties, they must be borne by the mentee.
- In the case of incomplete applications and/or incorrect or incomplete documents submitted for billing, the Mentoring Commission of the Faculty of Business Administration reserves the right to reject the application.

#### **Eligible are all expenses that benefit the personal academic career.**

- I. Student assistants, other scientific assistants, or research assistants:  
The hiring process is carried out by the institute of the mentee submitting the application. Assistants are charged to the account (AOST) of the mentoring project. The required accounting information will be provided upon approval of the application. The employment contract must be signed by the heads of the mentoring program.
- II. Financial Support for Travel
- III. Other Financial Support (coaching, workshops, or data acquisition)

Please note the guidelines for applying for and settling travel expense subsidies and other financial support at: <https://www.som.lmu.de/de/forschung/mentoring-foerderung/>

**After approval of the eligible expense, all documents necessary for booking (delivery note, invoice, any reimbursement receipts, and booking record/bank statement) must be submitted directly to the mentoring program ([mentoring@som.lmu.de](mailto:mentoring@som.lmu.de)). All approved expenses/invoices are paid directly from the mentoring budget.**

#### **LMU Munich School of Management Mentoring Program**

Prof. Dr. Helene Tenzer, Prof. Dr. Johann Kranz and the Women's Representative of the LMU Munich School of Management

Email: [mentoring@som.lmu.de](mailto:mentoring@som.lmu.de)

Website: <https://www.som.lmu.de/de/forschung/mentoring-foerderung/>