



Application Guide LMU Mentoring Program of Faculty 10

I. Goal of the Mentoring

The aim of the program is to foster the academic careers of women by individually compensating for structural disadvantages. The call for applications exclusively addresses female researchers in their doctoral, postdoctoral or habilitation phase who are members of the LMU Mentoring Program of Faculty 10 (mentees). The faculty promotes a culture of diversity and equal opportunity among its members and therefore strongly encourages participation in the quarterly application rounds. This does not include applications for student assistant contracts. These are accepted on an ongoing basis.

II. Types of Funding

Depending on personal circumstances and the funding guidelines, mentees can apply for financial resources in the following categories:

- a) Travel Grants¹
- b) Funds for Events²
- c) Funds for Literature (if not available via the LMU Library service)
- d) Other Funds (for example IT devices, printing costs, membership fees, licensing fees/programs)
- e) Service Contracts (Werkverträge)
- f) Coaching and individual Mentoring
- g) Childcare (special conditions apply³)
- h) Funds to build Networks
- i) Student Assistant Contracts (Hilfskraftverträge) (separate application procedures apply)

The respective funding is earmarked for the proposed measure. Applications for Open Access publishing funding cannot be considered/approved for administrative reasons.

Before the application has been assessed by the committee, no guarantee with respect to whether the costs will be covered can be given. It is therefore recommended to submit applications early.

III. Application

Applications can be submitted three times a year in German or English. The completed application form must be submitted electronically via our [application tool](#) by the respective deadline. Application for new admission to the mentoring program is possible at any time. The exact application modalities can be found [here](#).

The deadlines in each calendar year are:

- 28 February
- 30 June
- 30 September

¹ No advance payments can be made. The reimbursement will be settled according to the Bavarian Travel Regulations. Please be aware that maximum rates for accommodation do apply. No daily allowances can be granted.

² Events need to be in line with the goal of the program in some way. This could include the organizing team being female, a high ratio of female participants, events within the program specifically for members of marginalized/disadvantaged groups, or addressing the topic for the general audience etc. Whether the event is in line with the goals of the program will be decided on an individual basis.

³ Mentees with working contract are entitled to use the extensive services offered by [pme Familienservice GmbH](#). If no suitable offer can be provided by the service or for mentees without contract, the mentoring program offers financial help for childcare costs up to a maximum of 300 Euros (two times a year). Detailed information on the conditions of funding can be found on the [Women's Representative homepage](#).

Only completed application forms will be accepted. Please indicate the following points for this purpose:

- Type of funding II. a) - i)
- Date of the planned measure
- Details of the planned measure, such as destination, duration, type of purchase
- Justification for the measure in the context of the goals of the LMU Mentoring Program of Faculty 10

Applications for **student assistant contracts** are accepted on an ongoing basis. They are to be submitted electronically via our [application tool](#).

Please indicate the following points:

- Type of activity planned for the student/research assistant
- Contract duration
- Number of working hours per week
- Contact details of the assistant to be hired, if already available
- Justification for the measure in the context of the goals of the LMU Mentoring Program of Faculty 10

IV. Consent of the mentor

The mentor's consent must be obtained from the respective mentee before submitting the application on the application form in the "Mentor's Agreement" field. An electronic signature is sufficient.

V. Selection process

After completing the administrative review and the mentor's declaration of consent, all applications are submitted to the program committee for review by the next upcoming deadline and decided on individually. The date of receipt in the application tool is decisive for consideration. Applications for student assistant contracts are excluded from the quarterly deadlines. These are received and decided on an ongoing basis. Within the framework of the decision, queries and discussions with the applicants may take place.

VI. Contact

For further information on the application process, please contact the program administration of the LMU Mentoring Program of Faculty 10 sending an email at Mentoring10@lrz.uni-munchen.de.