

Via the Dean's Office!

To the
Office of the University's Women's Representative
Schellingstr. 10
80799 München

Application for Allocation of Funds for Equality in Research and Teaching*¹

(Since the funds are financed out of TG 40, female clinicians from Human Medicine are not eligible to apply.)

1. Applicant:

2. Academic degree:

(Dr. des. are only eligible to apply if they submit a referee report showing (1) a positively evaluated dissertation and (2) a successfully completed oral exam or successful thesis defense.)

3. Doctorate awarded on (date):

4. Date of birth:

5. Children:

6. Employed at the LMU as (per the employment agreement):

7. Employment (number of hours) and size of teaching load:

8. Time limited contract's end-date:

(A copy of the time-limited employment agreement is enclosed. If the time-limited agreement ends within the six-month time-period that immediately follows the application deadline, then a contract extension must be granted so that the application can be processed.)

9. Faculty:

10. Institute:

11. Name of the department for wire-transferring the approved funds:

12. Telephone number(s):

13. Email address:

14. Mailing address:

	Requested funds are for:	Amount requested:
☐	Student assistants (no research assistants)* ² ☐ without a university diploma: hours per week for months ☐ with a bachelor's degree: hours per week for months	To calculate the current remuneration, see F207 in the LMU service portal* ⁵ € (Please state gross amount, including 28% social security allotment)
☐	Travel expenses for previously completed conference trips* ³ Conference: Dates: from to Location: Author/authors, along with the title of the applicant's own scientific paper, presentation, or poster (attach proof):	€, including € for travel expenses (attach original invoice and proof of payment) € for conference fee (attach fee receipt and proof of payment)
☐	Material resources* ⁴ (max. 2,000 €) for	€ (attach original invoice or cost estimate)
		Total amount for all requested items: €

Explanations:

*1) The only persons eligible to apply are female researchers with a doctorate / PhD who have time-limited contracts (university positions or third-party contracts) with a contract term of at least 6 months following the application deadline; however, when technical, electronic specialized equipment is involved, a contract term of at least 12 months following the application deadline is required. Female scholarship holders, doctoral candidates, visiting professors, interim professors, W2 professors and short-term contract lecturers (Lehrbeauftragte) and researchers on temporary leave from their university positions / employment contracts are **not eligible** to apply.

*2) Funding for student assistants will only be approved for the applicant's own academic qualification. At the latest, the student assistants' contracts must begin on April 1st (concerning applications from October) or October 1st (concerning applications from April); otherwise, the approved funds must be returned. As a matter of principle, grants from this fund can only be applied for urgently needed measures, hence at the time of application the applicant should already have a person in prospect who is qualified for a student assistant position. Only student assistants without a university diploma or with a bachelor's degree will be paid.

*3) Funds for travel expenses can only be requested if you can proof your own research contribution. Funds for travel expenses are reviewed, approved and ordered solely by the University's Women's Representative. They must not be submitted or settled through the travel expense department. However, the respective, responsible department can approve the trip in advance as an official trip. Reimbursement is only possible if travel costs were paid by the applicant herself. Travel expenses already paid by other institutions can't be reimbursed.

*4) These material resources are available to the applicant for the duration of her project; however, they are the property of the academic institution that must inventory them. A maximum subsidy of 2,000 € can be granted for material resources. Please note that all rebate / discount opportunities should be investigated when making purchases. A cost estimate – also from the respective, responsible purchasing department, when applicable – should be submitted as well.

*5) The current rates for the remuneration of student assistants apply, see F207 in the LMU service portal. The numbers in the table are net values. To calculate the actual gross expenses that accrue, a social security allotment of 28% needs to be factored in. When the funds are

approved, the gross amount can only be disbursed if it has been applied for / calculated correctly in the application. Otherwise, only the net amount will be allocated.

The following documentation must be attached:

- ☐ CV / resume (please sign)
- ☐ List of publications and lectures
- ☐ A well-founded justification (max. ½ page per category) that discusses the impact the planned use of the funds will have on promoting gender equality and the project these funds will be financing (subject, status, context and linkage)
- ☐ Please submit original receipts (plane tickets, bus / train tickets, any receipts for fees or payments for travel expenses etc.) and / or original invoices or expense estimates for material resources. When technical, electronic, specialized equipment is involved, always a cost estimate, when applicable from the responsible purchasing department, is required as well

For travel expenses only

- ☐ An itemized list of the individual expenses
- ☐ Supporting documentation, written proof of your own scientific conference contribution
- ☐ A copy of the time-limited employment agreement, which must show the scope of the teaching load and of the university position (full or part-time employment). If the teaching load is not evident in the contract, an overview of the number of hours taught in the past and current semester must be attached with supporting documents (scanned excerpts from the LSF, written confirmation from the Dean's Office, the institute of the supervisor)
- ☐ When applicable, written proof of a contract extension (only when the time-limited agreement ends during the six-months time period that follows the application deadline; however, when technical, electronic, or other specialized equipment is involved, within the 12-month time period that follows the application deadline)
- ☐ Doctoral or PhD certificate; or if you still do not have a doctoral certificate: a referee report showing a positively evaluated dissertation and oral exam or thesis defense
- ☐ Only for applicants who are applying during parental leave: written confirmation of when the parental leave will end. Reentering the contract within the six-months period that follows the application deadline is required
- ☐ When applicable, birth certificate(s) for the child (children)

I acknowledge that only applications that are completely filled out, correctly calculated and received by the deadline, with all necessary documentation, will be processed.

- ☐ I have read the privacy policy on the website of the University's Women's Representative.

Date and signature of the applicant