

# Bavarian Gender Equality Grant (BGF) – Guidelines

## I. General Information regarding Application

### 1. Purpose

The Free State of Bavaria has been making state funds available since 2008 to intensify efforts to realize equal opportunity in research and teaching. The grant's objectives are to boost the percentage of women at all academic qualification levels, from the postdoc phase onward, as well as in each respective degree, and in particular, to increase the number of women in leadership positions at research and teaching institutions, especially in professorships.

### 2. Application and application period

BGF-scholarships are advertised as a rule once a year in the period from January to March. Please refer to our website for detailed information regarding the deadline. Applications must be submitted via the online application portal.

### 3. Stipend term

The stipend term runs for a maximum of **12 months**. For first applications, it begins on 10/01 of the respective application year, and for follow-on applications, it begins immediately following the preceding grant. The request for proposals is subject to strict **budget approval**.

### 4. Application eligibility

Any graduate female researcher at the LMU with a PhD who has worked scientifically at the LMU for at least 6 months prior to the time of application submission and who, to the end of the grant period, holds either an employment agreement at the LMU, or if she has no employment agreement, can demonstrate an institutionalized affiliation or a close connection with the LMU (such as a desk, an office, or a workplace in a lab) is eligible to apply. Please pay close attention to the detailed information regarding the type of grant.

## II. Type and scope of grant

### 1. Types of grant

At the LMU, the following stipends can be applied for from BGF funds for a maximum of 12 months either as a 100% stipend or as a 50% stipend. Since the 2023 call, the following stipend rates have applied:

#### Stipends for female postdocs

As a rule, these are for graduate female researchers at the LMU whose doctoral degree was completed with at least a grade of magna cum laude. In addition, the doctoral studies can generally not have exceeded a period of four years. Basically this stipend focusses on advanced postdocs. The stipend amount is 2,400 Euro/month.

View detailed information concerning stipends for female postdocs on our website.

### Habilitation stipends

These are for graduate female researchers at the LMU seeking a habilitation at the LMU. The amount of the stipend is 2,800 Euro/month.

View detailed information concerning stipends for female habilitants on our website.

### Stipends for excellent graduate researchers (Post-Habil-Grant)

These are for graduate female researchers at the LMU who meet one of the following criteria:

- habilitation paper received a positive assessment
- previously habilitated
- successfully evaluated while holding a junior professorship

The amount of the stipend is 3,200 Euro/month.

View detailed information concerning stipends for excellent graduate researchers on our website.

## **2. Scope of grant**

- Once a 50% or 100% grant is chosen in your application, the decision is binding
- Switching from 100% to a 50% grant is only possible upon exceptional personal reasons (e.g. pregnancy)

In case please immediately contact the University's Women's Representative. Any alteration of the grant is subject to strict budget approval.

## **3. Disengagement from other ongoing stipends and secondary employment**

- BGF grants are intended to cover the recipient's costs of living and may not be used to supplement other grants or income from employment. In case of a 50% contract a 50% grant can only be applied for in special personal situations with a particular justification. Applicants have to demonstrate in which ways the grant will significantly enhance and accelerate the career.
- Fellows must focus solely on the project that is being funded by the grant and must devote all their manpower to this research project.
- Generally, a secondary employment is not possible. Exceptional cases must be approved by the University's Women's Representative; if applicable, the monthly installment has to be reduced. In case of no or little experience in teaching paid teaching activities while receiving a stipend are possible up to a maximum of 4 hours per week per term.

## **4. Supplemental allowance for children**

In addition to the monthly stipend installments, there is also a supplemental allowance for children which is granted until the child's 18th birthday:

- 300 Euro for the first child
- 100 Euro for each additional child

This supplemental allowance starts with the month of the child's birth for children who are born in the time frame of the grant.

## **5. Stipends for the Bavarian Gender Equality Grant do not constitute a labor or service relationship**

Stipends for the Bavarian Gender Equality Grant do not constitute a labor or service relationship; stipend installments do not require or constitute labor or service compensation. The payments are not remuneration for work.

### **5.1 Social security**

**Stipends are not subject to any social security requirement.**

- Stipends for the Bavarian Gender Equality Grant do not constitute a labor or service relationship; stipend installments do not require or constitute a labor or service compensation
- The payments are not compensation or remuneration for work performed and are not subject to any social security requirements; the scholarship does not include any contributions for social security or health insurance
- The stipend recipient is responsible for obtaining her own health insurance
- Scholarship holders who are required to have voluntary health insurance for the duration of their scholarship can apply for a health insurance allowance (up to a maximum of 200 Euros).

### **5.2 Pregnancy and scholarship**

Since a scholarship does not constitute a labor or service relationship, there is no maternity protection, maternity leave or parental leave as far as labor law is concerned.

Upon request, depending on the budgetary situation, the following support options for pregnancy during the scholarship period will be considered on a case-by-case basis:

- Continued payment of the stipend during the maternity leave period, payment of which would otherwise be applicable in an employment relationship that falls within the regular stipend period / the regular time frame of the grant.
- Upon request, extension of the scholarship period for periods of analogous maternity leave that fall within the regular time frame of the grant.
- Requests for continued payment or extension must be submitted in writing to the University's Women's Representative no later than three months before the analogous maternity leave starts.

### **5.3 Parental leave**

- Applications for a BGF scholarship during leave of absence from employment due to parental leave are only possible when the parental leave has ended by the beginning of the stipend, at the latest.
- Parental leave may not be combined with a 50% stipend or a 100% stipend.

- If a break similar to parental leave is desired during the fellowship:
  - Upon request, the interruption of a 100% or 50% scholarship for a maximum of six months will be considered on a case-by-case basis. In the event of an interruption, no scholarship installments will be paid.
  - Resumption of a 100% or 50% scholarship for the remaining term after termination of the maximum six-month interruption for a parental break is possible, but subject to strict budgetary restrictions. In the event of a lack of funds, there is no entitlement to replacement.
- If, in individual cases, parental allowance and a 100% or 50% scholarship are received at the same time, the scholarship holder must report this immediately to the University's Women's Representative. An interruption of the scholarship or a reduction in the scholarship installment, if necessary, retroactively even, because of this third-party allowance, must then be examined in the individual case.

#### 5.4 Illness

- In the event of illness, stipend installments will continue to be paid for up to six weeks.
- An illness extending beyond six weeks must immediately be reported to the University's Women's Representative and a medical certificate must be submitted.
- If work for the project being funded by the grant is not possible, the scholarship must be interrupted and the stipend payments for the period of the illness must be suspended.
- Resumption of the remainder of the fellowship or extension of the fellowship for the duration of the sick leave cannot be guaranteed and are subject to strict budget approval.
- Decisions shall be made on an individual, case-by-case basis.

#### 5.5 Taxes

To determine if the grant is exempted from taxes according to § 3 Nr. 44 EstG, an individual assessment has to be conducted upon demand of the grant recipient or her responsible tax authority **only**, and is carried out by the corporate tax authority of the stipend provider. For the LMU:

Finanzamt München  
 Abteilung Körperschaften  
 Katharina-von-Bora-Str. 4  
 80333 München

#### 6. Responsibility

The Bavarian Gender Equality Grant (BGF) - Promotion of Equal Opportunity for Women in Research and Teaching is a grant from the Free State of Bavaria that the University Women's Representative is responsible for awarding. Inquiries should therefore be directed exclusively to the office of the University Women's Representative.

### III. Submitting an application

#### 1. Applications are submitted online

You will need to have the following **documents** available to upload as a pdf (maximum 5 MB per file). Please pay close attention to detailed information on the respective grant:

- Complete (also explaining gaps in career paths may be helpful) and signed résumé/CV in table form
- List of publications, according to scientific practice (please refer to our website for an example)
- Project description, if this is a first application (maximum 6 pages not counting the bibliography, use Arial 11 or Times New Roman 12, line spacing 1.5)
- An interim report, if this is a follow-on application
- Employment agreement or written proof of institutional affiliation or close connection with the LMU for the following periods: at least 6 months prior to the time of application submission up to the end of the grant period
- Previous university degree certificates/transcripts (stipend for postdocs) and doctoral certificate (stipend for postdocs and habilitation stipend), written proof of being accepted for habilitation (habilitation stipend) or written proof of habilitation (stipend for excellent graduate researchers – post-habil-stipend)
- Birth certificates of the children, if applicable

#### 2. Referee reports

Every applicant is required to have an **internal (LMU) and external (non LMU) referee report**, which can only be written by professors. The guidelines for writing referee reports contained in the appendix (see page 7ff) must be forwarded to the individuals generating the referee reports.

**Deadline:** Both referee reports must be sent either by mail or by e-mail to the University's Women's Representative by the referees no later than the last day of the application period. The applicant will inform the referees about the deadline. The referee reports cannot be uploaded through the application portal. The referees will be notified when their referee reports have been received. Please refer to our website for detailed information regarding the submission deadline.

**You are urged to review your documents for completeness and accuracy according to the detailed information regarding your type of grant before sending in your application. Only complete applications that have been submitted on time will be considered. Please read all information carefully.**

#### 3. Obligation of cooperation

The scholarship holder is obliged to report without delay any change with regard to the statements in her application or her personal circumstances to the office of the University's Women's Representative, which is the approving office for the grant.

The scholarship holder acknowledges all application criteria mentioned above. Copies of all documents related to the aforementioned issues must be sent to the University's Women's Representative.

The stipend will be revoked if one fails to start by the given deadline.

#### 4. Final report

- Upon receipt of the funding, the scholarship holder is obligating herself to submit a comprehensive final report no later than two months following the end of the funding.
- The final report should contain a progress analysis supplying precise information on the state of the scholarship holder's project and the actual performance made during the entire funding period pursuant to the task schedule and timetable in the application. The report must also convey the status of the research work and its results.
- The final report should be 3-4 pages in length (use Arial 11 or Times New Roman 12, line spacing 1.5) and must be signed. It can be submitted by regular mail or electronically.
- In addition, the supervisor must submit a brief statement in the form of a substantive assessment of the accomplishments cited in the final report. Length: approximately one page. For example, in the case of stipends for excellent junior scientific staff (Post-Habil-Grant), these can be from project referees as well.
- Both reports should also discuss the funding itself (how it is or was useful for example) because positive feedback helps secure future funding. One may also express suggestions for improvement and constructive criticism in order to optimize the scholarship program.

#### IV. Information regarding online application

Application portal opens in January and closes in March. Please refer to our website for detailed information.

Within one hour following your registration for online application, you will receive an email with an activation link. You cannot apply online until your account has been activated. During the application period you can save an interim copy of your application, and using your registration information, you can access and edit it again at any time.

**You are urged to review your documents for completeness and accuracy before sending in your application.**

You will receive an automatic confirmation of receipt as soon as you submit your application. You will receive a written notification regarding approval or rejection after the multi-stage evaluation procedure has been completed (most likely at the end of July). The decision about the grant will be made after taking into account the comments of the faculties and the referee reports, by the Vice Chairperson for Diversity, and the University's Women's Representative.

For further **questions regarding the application process** please contact the University's Women's Representative Office. Requests can be submitted by e-mail to [frauenbeauftragte@lmu.de](mailto:frauenbeauftragte@lmu.de).

# Anhang I Guidelines for writing referee reports

## for Scholarship Applications as Part of the Bavarian Equal Opportunities Sponsorship Bayerische Gleichstellungsförderung (BGF) – Promoting Equal Opportunities for Women in Research and Teaching

The goals of the BGF sponsorship are:

- overcoming existing structural barriers to achieving equal opportunities for women in research and teaching
- increasing the share of women at each post-PhD scientific qualification-level and the share of women receiving the respective diplomas
- and increasing the number of women in leadership positions at institutions of research and teaching, especially in professorships

The referee report plays a key role when suitable candidates are being selected. Therefore, we request that you base your evaluation on rigorous standards.

**The following are proposed and recommended criteria and questions for your report. In order to achieve a certain degree of formality and to make the reports easier to compare, we urge that you observe these criteria.**

In any case, please make an overall assessment using the grading levels listed under item 4.

### 1. Bases for the assessment

- Did a conversation with the applicant occur while this report was being generated?
- How did you become acquainted with the applicant?
- How long have you known the applicant?
- What do you base your assessment on?

### 2. Applicant's qualifications

Assessment of scientific qualifications using the following criteria:

- a. Achievements in academic studies
- b. Achievements as part of the dissertation
- c. Achievements as part of a post-doc project
- d. Achievements as part of the "habilitation"
- e. Achievements in teaching
- f. Quality of publications
- g. Raising third-party funding
- h. Other scientific involvements

### 3. Assessment of the applicant's project

Assessment of the project using the following criteria:

- a. Strength of the preliminary work
- b. Quality, also with regard to originality and the anticipated contribution to knowledge
- c. Internationality
- d. Research plan / research goal
- e. Feasibility / time schedule

- f. For follow-on applications: assessment on the progress of the project, and on the updated project description

#### **4. Overall assessment**

I support sponsorship of the applicant:

- emphatically/strongly and without any reservations
- strongly
- in general
- with some reservations
- not at all

#### **Important information**

1. Please send the referee report either by post to the Women's Representative at Ludwig Maximilians-Universität in Munich: Frauenbeauftragte der Ludwig-Maximilians-Universität München, Geschwister-Scholl-Platz 1, 80539 München or by e-mail to [frauenbeauftragte@lmu.de](mailto:frauenbeauftragte@lmu.de).
2. The referee report must be submitted by the respective application deadline, about which the applicant will inform her reviewers. For this purpose, a digital transmission of the referee report to the aforementioned e-mail address is sufficient.
3. Referee reports from Junior-Professors will not be accepted.



# Anhang II Hinweise zur Erstellung von Gutachten

für Anträge zu Stipendien im Rahmen der Bayerischen Gleichstellungsförderung (BGF) – Förderung der Chancengleichheit für Frauen in Forschung und Lehre

Ziele der Förderung über die BGF sind die Überwindung bestehender struktureller Hemmnisse bei der Erreichung von Chancengleichheit für Frauen in Forschung und Lehre, die Verstärkung der Anteile von Frauen auf allen wissenschaftlichen Qualifizierungsstufen nach der Promotion und bei den jeweiligen Abschlüssen als auch die Erhöhung der Zahl von Frauen in Führungspositionen in Einrichtungen der Forschung und Lehre, insbesondere auf Professuren.

Bei der Auswahl geeigneter Kandidatinnen kommt dem Gutachten eine entscheidende Bedeutung zu. Wir bitten Sie deshalb, Ihrer Beurteilung strenge Maßstäbe zugrunde zu legen.

**Die folgenden Kriterien und Fragen dienen als Anregung für Ihre Begutachtung. Um einen gewissen Grad an Formalisierung zu erreichen und damit auch eine bessere Vergleichbarkeit der Gutachten, bitten wir jedoch dringend die Kriterien zu beachten.** Bitte nehmen Sie in jedem Fall eine Gesamtbewertung anhand der Stufung unter Punkt 4 vor.

## 1. Grundlagen der Beurteilung

- Hat ein Gespräch anlässlich der Erstellung dieses Gutachtens stattgefunden?
- Wie haben Sie die Antragstellerin kennen gelernt?
- Wie lange kennen Sie die Antragstellerin schon?
- Auf welcher Grundlage beruht Ihre Beurteilung?

## 2. Qualifikation der Antragstellerin

Beurteilung der wissenschaftlichen Qualifikation anhand folgender Kriterien:

- a) Studienleistungen
- b) Leistungen im Rahmen der Dissertation
- c) Leistungen im Rahmen eines Postdoc-Projektes
- d) Leistungen im Rahmen der Habilitation
- e) Leistungen in der Lehre
- f) Qualität der Veröffentlichungen
- g) Einwerbung von Drittmitteln
- h) Sonstiges wissenschaftliches Engagement

## 3. Beurteilung des Vorhabens

Beurteilung des Vorhabens anhand folgender Kriterien:

- a) Tragfähigkeit der Vorarbeiten
- b) Qualität, auch im Hinblick auf Originalität und erwartetem Erkenntnisgewinn
- c) Internationalität
- d) Forschungsplan/Forschungsziel
- e) Durchführbarkeit/Arbeits- und Zeitplan

- f) Bei Folgeanträgen: Beurteilung zum Projektfortschritt und zur aktualisierten Projektbeschreibung

#### **4. Gesamtbewertung**

Die Förderung der Antragstellerin

- unterstütze ich nachdrücklich und vorbehaltlos
- unterstütze ich vorbehaltlos
- unterstütze ich
- unterstütze ich mit einigen Bedenken
- unterstütze ich nicht

#### **Wichtige Hinweise**

1. Bitte senden Sie das Gutachten auf dem Postweg oder per E-Mail an die Frauenbeauftragte der Ludwig-Maximilians-Universität München, Geschwister-Scholl-Platz 1, 80539 München bzw. an [frauenbeauftragte@lmu.de](mailto:frauenbeauftragte@lmu.de)
2. Das Gutachten muss zum Antragsschluss vorliegen. Über diesen informiert die Antragstellerin die Gutachter\*innen. Zur Übermittlung genügt eine digitale Übersendung des Gutachtens an obenstehende E-Mail Adresse.
3. Gutachten von Juniorprofessor\*innen können nicht berücksichtigt werden.