

Habilitation Stipend

Information on Funding Opportunities from the Bavarian Gender Equality Grant (BGF) – Promoting Equal Opportunities for Women in Research and Teaching

Grant's objective

- The grant's objective is to support emerging graduate female researchers at the LMU who are seeking a habilitation at the LMU

Target group

- Any emerging graduate female researcher 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 applied grant period, holds either a position at the LMU, or if she has no position, can demonstrate an institutional affiliation or close connection to the LMU

Application eligibility

- Employment agreement or written proof of institutional affiliation or close connection with the LMU for the following period: at least 6 months prior to the time of application submission up to the end of the grant period
 - If there is no employment contract: Written confirmation from the faculty, institute or chair the project is assigned to, about close affiliation with the LMU for the period set out above and moreover that the work opportunities required for the funded scientific project (e.g. laboratory space, workplace or working materials) are available, within the framework of the scholarship relationship for the entire funding period
 - With an existing employment contract: A scholarship can only be granted if the research fellow takes leave from her employment agreement/position for the duration of the scholarship. The possibility of being granted leave must be discussed with the supervisor/boss/superior prior to application. If the scholarship is approved, copies of any related documentation certifying approval of the leave must be submitted immediately to the University's Women's Representative
- 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. 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
- Double funding excluded: BGF grants may not be used to supplement other grants. Necessary disengagement from other ongoing stipends
- Secondary employment excluded: BGF grants are intended to cover the recipient's costs of living. Generally, a secondary employment is not possible. Fellows must focus solely on the project that is being funded by the grant and must devote all their manpower to this research project. The combination of a 100% stipend with a secondary employment is not possible

- Being involved in paid teaching during the term of the grant is welcome, at a maximum of 4 hours per week, in case of little experience in teaching. This cannot detract from, interfere with, or delay completion of the project being funded by the grant

Amount of funding

- 100% scholarship: 2,800 Euro monthly
- 50% scholarship: 1,400 Euro monthly
- Child allowances (up to the age of 18):
300 Euro for the first child
100 Euro for each additional child

Funding period

- Maximum of twelve months
- Start for initial applications on 10/1 of the respective application year
- Start for subsequent applications immediately after previous funding

The respective request for proposals is subject to strict budget approval.

Application

Application period

The online application portal opens in January and closes in March. Please refer to our website for exact details.

Documents for new applications

For new applications, the following documents must be available for upload:

- Signed and complete (explaining gaps in career path maybe helpful) CV in tabular form
- List of publications, according to scientific practice (please refer to our website for an example)
- Project description: max. 6 pages not counting bibliography, use Arial 11 or Times New Roman 12, line spacing 1.5. Issue or subject, key objectives, central research questions, theories and methods being applied, innovation potential, preliminary work contribution to the field of research, a project schedule and work plan as well as an explanation where the project and the grant fit in your overall career plan; including a **summary that is easy to understand**. In case of a 50% contract and a 50% grant application, only: Particular justification of special personal situation including a demonstration in which ways the grant will significantly enhance and accelerate the career
- Doctoral certificate
- Written proof that the faculty has accepted you for habilitation (e.g. Fachmentorat)
- Employment agreement or written proof of institutional affiliation or close connection with the LMU for the following period: at least 6 months prior to the time of application submission up to the end of the grant period

- Copy of employment agreement – if the employment agreement is not valid for the entire term of the grant, then written proof of institutional affiliation or a close connection with the LMU is also required already for an application or:
- A written proof from the faculty (e.g. from the Dean, department head, or any professor who is not yet retired) of institutional affiliation or a close connection with the LMU, from the time of application to the end of the applied grant period is also required already for an application
- Birth certificates of the children, if applicable
- 1 internal (LMU) referee report by an LMU professor
- 1 external (non LMU) referee report by a professor from another university or non-university research institution
- These referee reports cannot be uploaded but must be sent either by mail or by e-mail directly to the University's Women's Representative

Documents for follow-on-applications

A follow-on-application is only possible for stipends that were granted in the previous year, for the same type of stipend as well as for another type. All others are first-time applications.

For follow-on-applications the following documents must be available for uploading:

- Updated signed and complete (explaining gaps in career path maybe helpful) CV in tabular form
- Updated list of publications (please refer to our website for an example)
- Updated written proof of institutional affiliation or close connection with the LMU
- Interim progress report on the work performed during the initial grant period, with the maximum of 6 pages, use Arial 11 or Times New Roman 12 and line spacing 1.5
- Updated project description, including project schedule and work plan (without bibliography max. 6 pages, use Arial 11 or Times New Roman 12 and line spacing 1.5)
- 1 internal (LMU) referee report as well as 1 external (non LMU) referee report from a professor on the interim report, in particular on the progress of the project, and on the updated project description. This cannot be uploaded but must be sent either by mail or by e-mail directly to the University's Women's Representative

Requirements for referee reports

- Referee reports from junior professors are not accepted
- Referees must mail their signed referee reports either by mail or by e-mail to the University's Women's Representative by mid-March. Please refer to our homepage for exact details.
- Referee reports cannot be uploaded through the application portal
- The guidelines for referee reports should be passed on to the referees (see attachment).

Applications, referee reports and all documents can be submitted in English as well as in German.

Further information

- Referees will be notified when their referee reports have been received
- Applicants will receive an automatic confirmation of receipt as soon as they submit their applications
- Written notification of approval or rejection after completion of the multi-stage evaluation procedure (expected at the end of July of the respective application year)
- 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 International Affairs and Diversity, and the University's Women's Representative
- In the event a grant is approved, the grant will be revoked if it is not started by the deadline, or if necessary documents have not been submitted by the deadline
- By accepting the scholarship, you agree to deliver a final report no later than two months following the end of the funding

Any application that is not submitted by the deadline or that is incomplete or inaccurate will not be considered. Please note that this also applies when referee reports are not submitted by the deadline.

You are urged to carefully review this information and your documentation for completeness and accuracy before submitting your application.

Please note the data protection information below, and in addition in particular the supplementary notes pursuant to article 13 of the DSGVO (General Data Protection Regulation) in connection with the application regarding the Bavarian Gender Equality Grant (BGF) in the online application portal. 1) Prof. Stefan Endres from the medical faculty recommends this layout. We leave it up to the individual disciplines to define an appropriate layout for the list of publications.

Attachment 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.
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.

Attachment 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
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.