

# CONFERENCE SPONSORSHIP

## APPLICATION GUIDE

### a) Funding objectives and target group

The Faculty of Engineering would like to motivate outstanding **female students (Bachelor's and Master's) and scientists from the doctoral phase onwards** to pursue a further academic career or encourage them to do so. As part of the 2023 - 2027 target agreements between the Faculty of Engineering and FAU, limited funds are available annually to grant conference scholarships for outstanding **female Master's students** and **scientists from the doctoral phase onwards**.

Funding is available for **active participation in a conference** (lecture/poster or similar), **participation in a summer school, a workshop, a science campus** or a similar event.

**The funding program is aimed exclusively at women who are pursuing an academic career.**

### b) Amount of funding

Each applicant apply for a maximum of four grants of up to €3,000 over the period of the current target agreements (2023-2027). In the case of a "hardship case", applications beyond this must provide detailed reasons as to why no other funds are available from the chair for further conference participation.

The total annual funds available are divided into two periods: January to June and July to December. If the funds for meetings are exhausted in one period, it is still possible that funds will be available for the other period.

#### **Option 1:**

##### **Funding of the conference fee**

Maximum funding amount National  
conference: 175 euros International  
conference: 500 euros

#### **Option 2:**

##### **Support for conference fees, transportation costs, accommodation costs, visas**

Maximum funding amount National  
conference: 350 euros International  
conference: 1,000 euros

#### **Option 3:**

##### **Funding for participation in a summer school or similar.**

Maximum funding amount: 350 euros

### **c) Application and award period**

Applications for conference funding can be submitted at any time. However, funding can only be subject to the availability of annually allocated funds. The application must be submitted at least **6 weeks** prior to participation.

The committee of the Representative for Equal Opportunities for Women in Science and Art of the Faculty of Engineering decides on the application.

Final approval is then granted by the Office for Gender and Diversity.

### **d) Application**

Contact person for conference funding at the TF:

**Hanna Stöcker**

Assistant to the Representative for Equal Opportunities for Women in Science and Art at the Faculty of Engineering

Dean's Office of the Faculty of Engineering

Martensstr. 5a

91058 Erlangen

E-mail: [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)

Tel: +49 (0)9131-8527705

Applications can be submitted in German or English. send your complete application exclusively by e-mail (as pdf) to [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)

#### Necessary documents:

- The completed application form and the information specified for the respective option (option 1 conference fee, option 2 conference fee and other costs, option 3 summer school or similar)

### **e) Cost accounting**

Only **original receipts** can be settled. Please keep these carefully and in full. Please note that no daily allowances/meal costs can be reimbursed within the scope of funding granted under the target agreements.

There are two options for the settlement of travel expenses:

#### **1) The chair makes financial advance payments**

If trips are financed proportionally from chair **and** target agreement funds, the total travel costs must be settled in advance from chair funds.

After the travel expenses have been paid by the ZUV via the travel expenses office, the chair submits an internal cost allocation with an accounting code (BKZ) for the approved amount to the secretariat of the Gender . The following must be attached

- a **copy of the "payment order"**
- a **copy of the letter of authorization**,
- and a **detailed statement of costs** must be enclosed.

Please also state the cost center of the chair so that it can be recorded where the costs were incurred (will not be debited). Original receipts do not have to enclosed.

Important: Please make sure that the form is complete (signature, name, address, bank details, cost center of the chair). Only fully completed documents can be processed.

Please send the invoice as a PDF file to

**Carola Preiss**

Secretary of the Office of Equality and Diversity

Bismarckstr. 6, 91054 Erlangen

Phone: 09131/85-24730

**E-mail: [carola.preiss@fau.de](mailto:carola.preiss@fau.de)**

**2) The applicant makes financial advance payments**

If the applicant pays in advance, travel expenses will **only** be settled via the Office for Gender and Diversity. In this case, you will need the following documents for the settlement:

- all **original** invoice documents
- a **detailed list of costs** (amounts of all original receipts submitted + total amount of expenditure)
- a copy of the letter of authorization

**additionally in the case of travel:**

- **Business trip authorization or order to carry out a trip in the original**
- the form "**Reisekostenabrechnung Technische Fakultät**" download at <https://www.gender-und-diversity.fau.de/gender/finanzielle-foerdermoeglichkeiten/tagungsfoerderung/> under "Abwicklung der Travel expense report")
  - for scientific staff:  
Important: For administrative reasons, the **chair's cost center must be specified** for billing purposes (even if the applicant has made an advance financial contribution). However, the chair's cost center will not be charged.

Please hand in the complete documents **1x original and 1x copy** in person to

**Hanna Stöcker**

Assistant to the Representative for Equal Opportunities for Women in Science and Art at the Faculty of Engineering

Dean's Office of the Faculty of Engineering

Martensstr. 5a,

91058 Erlangen

Room 1.06

E-mail: [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)

Tel: +49 (0)9131-8527705

Please coordinate an appointment with Hanna Stöcker in advance. This procedure enables us to immediately whether your documents are complete and to give you direct feedback.

to give. The aim is to speed up the invoicing process and avoid time-consuming email /mail and telephone traffic.

Please bear in mind that after the documents have been checked, the actual settlement of the business trip is carried out by FAU's P1 Travel Expenses Office and the reimbursement of costs or receipt of money in your account can take **up to 6 months**.

Notes on original documents:

- Only original receipts can be settled (accommodation, travel costs, participation fees, etc.)
- An invoice from the hotel showing the number of overnight stays and the composition of the total costs is for the settlement of accommodation costs.
- Boarding passes must also be presented for air travel. Please have electronic boarding passes sent to you by e-mail and print them out.
- For all booked travel tickets (flight/train or similar), enclose proof of actual payment (credit card statement/account statement) in addition to the payment confirmation/invoice from the provider. Conversely, credit card statements may only be submitted together with a original invoice showing the amount of the invoice (accommodation/travel costs etc.).

Please :

- No daily allowances or catering costs can be reimbursed as part of the funding from the target agreements
- Only amounts entered in the payment request can be settled
- Please ensure that the following information is complete: signature, name, (private) address, bank details, etc. Only fully completed documents can be processed.

**f) Final report**

After completion of the research stay, the scholarship holder is obliged to send a short written report of her experiences as a PDF by email to hanna.stoecker@fau.de within eight weeks without being asked.

**g) Note on private stay before/after the trip**

If a private stay is planned before or after the event, a comparative offer for travel costs with and without a private stay must be enclosed for invoicing purposes.

**h) Note on the use of private cars**

Please note that the use of a private car for business trips is **only** permitted **with a valid reason** (e.g. cost savings by transporting several people, carrying heavy equipment, the business location cannot be reached by regular means of transportation or cannot be reached on time).

The mileage allowance is reduced if the vehicle is used **without a valid reason**.