

Application form

**Conference funding for female students and young female scientists
at the Faculty of Engineering**

Please also note the guidelines for conference funding.

1. Personal details

Last name:	
First name:	
Address:	
E-Mail:	
Date of birth:	
Tax ID:	
Department:	
Current career stage:	Student PhD student Postdoctoral researcher Habilitation candidate
At the chair/professorship or field of study:	
Current employment/financing:	Student assistant Research assistant Scholarship holder Academic Councilor Other funding:

2. Details of the conference/summer school or similar.

Name of the event:	
Venue:	
Start of the event:	
End of event:	
For participation in a conference: Active contribution	Poster presentation Lecture Other:

regarding summer schools or similar:
Does the event provide opportunities for active participation in the form of a presentation or poster?

No
 Yes, in this case:
 Yes, I am giving a presentation or poster
 No, I am not giving a presentation or poster

3. Determination of funding amount and checklist of documents to be submitted

Either option 1 (continue with 3.1) or option 2 (continue with 3.2) or option 3 (continue with 3.3)

3.1 Option 1:

Funding of the conference fee

Maximum funding amount

National conference: max. 175 euros

International conference: max. 500 euros

Costs applied for

Conference fee:	
Financing of the remaining costs for conference participation by/via	Self-financing Chair (continue to a) Further funding (continue to a)

a) Information on other subsidies

If necessary, add further subsidies on an extra sheet

Funding approval by:	
Subsidized costs:	
Funding level:	

Checklist of documents to be submitted:

Completed application form (page 1 and page 2)

Letter of application containing statements on motivation and scientific relevance for your career path

Curriculum vitae, list of publications if applicable

Female students: Transcript of records

PhD student, if you are not employed by FAU: proof of doctorate at TF (by means of the docDaten document "Bestätigung der Promotion an der FAU" or copy of enrollment certificate)

PostDocs/Habilitandin: For a long-term academic career, it is essential to gain experience in successfully acquiring third-party funding, e.g. to finance the postdoc phase including conferences. Please briefly explain to what extent you have experience in acquiring third-party funding and whether you have submitted other applications for personal funding for the planned conference stay.

Application for approval of an official journey/a training journey in copy / Authorisation to carry out a journey for non-FAU employees

Description of the conference (copy of brochure, screenshot of the website or similar)

Confirmation of registration for the conference

Proof of application fee

Proof of active contribution

Statement from the professor on whether other candidates will be attending this conference and whether further applications for funding are to be expected

3.2 Option 2:

Funding of the conference fee, transportation costs, accommodation costs,

Maximum funding amount

National conference: max. 350 euros

International conference: max. 1,000 euros

Costs applied for

Please fill in the fields relevant to you

Conference fee:	
Round trip transportation costs:	
Transportation costs on site*	
Accommodation costs*:	
Visa:	
TOTAL	
If necessary: Financing of the remaining costs for conference participation by/via	Self-financing Chair (continue to a) Further funding (continue to a)

a) Information on other subsidies

If necessary, add further subsidies on an extra sheet

Funding approval by:	
Subsidized costs:	
Funding level:	

Checklist of documents to be submitted:

Completed application form (page 1 and page 3)

Letter of application containing statements on motivation and scientific relevance for your career path

Curriculum vitae, list of publications if applicable

Female master students: Transcript of records

PhD student, if you are not employed by FAU: proof of doctorate at TF (by means of the docDaten document "Bestätigung der Promotion an der FAU" or copy of enrollment certificate)

PostDocs/Habilitandin: For a long-term academic career, it is essential to gain experience in successfully acquiring third-party funding, e.g. to finance the postdoc phase including conferences. Please briefly explain to what extent you have experience in acquiring third-party funding and whether you have submitted other applications for personal funding for the planned conference stay.

Application for approval of an official journey/a training journey in copy/ Authorisation to carry out a journey for non-FAU employees

Description of the conference (brochure, website or similar)

Confirmation of registration for the conference

Proof of registration fee

Proof of active contribution

Proof of the expected costs (if a private stay is planned before or after the event, a comparative offer for the travel costs with and without a private stay must be enclosed for billing purposes).

Brief explanation from the (junior) professor that full funding is not possible and a statement on whether further applications will be submitted for funding to attend the conference.

* The transportation and accommodation costs must be cost-effective.

<https://www.intern.fau.de/personal-und-arbeitsleben/weg-zur-arbeit/dienst-und-fortbildungsreisen/rundschreiben-zu-dienst-und-fortbildungsreisen/>

3.3 Option 3:

Funding for participation in a summer school or similar.

Maximum funding amount: 350 euros

Excursions as part of compulsory courses are not funded

Costs applied for

Please fill in the fields relevant to you:

Participation fee:	
Round trip transportation costs*:	
Transportation costs on site*:	
Accommodation costs*:	
Other (fill in if required)	
TOTAL	
If necessary: Financing of the remaining costs for participation in the summer school or similar by/via	Self-financing Chair (continue to a) Further funding (continue to a)

a) Information on other subsidies

If necessary, add further subsidies on an extra sheet

Funding approval by:	
Subsidized costs:	
Funding level:	

Checklist of documents to be submitted:

Completed application form (page 1 and page 4)

Letter of application containing statements on motivation and scientific relevance for the career path

Curriculum vitae, list of publications if applicable

Female students: Transcript of Records

PhD student, if you are not employed by FAU: proof of doctorate at TF (by means of the docDaten document "Bestätigung der Promotion an der FAU" or copy of enrollment certificate)

Application for approval of an official journey/a training journey in copy / Authorisation to carry out a journey for non-FAU employees (<https://www.intern.fau.de/personal-und-arbeitsleben/weg-zur-arbeit/dienst-und-fortbildungsreisen/>)

Description of the summer school or similar (brochure, website or similar)

If planned: Proof of active contribution

Confirmation of registration for the summer school or similar (can be submitted later)

Proof of the expected costs (if a private stay is planned before or after the event, a comparative offer for the travel costs with and without a private stay must be enclosed for billing purposes).

* The transportation and accommodation costs must be cost-effective.

<https://www.intern.fau.de/personal-und-arbeitsleben/weg-zur-arbeit/dienst-und-fortbildungsreisen/>