

# Guidelines for awarding funding for conferences for female early career researchers under the target agreements for increasing the proportion of women in academia

2023–2027

(updated December 19, 2025)

## 1. Target group

The funding is aimed at female doctoral candidates, postdoctoral researchers, habilitation candidates and assistant professors.

## 2. Requirements for funding

In order to qualify for funding they have to actively participate in a conference by holding a presentation of their own or a poster presentation on the results they have obtained so far.

## 3. Amount of funding

Only **one trip per year** per applicant is eligible for funding. Each applicant can receive funding **three times** during the entire duration of the target agreement period from 2023 to 2027. The maximum funding available per journey is **1.600 euros**.

## 4. Application deadlines and funding allocation period

Applications for the conference funding can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be filed at least 6 weeks before participating in the conference.

## 5. How to apply

Applications may be submitted in either English or German. The following documents must be submitted **at least 6 weeks before the journey**:

- a. Cover letter with reasons for making the journey
- b. Travel authorization form
  - FAU employees must complete form R0001; Application for approval of an official journey or training journey (**R0001**).
  - External applicants must use form R0024; Authorization to carry out a journey (**R0024**). Applicants who are not employed by FAU must clearly state the nature of their ties with the University in their application.
  - Both forms are available at  
<https://www.intern.fau.de/personal-und-arbeitsleben/weg-zur-arbeit/dienst-und-fortbildungsreisen/>
- c. Curriculum vitae including a list of publications if applicable

- d. Table giving a detailed breakdown of costs
- e. Description of the conference (brochure, screenshot of the website or similar)
- f. Letter of recommendation from the relevant Chair
- g. Information as to whether the Chair or project can only provide limited funding or no funding at all
- h. A declaration that no other funding has been granted or travel expenses reimbursed by another party.

Please send your documents **in the order listed above (a-h) in one merged PDF** file to [wiso-frauenbeauftragte@fau.de](mailto:wiso-frauenbeauftragte@fau.de).

## **6. Personal visits**

If the business journey is followed immediately by a private stay, a **cost comparison** must be submitted together with the application. This comparison (for example a screenshot) must clearly show the costs for the outward journey immediately before and the return journey directly after completion of the official stay and the costs for the return journey after completion of the private stay.

## **7. Notes on claiming for expenses**

Only **original receipts** can be accepted. Please be sure to keep them all carefully.

- Please keep the original of your approved travel authorization form and submit it together with your claim for reimbursement of expenses.
- In order to claim for accommodation costs, we need an invoice from the hotel, stating the number of nights and a breakdown of how the overall costs are calculated.
- If you fly, you must also submit your boarding pass. Please arrange to have electronic boarding passes sent to you by email and print them out.
- For all travel tickets you book (plane/train etc.), please be sure to include not only the confirmation of payment/invoice, but also proof of actual payment (credit card statement/bank statement). Conversely, credit card statements can only be recognized together with an original invoice showing the total of the invoice (accommodation/travel costs etc.).
- **Rail travel costs** are only reimbursed in full if the applicant used a "Bahncard" (otherwise only proportionately).
- **Please note the following when traveling by car:** Journeys by car are only reimbursed if there is an urgent need (e.g. cost savings by taking passengers, heavy equipment needs to be transported) at a rate of 0.40 euros per kilometer traveled. This rate is reduced to 0.25 euros per kilometer traveled if a car is used for travel without any urgent need.

- Please note: Funding from the target agreements does **not cover a daily allowance or subsistence costs.**

Further details on claiming for travel expenses are available on the **website of the Office of Equality and Diversity.**

[https://www.equality-and-diversity.fau.eu/gender/funding-opportunities/funding-for-conferences/#collapse\\_2](https://www.equality-and-diversity.fau.eu/gender/funding-opportunities/funding-for-conferences/#collapse_2)

**Contact for the funding measure:**

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