

# Guidelines for the use of funds from the program 'Realization of Equal Opportunities for Women in Research and Teaching' (FFL)

(Updated: October 28, 2024)

Since 2008, the Free State of Bavaria has offered every Bavarian university funds to support the 'Realization of Equal Opportunities for Women in Research and Teaching' (FFL). The funds are to be used to finance scholarships and to partially finance projects in the field of gender studies.

## **1. General information**

### a) Funding objective

The scholarships are granted to female researchers with above-average achievements who are currently finishing their doctoral degree at one of the five faculties of Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), who are currently in the postdoctoral or habilitation phase, or who have already submitted their habilitation thesis but have not yet completed the entire process. **Only women who plan to pursue their research career with the aim of becoming a professor at a German university will receive funding.**

Women must have a clear link to FAU via their supervisor or mentor. The scholarship may not be used to free employees from existing employment contracts. Special justification is required should an employee choose a scholarship over an existing employment contract.

### b) Scholarship allocation period

The maximum duration of scholarship funding is one year (scholarships for excellent young researchers: maximum of six months). **An extension is not possible.** Habilitation scholarship holders may reapply. For first applications, the scholarship must be started between June 1 and September 1, usually at the start of a month. For applications from candidates who are already receiving funding from this program, the scholarship will usually start as soon as the previous funding period ends.

### c) Part-time scholarship

For family reasons, which have to be sufficiently substantiated, the scholarship can also be awarded as a partial scholarship with twice the funding duration. The scholarship holder is

expected to use half of her regular working hours on her doctoral or research project and receives half the scholarship allowance in return. **Funding after a scholarship duration of one year is subject to strict budget provisos.**

d) Employment/paid teaching positions

The scholarship holders must generally **work exclusively on their research project**. This rule notwithstanding, holders of a **doctoral scholarship** may be gainfully employed in a position of relevance to their academic career with a workload of up to 10,1 hours a week, or a maximum of 3 SWS for teaching positions. These limits are reduced accordingly in the case of part-time scholarships.

Holders of a **postdoctoral or habilitation scholarship or of a scholarship for excellent young researchers** may work in (preferably paid) teaching positions for up to 5 SWS.

Scholarship holders are obliged to receive written consent for any employment or paid teaching positions from the Graduate Center and Young Researcher Support ([christa.schmidt@fau.de](mailto:christa.schmidt@fau.de)). The application should clearly state the benefits the position will have for the scholarship holder's academic career.

e) Taxes and insurance

In accordance with Section 3 (44) of the German Income Tax Act (Einkommensteuergesetz), the scholarship is generally tax free. If in doubt, please inquire how the scholarship is treated under German tax law at the respective tax office – if need be together with a tax advisor. The final tax assessment will be done when completing your income tax return. Since no social benefits (health insurance, social security etc) are covered by the scholarship, the candidates for the scholarship program are obliged to take out mandatory health insurance and any other insurance needed at their own expense. Scholarship holders are covered for accidents on FAU premises but not on their way to or from work.

f) Childcare allowance

An additional childcare allowance may be granted to scholarship holders of all types, specifically EUR 300 for one child and EUR 100 for each additional child under the age of 12.

g) Maternity protection

If periods of statutory maternity leave fall within the funding period, the duration of the scholarship is generally extended by the duration of statutory maternity leave at the written request of the scholarship holder. Scholarship payments will continue throughout maternity leave.

h) Parental leave

During periods of parental leave, the scholarship and research activities may be suspended or reduced to 50%. Any parental allowance in excess of EUR 500 will be set off against the scholarship. The funding period of a reduced monthly scholarship allowance will be extended accordingly. When suspending the scholarship, the total funding period of 12 or 6 months will not be extended.

i) Stays abroad for research purposes

All scholarships permit **short stays abroad for research purposes**. During these research stays, the scholarship may be continued if the supervisor confirms that the research stay is directly related to the funded research qualification.

j) Applicants with foreign nationalities

Applicants with foreign nationalities need to be based in the Federal Republic of Germany at the time of application and plan their scientific career here with the aim of becoming a university professor. This must be stated in the application, including clear reasons. Scholarships are not granted to applicants who already receive funding from their home country.

k) Obligation to cooperate

In order to ensure the legitimacy of the scholarship, one requirement for funding is that the recipients of the funding fulfill their obligation to cooperate. Therefore the scholarship holders

- must state all details relevant to funding and, upon request, agree to the provision of relevant information by third parties, and
- give immediate notification of changes in personal circumstances relevant to funding or in information provided in connection with the application for funding (e.g. other funds granted)

- agree to inform the Office of Equality and Diversity about the progression of their career after the end of the period during which they receive the scholarship.

l) Final report

All scholarship holders must submit a final report no later than two months after the end of the scholarship; scholarship holders must submit the report on their own initiative. **If the final report is not submitted or not submitted in time, the full scholarship will be reclaimed within three months.**

Doctoral candidates shall submit a final report if they are unable to submit their doctoral thesis in time for the end of the scholarship as planned. The scholarship holder shall explain the reasons for the delay in the final report and state how she intends to proceed with the thesis. In all other instances, confirmation of the submission of their doctoral thesis, a copy of the thesis cover sheet and a note confirming the expected date of the oral examination shall suffice. A copy of the doctoral degree certificate must be submitted as soon as possible.

Postdoctoral and habilitation researchers and holders of scholarships for excellent young researchers must submit a report about the entire duration of the scholarship. If a habilitation is supported up until its completion, a confirmation of the submission of the paper and a letter stating the expected time frame of the further procedure shall suffice.

m) Credit in publications

In publications and in any other presentations, especially those of a public nature, the following acknowledgment should be included at an appropriate point:

“Bavarian Equal Opportunities Sponsorship – Realisierung von Chancengleichheit von Frauen in Forschung und Lehre (FFL) – Realization of Equal Opportunities for Women in Research and Teaching.“

**Please note:** Please also consult the FAU information sheet on the awarding of scholarships at: <https://www.verwaltung.zuv.fau.de/haushalt-und-finanzen/stipendienangelegenheiten/>

## 2. Application and admissions procedure

### n) NEW: Online information events for initial selection

The Graduate Center and the Office of Equality and Diversity offer two information events to answer applicants' most important questions. Applicants must attend one of these events. If you still have questions after attending one of these events, you can arrange for an appointment with Dr. Magda Luthay, Head of the Office of Equality and Diversity ([gender-und-diversity@fau.de](mailto:gender-und-diversity@fau.de)).

**In 2024/2025, we will be holding two information events via Zoom for the FFL scholarships:**

1. December 11, 2024: 2 pm - 3.30 pm
2. January 22, 2025: 10 am - 11.30 am

Zoom meeting information:

<https://fau.zoom-x.de/j/65038002395?pwd=q5nl5n8HLx3ytmanDWQRiqnxKtOmkK.1>

**Meeting ID: 650 3800 2395**

**Password: 816516**

### o) How to apply

Please submit your digital application in English or German via the following link by **February 28/29**:

<https://faubox.rrze.uni-erlangen.de/preparefilelink?folderID=28okEQmnxQwMb1JBpcUYY> .

Please note that no deadline extensions are possible due to time constraints. The applications are considered in the form in which they are available at the time of the deadline. **Amendments or supporting documents may not be submitted after your application. The Graduate Center and Young Researcher Support** can check applications submitted at the latest one week before the deadline to ensure that they are complete.

### p) Evaluations

Applicants should also submit two evaluations from university lecturers. For post-doctoral degree scholarships one of the evaluations must be from a professor who is not based at FAU. Reviewers must comment on the candidate's ability to successfully work on scientific projects and the academic quality of those projects (see check list for evaluations).

The evaluations shall be signed and the original copy sent by post (**FAU, Graduiertenzentrum und wissenschaftlicher Nachwuchs, Schlossplatz 4, 91054 Erlangen**) or digitally with a digital signature sent from the reviewer's institutional e-mail address to [christa.schmidt@fau.de](mailto:christa.schmidt@fau.de).

q) Selection committee

The decision about the funding is taken by the Commission for Research and Young Researchers chaired by the Vice President People. The University women's representative is a voting member of this commission.

### 3. Scholarship Types

#### I. **Doctoral scholarships**

Doctoral scholarships may only be granted for the **final phase of a doctoral degree in case of above-average achievements**. A requirement for this is confirmed preliminary work of at least one year. Only doctoral degrees at Friedrich-Alexander-Universität Erlangen-Nürnberg that serve as the **basis for a further qualification for a professorship** may be considered for funding. Only female doctoral candidates who are registered in FAU's doctoral research database *docDaten* and have been admitted to a doctoral degree at FAU may apply.

The monthly scholarship allowance is **EUR 1,200** (plus any childcare allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is **one year**, beginning **between June 1 and September 1**. Extensions or reapplications are **not possible**. In exceptional circumstances the scholarship may be suspended one time only for a maximum of six months upon request.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV (in tabular form) with publications list (see application form),
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) a detailed project description that explains the work already done on the thesis and a work plan detailing the content and time frame for the funding period in question (approx. 5 pages plus work plan)
- d) details of how the project fits into the applicant's career plan

- e) confirmation of current occupation(s); if applicable, details of why the scholarship should take precedence over an existing employment contract
- f) copies of the birth certificates of any children.
- g) In addition: Two evaluations signed by university lecturers. The original copy should be sent by post (**Graduiertenzentrum und wissenschaftlicher Nachwuchs, Schlossplatz 4, 91054 Erlangen**) or digitally with a digital signature sent from the reviewer's institutional e-mail address to [christa.schmidt@fau.de](mailto:christa.schmidt@fau.de) (see check list).

The above order of these documents must be preserved. The documents should be submitted in German or English via

<https://faubox.rrze.uni-erlangen.de/preparefilelink?folderID=28okEQmnxQwMb1JBpcUYY> on or before 28/29 February.

## II. Scholarships for female postdoctoral researchers

These scholarships are intended to enable women with doctoral degrees to start, continue and/or complete a project at FAU that qualifies them for a university career (junior professorship or habilitation). Applicants should generally have completed their doctoral degree with a minimum grade of 'sehr gut' (excellent; magna cum laude). Furthermore, the duration of the doctoral degree may generally not have exceeded four years. In justified, exceptional cases, application may be possible even if the doctoral degree certificate is not available yet. This is subject to the condition that the evaluation provided clearly states that the applicant is expected to complete her doctoral degree with an excellent grade (at least magna cum laude) in the very near future. **The certificate must be submitted before the start of the scholarship. Accordingly, the doctoral procedure must already have been initiated at the time of application.** In these cases the duration of the scholarship begins when the certificate is submitted.

The monthly scholarship allowance is **EUR 2,400** (plus any childcare allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is one year, beginning **between June 1 and September 1. Extensions and repeat applications from postdoctoral researchers are not possible.** In exceptional circumstances the scholarship may be suspended one time only for a maximum of six months upon request.

The scholarship holder must already have **close institutional ties to FAU**. **Paid** participation of the scholarship holder in teaching is possible and encouraged during the funding period for **up to 5 SWS**.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV (in tabular form) with publications list (see application form),
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) Statement from supervisor on applicant's close institutional ties through the department/institute to which the project is assigned
- d) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- e) details of how the project fits into the applicant's career plan
- f) confirmation of current occupation(s); if applicable, details of why the scholarship should take precedence over an existing employment contract
- g) copies of the birth certificates of any children.
- h) In addition: The original copy of two evaluations signed by university lecturers, at least one of them an external lecturer, sent by post (Graduierzentrum und wissenschaftlicher Nachwuchs, Schlossplatz 4, 91054 Erlangen) or digitally with a digital signature sent from the reviewer's institutional e-mail address (christa.schmidt@fau.de) (see check list)

The above order of these documents must be preserved. The documents should to be submitted in German or English via

<https://faubox.rrze.uni-erlangen.de/preparefilelink?folderID=28okEQmnxQwMb1JBpcUYY> on or before 28/29 February.

### **III. Scholarships for habilitations**

Funding is available for young female researchers pursuing a habilitation. Applicants must prove that they have been accepted as a habilitation candidate by the faculty in question.

The monthly scholarship allowance is **EUR 2,800** (plus any childcare allowances). Additional material and travel expenses (including printing costs) are **not** available.



The duration of the scholarship is one year, beginning **between June 1 and September 1**. In exceptional circumstances the scholarship may be suspended one time only for a maximum of six months upon request.

The scholarship holder must already have close institutional ties to FAU. **Paid** participation of the scholarship holder in teaching is possible and encouraged during the funding period for **up to 5 SWS**. The teaching obligation set forth in the habilitation regulations is also binding for the scholarship holder.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV (in tabular form) with a publication list (see application form)
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) confirmation of habilitation status from the faculty
- d) a statement from the department/institute to which the project is assigned on the scholarship holder's existing institutional ties to the department/institute,
- e) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- f) details of how the project fits into the applicant's career plan
- g) confirmation of current occupation(s); if applicable, details of why the scholarship should take precedence over an existing employment contract
- h) copies of the birth certificates of any children.
- i) In addition: The original copy of two evaluations signed by university lecturers, at least one of them a member of the applicant's committee of mentors, sent by post (Graduierenzentrum und wissenschaftlicher Nachwuchs, Schlossplatz 4, 91054 Erlangen) or digitally with a digital signature sent from the reviewer's institutional e-mail address to [christa.schmidt@fau.de](mailto:christa.schmidt@fau.de) (see check list)

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<https://faubox.rrze.uni-erlangen.de/preparefilelink?folderID=28okEQmnxQwMb1JBpcUYY> on or before 28/29 February.

If the habilitation thesis is submitted before the end of the granted funding period, the funding for the remaining calendar months may be continued as a *scholarship for excellent young researchers*

upon request (see IV). The maximum funding period for a scholarship for excellent young researchers who have submitted their habilitation thesis is six months.

To this end, scholarship holders must submit an application to the Graduate Center including the following documents:

- a) a description of the planned research for the remaining funding period
- b) a statement from a university professor
- c) confirmation from the faculty that the habilitation thesis has been submitted and that the habilitation procedure has been initiated

The Vice President People will decide on the application in consultation with the University's women's representative.

#### **IV. Scholarships for excellent young researchers**

The scholarship is open to any young researchers who have already submitted their habilitation thesis at the date of application but have not yet completed the entire process. The funding is intended to allow female young researchers to continue their research in the phase between the submission of the thesis and the completion of the habilitation procedure, and at the most until their appointment as a professor. Scholarship holders are permitted to pursue a paid teaching job for up to four semester hours (5 SWS).

The monthly scholarship allowance is **EUR 3,200** (plus any childcare allowances). Additional material and travel expenses (including printing costs) are **not** available.

The maximum duration of the scholarship is six months, beginning **between June 1 and September 1**. Extensions or reapplications are **not** possible.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV (in tabular form) with publications list (see application form),
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) confirmation from the faculty that the habilitation thesis has been submitted and that the habilitation procedure has been initiated

- d) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- e) confirmation of current occupation(s)
- f) copies of the birth certificates of any children.
- g) In addition: The original copy of two evaluations signed by university lecturers, at least one of them an external lecturer, sent by post (Graduiertenzentrum und wissenschaftlicher Nachwuchs, Schlossplatz 4, 91054 Erlangen) or digitally with a digital signature sent from the reviewer's institutional e-mail address to [christa.schmidt@fau.de](mailto:christa.schmidt@fau.de) (see check list).

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<https://faubox.rrze.uni-erlangen.de/preparefilelink?folderID=28okEQmnxQwMb1JBpcUYY> on or before February 28/29.

#### **V. Re-entry scholarships**

In every round, two to three re-entry scholarships are granted to women who, after interrupting their academic project due to childbirth/child care/caring for relatives aim to re-enter their academic careers at Friedrich-Alexander-Universität Erlangen-Nürnberg.

If these re-entry scholarships are not applied for, the funds thus freed may be used for other scholarships. The same application criteria as above shall apply, in addition to a statement on the reason and duration of the interruption and the further career the applicant intends to pursue.

#### **4. Funding of projects in the field of gender studies**

Funding of up to EUR 10,000 is available for research projects in the field of gender studies. Applicants must be a member of FAU to qualify for this funding. Funding is available for events such as conferences, symposia, summer schools or similar in the field of gender studies that will be hosted at FAU. Lectures and seminars cannot be funded as part of this program. **Funds must be spent within the respective calendar year.**

Applications must be submitted **by April 15** to the Office of Equality and Diversity by post and by e-mail ([gender-und-diversity@fau.de](mailto:gender-und-diversity@fau.de)).

The following documents should be attached to the application:

- Project outline (max. 5 DIN A4 pages)
- Detailed breakdown of costs with estimates of costs if applicable (estimated travel expenses should be guided by the lump sums provided by DFG and DAAD)

The following sentence should be included in the announcement:

“Gefördert aus Landesmitteln des Freistaats Bayern zur Realisierung der Chancengleichheit von Frauen in Forschung und Lehre.” (English: “Funded by state funds of the Free State of Bavaria to support ‘Realization of Equal Opportunities for Women in Research and Teaching’”).