

A copy of the ‚payment authorisation of travel expenses‘ (‚Auszahlungsanordnung der Reisekosten‘), a copy of the permission letter and the applicant’s report must be included.

If the travel expenses are being paid by the Office of Equality and Diversity only, please complete the following form and include the cost centre of your Chair.

Required documents:

- Original copy of the approved travel authorisation form (if it has not already been submitted),
- All original receipts
 - For air travel: please include the boarding cards, as the costs will not be reimbursed without them,
 - Original invoices only (hotel etc.)
 - Original receipts (conference entry fee, etc.)
 - Credit card bills: These are only recognised in conjunction with an original document (such as the conference program) which clearly states the conference entry fee. Simply submitting the credit card bill by itself is not enough.
- A report about the conference (approx. 1 page long), in which you describe the results and benefits of the conference for your academic career.

Contact person for questions

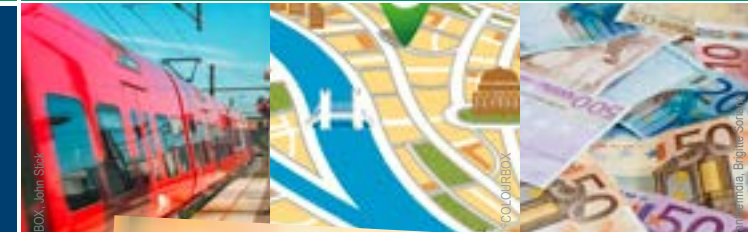
Dr. Magda Luthay
Project coordination and controlling of target agreements
Office of Equality and Diversity
Am Weichselgarten 9, 91054 Erlangen
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Detailed Information:

[www.gender-und-diversity.fau.de/gender/
finanzielle-foerdermoeglichkeiten/
tagungsfoerderung/](http://www.gender-und-diversity.fau.de/gender/finanzielle-foerdermoeglichkeiten/tagungsfoerderung/)



Funding for participation in conferences



Funding for participation in conferences

Particularly talented female doctoral candidates, postdoctoral candidates, habilitation candidates and research associates can apply for funding for **active participation** in conferences or workshops in Germany or abroad.

The aim of this funding is to support young female researchers on their path towards a professorship.

Application requirements

Target group:

Female doctoral, postdoctoral and habilitation candidates

Important:

Active participation in the form of a presentation or poster about the results of the applicant's research to date.

Please note:

- At the Department of Geography and Geosciences research related travel may also be funded under these conditions.
- **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 2018-2022.

How to apply

Please submit your application for funding for your participation in a research conference to the department's women's representative. The representative will check the subject relevance of the conference and the funding eligibility of the application and forward it to

Dr. Magda Luthay
Am Weichselgarten 9
91058 Erlangen,

who will inform you whether your application has been successful and the amount of funding awarded.

Please note:

The completed application documents must be submitted to the Office of Equality and Diversity for processing at least six weeks before the planned journey. Please submit these documents in duplicate by post. Please do not send any applications via e-mail.

Doctoral, postdoctoral and habilitation candidates and research assistants

must submit the following documents:

- Cover letter with reasons for making the journey
- Application for an official journey
- Academic Curriculum vitae
- List of publications (if applicable)
- Breakdown of costs
- Description of the conference (brochure, website or similar)
- Letter of recommendation from the relevant chair if applicable
- Information as to whether the chair or project can only provide limited funding or no funding at all
- Letter of support for the application from the department's women's representative

Amount of funding

A maximum of **80%** of the costs may be covered subject to maximum rates: in Germany max. **500€** and abroad max. **1.200€**.

Travel expenses

Travel expenses are processed at the secretary's office:

Sekretariat des
Büros für Gender und Diversity
Karin Kissel

If the travel expenses are partly to be paid by funds from the Chair **and** partly by target agreement funds, the entire cost for the journey must initially be paid by the Chair. After payment of travel expenses by University Administration via the travel expenses office, the Chair must issue an invoice with a BKZ (Buchungskennzeichen/booking reference) to the Office of Equality and Diversity for the amount authorised in the target agreements.