

Central gender equality budget **call for promoting gender equality measures**

January 2018

Objectives: Kiel University strives to ensure equality between men and women in all university areas. Women need to have the same opportunities at every level and be specifically promoted in the areas in which they are underrepresented. Equality between men and women in science is part of Kiel University's profile development. The individual gender equality targets are:

- Increase the proportion of female students in subjects in which women were underrepresented until now
- Ensure the same development opportunities for men and women during the scientific qualifying phase
- Increase the proportion of women in leading scientific, technical and administrative positions
- Make family life more compatible with studies/work for men and women

The University Board provides a central gender equality budget for implementing measures designed to achieve these gender equality targets. Gender equality measures which have been applied for and approved can be supported from this budget.

1. Who can apply / receive funding?

Generally speaking, all members of Kiel University can apply for support with measures that promote gender equality.

Women working at Kiel University in research, teaching, technology and administration can receive funding in all categories (see Section 3), even, as an exception, examination candidates for projects which are directly related to their theses. Female C4/C3 and W2/W3 professors are not eligible for funding. Men can receive funding in some categories. Higher-level measures can be funded on the central equal opportunity commissioner's direct initiative.

2. When and where can applications be made?

Applications can be made at any time. Once or twice a year there will be a call for applications, to the Dean's Offices, institutes and central units, as well as the faculties' equal opportunity commissioners. Applications must be made to Kiel University's central equal opportunity commissioner in writing.

3. What can applications be made for?

Applications can be made for various gender equality measures:

- a) Grants for **conference trips**, usually for **post-doc** female researchers. Female doctoral candidates can only receive funding from this budget in well justified exceptional cases because they have the corresponding offer from the Graduate Center available to them (<http://www.graduiertenzentrum.uni-kiel.de/de/stipendien/reisekostenzuschuss>).
- Europe: max. € 500 or 80% of the travel expenses
 - Overseas: max. €1,500 or 80% of the travel expenses
- Individual, larger items for reimbursement are preferable (flights, conference fees).
- b) Grants for **further education**, mainly for female post-docs, female habilitation candidates, female assistant professors, women in leadership positions or on their way up, such as
- Job application training
 - Presentation techniques
 - Leadership training
 - Research planning
 - Career development
 - Summer schools
 - Coaching
 - Further education with contents that are relevant to gender equality can also be funded for men
 - Max. €300 or 80% of the costs
- If measures like these are also offered by the Continuing Professional Development Centre or the Graduate Center at Kiel University, then the use of these must be given priority.
- c) Grants for invited female guest researchers and **referees**
- d) The **Gender Research Prizes**, awarded once a year for outstanding work by men and women with gender-relevant topics
- €1,000 for a dissertation
 - €500 for a Diploma thesis or Master thesis
- e) Grants for **projects for schoolgirls** to gain female students (only in subjects in which female students are underrepresented)
- f) **Re-entry scholarships** for scientists following a family period (caring for children or family members) for:
- Doctoral candidates for completing a dissertation €1,000 per month
 - for 6 months
 - Post-docs for a scientific publication €1,500 per month
 - for 3 months
 - Post-docs for preparing an external funding application €1,500 per month
 - for 3 months

In well justified cases, a one-time extension of the scholarship is possible upon application, as long as sufficient funds are available.

- g) Funds for urgently necessary, additional student or research **assistant hours** for young female scientists with children or during pregnancy
- h) The central equal opportunity commissioner's comprehensive measures:
 - Further education and training programmes on offer
 - Events/presentations
 - Mentoring programme
 - Supporting the Women Scientists Network
 - Supporting female assistant professors

4. Who makes the decisions on the applications?

The central equal opportunity commissioner makes all decisions regarding smaller, short-notice funding applications (a-c, e, g) and comprehensive measures (h). She regularly informs the Central Committee for Gender Equality about the applications received, approvals and rejections. The Central Committee for Gender Equality makes the decisions on awarding the Gender Research Prize (d) and the re-entry scholarships (f). At the end of a financial year, the central equal opportunity commissioner presents a final report on the budget to the Committee for Gender Equality.

5. According to which funding criteria are decisions on applications made?

- Funded measures must have a gender equality aspect or support Kiel University's gender equality targets.
- Funded measures should have a positive impact on the scientific career development of the funded people, preferentially women.
- A declaration from the superior is required stating that there are no funds available from the institute, project or other funds for the measures applied for.
 - Exception: this declaration is not necessary if a grant for gender-relevant further education or personal coaching is being applied for.
- There is no entitlement to funding or to funding with the highest amount.

6. Application procedure

An informal, written and brief (1-3 pages) application must always include the following information:

- Personal data about the applicant
- Short description of the project (conference, further education, guest researcher, award, project, scholarship, other)
- Breakdown of the costs
- Description of the gender equality aspect and how it is significant for career development
- Declaration by the superior that no other funds are available

Specific additionally required documents and other processes are as follows:

- To a: (i) An abstract of the applicant's own contribution (presentation or poster) at the conference or description of how the conference is significant for career development must be part of the application, and (ii) the applicant must send a copy of the approval letter for the travel expenses grant to the travel expenses division, and (iii) in the cost calculation, the applicant must enter that she will be getting a grant from the GB (equal opportunity commissioner) to the previously approved amount in the business trip application (via the WinTrip procedure) in the "comments" section.
- To b: The tender specification for the further education
- To d: Positive assessment of the thesis by 2 university lecturers and/or 2 private lecturers, as well as a summary of the thesis
- To f: The basic requirement for a re-entry scholarship is that the scientific career has been interrupted by raising children or caring for family members (for a maximum of 2 years) and that the exam or doctoral degree was completed at an above-average level. In every case, a Curriculum Vitae including a list of publications and copies of certificates, as well as a detailed work and time plan for the project must be included, plus a declaration on the provision of a suitable workplace by the head of the institute (including equipment, if necessary). For dissertations to be completed, which were not started more than 5 years ago, a brief assessment by the supervisor must be presented which confirms the status of the dissertation and the feasibility of the project. For external funding applications, the respective institution's consent (the institution where the research project is to be carried out) and a sketch of the project must be included.
- Please send applications for (d) and (f) as electronic files, because these are then forwarded on to the members of the Committee for Gender Equality.

7. Accounting and reporting

A prompt, brief report on the result, plus a precise account of the approved funds, must be produced for every measure funded from this budget and submitted to the central equal opportunity commissioner.