

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:

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

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.

You can find an overview here: <https://www.fau.de/graduierenzentrum/postdochabilitation/finanzierung-fuer-postdocs-und-habilitierende/>

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

Description of the conference (brochure, website or similar)

Confirmation of registration for the conference

Proof of application fee

Proof of active contribution

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 students: Transcript of records

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. You can find an overview here: <https://www.fau.de/graduierenzentrum/postdochabilitation/finanzierung-fuer-postdocs-und-habilitierende/>

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

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).

Short statement by the (Junior) professor that (full) funding is not possible

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

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

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

Application for approval of an official journey/a training journey in copy (<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)

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/>

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