



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

WOMEN'S REPRESENTATIVE
DR. MARGIT WEBER, AKAD. DIREKTORIN



**Information regarding funding from the 2018 Bavarian Gender Equality Grant (BGF)
Promoting equal opportunity for women in research and teaching**

Habilitation Stipends

Grant's objective

The grant's objective is to support emerging graduate female researchers at the LMU who are seeking a habilitation at the LMU.

Application eligibility

Any emerging graduate female researcher with a PhD who, from the time of application submission to the end of the applied grant period, holds either a position at the LMU, or if she has no position, can demonstrate an institutional affiliation or close connection with the LMU, such as a written confirmation/evidence from the dean, head of institute or a researcher of the LMU that he/she will provide you with the necessary working resources in his/her research facility for the duration of the proposed project within the context of the stipend, e.g. a desk, an office, or a workplace in a lab, is eligible to apply. An applicant must also submit written evidence that the faculty has accepted her for habilitation.

A stipend can only be granted if the research fellow takes leave from her employment agreement/position or disengages herself from any other ongoing stipend. The possibility of being granted leave must be discussed with the supervisor/boss/superior prior to application. In the event a stipend is approved, copies of any related documentation certifying approval of the leave must be submitted immediately to the university's Women's Representative.

In the case of a half-time position, it is possible to apply for a part-time stipend (50%), or if taking leave from this half-time position, one can apply for a full-time stipend. In the case of a full-time position, it is possible to apply for a full-time stipend if one is taking leave from this full-time position, or for a part-time stipend if one is taking leave from 50% of this full-time position. In case of parental leave, it is possible to apply for a part-time stipend (50%).

Fellows must focus solely on the project that is being funded by the grant. Basically, the funded research fellows must devote all their manpower to the research project being funded by the grant; in case of a full-time-stipend spare time work is not possible. However, being involved in (paid) teaching during the term of the grant is welcome, at a maximum of 4 hours/week. The teaching assignment cannot detract from, interfere with, or delay completion of the project being funded by the stipend.



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Scope of grant

Stipend amount: 2.600 EUR/month (full-time stipend 100%); 1.300 EUR/month (part-time stipend 50%).

In addition to the monthly stipend installments, there is also a supplemental allowance for children which is granted until the child's 18th birthday: 200 EUR for one child, 100 EUR for each additional child.

Stipend term: The stipend term runs for a maximum of 12 months. For first-time applications, it begins on 10/1/2018, and for follow-on applications, it begins immediately following the preceding grant. The request for proposals for 2018 is subject to budget approval.

If the timeframe of the grant overlaps periods of maternity leave, the stipend will continue to be paid, and one can apply to have the stipend extended by these periods that overlap with the time of the grant. A full-time stipend must be interrupted for parental leave, but it can be resumed after the leave. A part-time stipend can be continued during parental leave.

Stipends for the Bavarian Gender Equality Grant **do not constitute a labor or service relationship**. The payments are not compensation for work performed and are not subject to any social security requirements. Accordingly, the stipend does not include any contribution for social security or health insurance. The stipend recipient is responsible for obtaining her own health insurance.

Submitting an application

The application period ends on 3/22/2018 at 12.00 (noon). The online application portal closes at 12.00 (noon)

Applications are submitted online. You will need to have the following documents available to upload as a PDF (max. 5 MG per file):

- Signed résumé/CV
- List of publications (format in keeping with conventions in academia)
- Project description (format in keeping with conventions in academia): Your project description should answer the following questions, with a maximum of 6 pages*: Issue/subject: What are the key objectives of the research project? What are the project's central research questions? Which theories and methods are being applied? What are the anticipated results? Wherein lies the innovation potential that makes this especially worthy of funding? What does the project contribute to the field of research? Preliminary studies/groundwork? Your description should also include a summary that is generally easy to understand, **a project schedule**, and an explanation of where the project fits into your overall **career plan**.
- Written proof that the faculty has accepted you for habilitation (e.g. Fachmentorat).

* Arial 11 pt. font or Times New Roman 12, line spacing 1.5.



- Applicants who hold a position at the LMU from the time of application submission to at least the end of the applied grant period: Copy of employment agreement – if the employment agreement is not valid for the entire term of the grant, then written proof of institutional affiliation or a close connection with the LMU is also required already for an application.
- Applicants without an employment agreement at the time of application: written proof from the faculty/department to which the project has been assigned (e.g. from the Dean, department head, or any professor who has not retired yet) confirming institutional affiliation or a close connection with the LMU, from the time of application to the end of the applied grant period is also required already for an application.
- Copies of all previous university transcripts. In the event of foreign PhD certificates that show no insignia, signature, or official seal, then in addition, a short written review from the PhD advisor or the LMU institute that the stipend-recipient is affiliated with must be submitted as an upload.
- Birth certificate(s) of the child/children, if applicable

Referee report

- 1 internal (LMU) referee report from an LMU professor
- 1 external (non LMU) referee report from a non LMU professor

Referee reports from junior professors are not accepted.

Referees must mail their signed referee reports to the university's Women's Representative **no later than 3/22/2018**. Advance copies may also be sent by email or fax. They cannot be uploaded through the application portal. The referees will be notified when their referee reports have been received. The following information should be forwarded to the individuals generating the referee reports:

<http://www.frauenbeauftragte.uni-muenchen.de/foerdermoegl/lmu/bgf/index.html>

Follow-on-applications:

These are only possible for stipends that were granted in 2017. All others are first-time applications.

- An application form plus updated versions of each of the following three documents are required: your signed résumé/CV, your list of publications, and your written proof of institutional affiliation or close connection with the LMU
- Also required: an interim progress report on the work performed during the initial grant period, with a maximum of 6 pages
- an update of the project description, including a project schedule, with a maximum of 6 pages
- 1 internal (LMU) referee report as well as 1 external (non LMU) referee report from a professor and assessment of the same especially on the work progress. This cannot be uploaded but must be mailed by the supervisor to the university's Women's Representative



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Applications and referee reports can also be submitted in English.

The referees will be notified when their referee reports have been received. Applicants will receive an automatic confirmation of receipt as soon as they submit their applications. You will receive a written notification regarding approval or rejection after the multi-step referee report process has been completed (most likely at the beginning of August 2018). The decision about the grant will be made after taking into account the comments of the faculties, the Vice Chairperson for Research and Diversity, and the university's Women's Representative. In the event that a full-time stipend is approved, the stipend will be revoked if it is not started by the deadline, or if all the necessary documents have not been submitted by the deadline.

By accepting the scholarship, you agree to deliver a final report.

Any application that is **not submitted by the deadline** or that is **incomplete** or **inaccurate** will not be considered. Please note that this also applies when referee reports are not submitted by the deadline.

You are urged to carefully review this information and your documentation for completeness and accuracy before submitting your application.

Stand: Januar 2018