



Athene Grant

Funding Period: 2024 – 2025



- I. Formalities
- II. Program Offers
- III. Program Evaluation
- IV. Funding



I. Formalities

- Confirmation of Grant conditions:
 - Information on termination or cessation of qualification work / leaving the University of Tübingen
 - Participation Networkmeetings (mandatory)
 - Final Report (see homepage for template)
 - Personal data - update for evaluation purposes



All information available on the homepage: <http://www.uni-tuebingen.de/de/63377>



I. Formalities

- To accept the Grant please sign and return to GB :
 - agreement of the Grant conditions
 - signed data protection form
 - request access for PSP (Account) = InPUT- Authorization
 - request for management authority for PSP (Account)

The Equality Office
signs on as project
leader!

Different Procedure for the Medical Faculty & Cluster:


- accounts allocated at and managed in the Medical Faculty / offices of the Clusters
- You should get an account overview monthly, please direct any questions about the account to the offices of the MF or Cluster



All links or downloads on the homepage: <http://www.uni-tuebingen.de/de/63377>



II. Program – Workshops and Career Planning

- 4 Networkmeetings (1. 09.02.2024, 2. 18.10.2024, 3. 7.02.2025, 4. 17.10.2025)
 - Networking/exchange of experience
 - Clarification of questions/problems
 - Evaluation of the program
 - Career Planning
 - 4 x two-hour personal Coachings online (appointment on demand via Email)
 - 17 April 2024 Online Workshop Dr. Preißler „Path to Professorship“
-  *All information on training and networking opportunities will be communicated via e-mail.*



II. Programs – Training Courses

- Training as part of the Athene Grant and the Athene Mentoring
 - Topics/dates are planned together
- Gender-Diversity-Care Awareness Campaign
 - regular offers
- Graduate Academy, Center for Teaching and Learning, Career Service
 - individual participation in regular offers
- Participation in offers of the federal state
 - E.g.: MuT (Mentoring und Training) Baden-Württemberg



III. Program Evaluation

- Evaluation of the offers/trainings
- Your feedback and suggestions for improvement of the Athene-program are welcome!
- Final Report*
- ‘Remaining-Study’





**Template as Download see homepage: <http://www.uni-tuebingen.de/de/63377>*



IV. Fundings

• General Notes

- Account goes into negative / it will be balanced out at the end of the year
- Amount 5000 Euro per year
 - Transfer of remaining amount over the turn of the year only with written justification (per Email).
 - Transfer due to birth of a child: informal if data is provided
- You manage your account yourself
- Keeping a list of costs / document copies are necessary 
- The Equality Office enquires annual planning on August 1st
- Please observe the budget guidelines of the federal state of Baden-Württemberg and the Excellence Strategy 

Template, see homepage Equal Opportunities office

link, see homepage Equal Opportunities office



IV. Fundings

- **Funds for Material**

- No basic equipment („Büroaustattung“)
- According to the procurement guidelines of the University of Tübingen
- No investment costs (large equipment)

- **Hiwi**

- Caution, note social security contributions when calculating!

- **Travel costs**

- Procedures according to the Landes-Reisekostengesetz

- **Childcare: only in consultation with GB**

- Fill out the form prior and wait for approval (Guidelines)



IV. Accounting of purchases/HiWi/travel costs

- Procedure:

- The standard rules and regulations
- As well as Excellence Strategy form "Reimbursement of expenses" for reimbursements to private account with signature by a second person

- **Travel costs:**

- Business trip authorization form
- Travel expense list
- Payment order based on the travel expense list

- **Purchase:**

- Payment order or internal clearance
- Purchased equipment / books belong to the university and must be returned after leaving the university



Please note: On payment orders and travel expense forms, fill in the sender (area) details completely and state "**(Athene)**" after the name!



Keep a copy (electronic or paper) of every receipt and form!



***Thank you very much for your attention -
we are looking forward to our 1st Meeting
on February 9th 2024.***



IV. Financing Childcare and Traveling with Children

- **Requirements:**

- Necessary for work
- Supervision required (age-appropriate) - not a "nice to have"
- Regular options are not available
- There is no cheaper option or without additional costs
- Free care by another parent or relative is not possible
- Money transfer to private account are difficult - use your Athene account

If you are unsure, please contact the Equal Opportunities Office in good time!



IV. Accounting for children traveling with you

- **Procedure:**

Apply for Funding:

- Fill out the form before traveling
- Don't forget to note down that you are part of the Athene Grant Program
- Use the Family Office form for the application - <https://uni-tuebingen.de/en/251591>
- The Family Office handles the database
- For an overview of what is necessary to include please look at the official guidelines

➤ ***Reimbursement of childcare and child co-travel costs is not tax-free.***



IV. Accounting for childcare beyond regular childcare (weekdays after 4 pm or when normal care is cancelled)

Procedure:

- Clarification in advance / Fill out the form in advance
- An invoice from an external provider that is suitable for use by the tax authorities must be available
- Detailed rules are on the official guideline
- Proceed as for material resources (Sachmittel)

In some cases, the reimbursement of childcare and child co-travel costs is only tax-free up to about 600 euros per year.