



**Guidelines for Funding by the Equality Commission of the
Faculty of Economics and Social Sciences**

**Applications for Funding by the Equality Commission
(for TEA Applications, see separate information)**

The Faculty Equality Commission has its own funds to promote gender equality and diversity. This includes both the support of individuals with a focus on equality or diversity, as well as research-related activities dealing with these aspects.

Applications must be submitted exclusively by email to gleichstellung@wiso.uni-tuebingen.de. **Applications not submitted in electronic form cannot be processed.** The **original application** must also be subsequently sent to the Faculty Gender Equality Officer, Prof. Dr. Martin Biewen, Department of Economics, Mohlstr. 36, 72074 Tübingen.

Eligible to apply are students, doctoral candidates, and faculty members (mid-level faculty) of the Faculty of Economics and Social Sciences. The maximum funding amount per application depends on the purpose of the funding (see below). Applications can only be submitted **once per year**.

The Equality Commission of the Faculty, which includes representatives from all departments and institutes, decides on the applications. It is advisable and necessary to contact your institute's or department's representative in the Equality Commission before submitting your application.

Please use the **form "Application for Funding by the Equality Commission of the Faculty of Economics and Social Sciences"** and submit your completed application. Please refrain from adding additional documents. These will only be relevant for the reimbursement process.

Reporting Requirement: After the funded activity, a brief report (**exactly half a page**, no more and no less) must be submitted to the Equality Commission along with the documents for cost reimbursement (e.g., train tickets, hotel bill, participation fee).

Criteria for Application Approval:

1. Formal Criteria:

- The Equality Commission can only consider applications **submitted at least 2 weeks before the start of the activity to be funded.**
- Funding can be granted only **once per year** and applicant

2. Personal and Objective Criteria:

- The person to be funded must have a relation to equality and/or diversity (e.g., female gender, caregiving responsibilities, migration background, disability, LGBTQIA, first-generation academic, etc.).
- Activities that deal with the aforementioned or related aspects can also be funded, even if the person to be funded does not embody these aspects themselves.
- The application must clearly indicate the relevant connection.

- The funded activity must provide research or teaching-related benefits or serve further education for the applicant.
 - The Equality Commission reserves the right to consider the financial need of the applicants (their own income and available funds from institutes/chairs) in its decision.
3. Typical Funding Formats and Maximum Funding Amounts:
- The Equality Commission particularly supports participation in conferences/events, **provided the applicant makes an active contribution** (e.g., presentation, poster presentation) (domestic max. 300 euros, international max. 400 euros).
 - Funding for participation in conferences/events without active contribution is only possible for students (max. 300 euros).
 - Research projects that meet the above personal or objective criteria can be funded (e.g., a grant for student assistant or material costs, max. 400 euros), including those still in the application phase.
 - In special cases, structural measures can also be funded (e.g., childcare during conferences, max. 300 euros).
 - Student assistant positions for individuals with caregiving or childcare responsibilities, especially if these are particularly challenging, can be also be funded (max. 600 euros).
 - Other measures that clearly serve the purpose of equality or diversity can also be funded (max. 300 euros).

Important Notes on Cost Reimbursement:

If you have been granted funds by the Equality Commission, please observe the following when submitting for reimbursement.

To be submitted in original to the Dean's Office, Faculty of Economics and Social Sciences, University of Tübingen, Finance, Nauklerstraße 48, 72074 Tübingen:

- Informal letter requesting cost reimbursement **by the Equality Commission**
- **Approval letter from the Equality Commission**
- Only persons who are employed by University: **Travel authorization**
- **Bank account details** (or cost center number in case of pre-financing by the department)
- **Home address** (Street/No./Postal Code/City)
- **Date of birth** (there will be no reimbursement without date of birth)
- **Cost statement plus original receipts**

Additionally, to be submitted ONLY in electronic form to: gleichstellung@wiso.uni-tuebingen.de

- Copy of the cost statement
- **Half-page report** reflecting and evaluating the benefit or success of the funded activity (exactly half a page, no more and no less)

Note: The reimbursement request must be made to the Dean's Office. We will not forward any documents as we assume they are only copies of the original documents.

Tübingen, 28.11.2024

Gez. Prof. Dr. Martin Biewen, Faculty Equality Officer