

# Guidelines for the allocation of subsidies regarding the programme for projects on gender equality

## Preamble

The University of Siegen grants funds to provide funding for projects on gender equality. Projects to be considered eligible for funding ideally take up the basic principles of Gender Mainstreaming and / or serve the equality or enhancement of women, especially those that aim to improve the situation of women at the University of Siegen and in academia as a whole. It must be proven for all applications that additional funds have been raised or that all other funding possibilities have been exhausted.

## §1 Submission of applications

Applications can usually be submitted by mid-March of a year based on a respective call for proposals. Female doctoral and postdoctoral researchers of the University of Siegen are eligible to apply for funding.

The application must be submitted in electronic form (e-mail, C-ROM or USB stick) to the chairperson of the Equal Opportunities Commission and must consist of the following documents and information:

- (1) A description of the work to be accomplished by means of the funds applied for (contents, objectives, methods, planned course) as well as, in the case of research projects, an outline of the contents, objectives and methods of the project as a whole
- (2) A statement on the relevancy of the project referencing the criteria mentioned in §3.
- (3) Information on the persons involved in the respective activities (professional background, proof of the required competences, if applicable, list of publications, etc.)
- (4) A detailed schedule of time and costs (in particular a breakdown of material and personnel costs)
- (5) A written declaration that the project cannot be financed or subsidised by other university funds.
- (6) A written declaration of willingness to report publicly on the project (e.g. in *Forum Genderforschung*) and to submit a project report of no more than one page within three months after completion of the project or after expiry of the funding, including information on the use of the funds.
- (7) In the case of continuation applications: A short report on the progress to date and the use of the funds.
- (8) In the case of proposals submitted by students or doctoral candidates, at least one letter of recommendation by a professor must be included (all project orientations according to §3, 4 - 9 are considered subject-specific proposals in the sense of the call for proposals).

The applicant is solely responsible for submitting a complete application by the deadline. Applications received late or incomplete will be rejected for formal reasons. Usually, the Equal Opportunities Officer will inform the applicants of the decision on the grant by 30 April of the same year.

## **§ 2 Amount of funding**

There are no definite stipulations regarding the maximum amount that can be granted. The amount is determined by the rectorate on recommendation of the Equal Opportunities Commission. There is no legal entitlement to a specific amount.

## **§ 3 Award Committee and Selection Criteria**

The prerequisite for funding is the content-related quality of the exposé.

To be considered as eligible, projects must include at least one of the following approaches:

- (1) Projects to increase the accessibility of and promote study programmes in which women or men are severely underrepresented.
- (2) Projects to increase the percentage of students remaining in degree programmes in which women or men are strongly underrepresented.
- (3) Projects to promote the integration of graduates into areas of the labour market in which women or men are underrepresented.
- (4) Workshops, courses or course programmes, tutorials and further educational programmes that address gender-specific issues.
- (5) Applications to provide start-up funding for projects that are intended to research topics relating specifically to women and that are to be carried out entirely or predominantly by women.
- (6) Gender Studies-projects or projects in relation to Gender Studies.
- (7) Projects addressing relevant aspects of Gender Mainstreaming.
- (8) Projects researching gender discrimination at the University of Siegen or at other academic institutions.
- (9) Applications for material cost subsidies for doctoral theses, master's theses (or equivalent) and documentations which contain important findings on women-specific topics, or travel cost subsidies for journeys which are urgently necessary for the preparation of these theses.

**The Rectorate will decide on the granting of funds upon the recommendation of the Equal Opportunities Commission.**

## **§ 4 Exclusion from funding**

- (1) Applications concerning permanent tasks and printing costs (partial or complete) are not eligible for funding.
- (2) Only applications for projects, that are not financed or subsidised by other university funds (e.g. inhouse research funding or faculty resources).

## **§ 5 Duty of notification**

- (1) Upon obtaining funding, the scholarship holder agrees to inform the chairperson of the Equal Opportunities Commission immediately and without request about any changes relevant to the funding.
- (2) Applicants are required to submit a project report, containing information on the expenditure of the granted funds, of no more than one page within three months of the completion of the project or the expiry of the grant.

## **§ 6 Revocation**

The scholarship is granted on revocation. It may be revoked and, if applicable, a claim for repayment may be asserted if it becomes apparent that,

- a) the information in the proposal documents is incorrect,

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- b) the funds have not been used for the intended purpose,
- c) the funds for the grant have expired or are no longer available, or
- d) the grant holder does not fulfil their reporting or notification obligations.

