

Congress Expense Fund 2021|1

Please note: The German version is the only legally binding text. For the rights of the data subject, please see the German paragraph below ("Rechte der betroffenen Personen").

1. Objective

In accordance with the Equal Opportunity Plan of the Bauhaus-Universität Weimar, funding is to be used to promote female academics, artists and designers.

2. Target group und subjects of funding

The Equal Opportunity Officer and the Equal Opportunity Council together with the Presidium of the Bauhaus-Universität Weimar have agreed on the funding criteria for financing trips to congresses in 2021.

The Congress Expense Fund provides funding to **female academic employees** of the Bauhaus-Universität Weimar, **students** of the university as well as **doctoral students** (required: admission as doctoral student through the faculty's graduation board of the Bauhaus-Universität Weimar) to support their academic or artistic-design activities, or to offset the cost of participating at congresses or exhibitions as part of their doctoral or habilitation projects. Funding covers (parts of) the cost of conference fees and travel expenses. Excluded from funding are daily allowances and catering expenses.

We support sustainable travel. We therefore provide funding for flights only in exceptional cases.

Funding can be provided for:

(a) female academic employees, artists, doctoral students and students of the Bauhaus-Universität Weimar who successfully have submitted a piece of work, lecture, poster presentation or paper for a conference, exhibition or an online conference.

A funding of maximum 500 €/application can be granted.

(b) female academic/artistic-design employees or doctoral students of the Bauhaus-Universität Weimar to participate in congresses, events and online conferences without having to submit a work of their own if the participation helps advance one's professional career respectively the doctoral project.

A funding of maximum 200 €/application can be granted.

Funding depends on the approval of the budget. There is no guarantee for funding.

3. Application procedure

Please fill the online-application form

(<https://www.uni-weimar.de/en/university/structure/central-university-facilities/equal-opportunity-office/internal-funding-programmes/congress-expense-fund/funding-application-for-congress-expenses/>) and upload the necessary documents in one single PDF document:

Each applicant can submit one application per application deadline only. The application must include the following:

(a) and (b):

- I. **Description of the project**, its goals and relevance to the applicant's academic or artistic-design career (maximum one page)
- II. **Curriculum Vitae** (please do not attach a photo)
- III. **Financing plan and timetable**
 - a. Statement about other applied funding respectively why the expenses are not covered/ to which extent they are covered by the faculty/departmental budget
 - b. the conference has to take place between 1 April 2021 to 31 December 2021
- IV. **Confirmation of status**
 - a. Students: confirmation of student status
 - b. Doctoral students: admission letter by the faculty's graduation board of the Bauhaus-Universität Weimar
- V. **Statement by the supervisor or supervising professor**
 - a. brief statement by the supervisor or supervising professor or academic employee of the Bauhaus-Universität Weimar (with a confirmation of the responsible holder of the professional chair)

(a) only:

- **Confirmation of active participation** in the event, e.g. letter of confirmation/extract of the conference program

4. Application deadlines

Applications must be submitted via the online-form by **1st of April 2021** at the latest for conferences taking place between 1 April 2021 to 31 December 2021

5. Award procedure

After the respective deadline, all submitted applications are reviewed by the Equal Opportunity Officer and Equal Opportunity Council. Together they select projects according to the listed criteria and recommend funding, for which approval from the Presidium has to be required. All applicants are notified of the decision in written form.

Further notes:

The quality of the project as well as the relevance for the academic and artistic career are important criteria. Furthermore, selection criteria include the contribution's timelines, socio-political relevance, contributions to university life or policy, potential impact on other students' work or on life in the greater Weimar area. In addition to performance-based criteria, social factors (e.g., care obligations) will be considered as well.

Moreover, the following formal selection-criteria apply:

- Late applications will not be considered.
- Incomplete applications will not be considered; however, applicants may submit missing parts *before* the deadline expires.

- Already completed conference participations do not qualify for funding, i.e., applicants can only be reimbursed for costs that incur *after* the application deadline.
- To be able to support as many women as possible, the jury will prioritize applications from women who have not yet received funding from the Kongressreisefonds in the past. Nevertheless, women who have already received funding from the Kongressreisefonds may apply.

6. Disclosure and reporting

The funded trips to congresses or participation in exhibitions are announced publicly to the university community. Funded applicants are required to submit a final report following the event. The report should be at least one page long and contain the goal(s), description of the event(s) and results of funding. It must be submitted electronically (PDF) the latest one month after the trip to the Equal Opportunity Office.

7. Project realization

During trips to congresses or participation in exhibitions, applicants are obliged to expend funding in accordance with their submitted finance plan and timetable. Employees have to hand in the business trip application in advance to the trip. The management policies of the university apply.

8. Notice

In order to secure the rights of the data subjects, please use the university e-mail account for transfer data or transfer encrypted data only (password protected PDF, gigamove, owncloud, encrypted ZIP etc.). Separate communication channels should be used to transmit the password that is needed for decoding.

We look forward to receiving your application!



Tina Meinhardt, Equal Opportunity Officer

Rechte der betroffenen Person

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