

Guidelines for the Allocation of Women's Advancement Funds at the Institute of Psychology

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Psychologie

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Who is eligible to apply?

Eligible applicants include any female student, doctoral candidate, academic staff member, employee in service, technical or administrative roles, or junior professor who is enrolled at or employed by the Institute of Psychology.

Postanschrift:

Humboldt-Universität zu Berlin
10099 Berlin

What is funded and under what conditions?

- **Travel to congresses, conferences, and symposiums:** Funding can only be granted if the applicant plays an active role, such as delivering a presentation, presenting a poster, leading a discussion, or participating in a panel. If multiple people are involved, only the individual making the active contribution is eligible for funding.
- **Workshop participation:** The workshop must be directly related to the applicant's (research) project and specific project goals, which must be outlined in a justification letter. Workshops that offer equivalent programs within Humboldt University of Berlin (HU), such as scientific writing courses, are not eligible for funding. For these, please refer to the offerings of the Department of Human Resources and Career Development – Professional Development. Exceptions include subject-specific workshops (e.g., scientific writing courses for specific disciplines). Students are excluded from this type of funding.
- **Winter/Summer School:** The Winter or Summer School must have a strong connection to the applicant's (research) project and its specific objectives, which must be explained in a justification letter. Students are excluded from this type of funding.
- **Career coaching:** Career coaching as part of academic career development can be supported for up to three

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Nach Vereinbarung

sessions. The applicant must explain why this is beneficial beyond the existing offers at HU. Students are excluded from this type of funding.

An application is particularly eligible for funding if the proposed project

- Addresses gender-related issues or the promotion of women;
- Is expected to yield results that provide sustainable incentives for gender equality and the reduction of underrepresentation of women;
- Is submitted by individuals facing special challenges (e.g., childcare responsibilities, caregiving for relatives) or disadvantages.

Funding amounts for 2024

The funding amounts represent **maximum limits**. If the costs for a particular application fall below the respective maximum amount, the full costs may be covered. If the costs exceed the maximum amount, funding will be capped at the maximum sum. The maximum funding for each applicant is 300 Euros per year. **Please note: Funding applications may only be submitted once every two years. If the maximum amount of funding was not fully used during the previous funding period, another application may be submitted in the following year – but only up to the remaining amount within the overall funding limit.**

Maximum Funding	
- Per woman and per year	300,00 €
Conference/Symposium, maximum funding:	
- Germany	150,00 €
- Europe (geographical)	200,00 €
Workshop, maximum funding:	
- Germany	100,00 €
- Europe (geographical)	150,00 €
Winter/Summer Schools, maximum funding:	
- Germany	100,00 €
- Europe (geographical)	150,00 €
Career Coaching Subsidy:	
- Per session (maximum 3 sessions)	50,00 €

Application Process and Required Documents

- Applications can be submitted on the following dates: **February 15, 2024, and July 15, 2024**. The funded activity must take place after these dates.
- The provided application form must be used for submission.
- For the processing of applications for **conference travel**, the following additional documents are required:
 - Abstract of your contribution,
 - Confirmation of acceptance of your contribution by the conference organizers,
 - Cost breakdown (including third-party funding, if applicable)
- For **workshop applications**, the following additional documents are required:
 - Project description
 - Cost breakdown (including third-party funding, if applicable)
- For **Winter/Summer School applications**, the following additional documents are required:
 - Project description
 - Cost breakdown (including third-party funding, if applicable)
- For **career coaching applications**, the following additional documents are required:
 - Detailed explanation of the necessity for your academic career progression

- Cost breakdown (including third-party funding, if applicable)
- The decision regarding the approved funding amount by the Women's Commission must be obtained before submitting a request for official travel authorization.
- The signature on the official travel authorization form by the Women's Representative is independent of the funding application; it is provided within the department or after a personal discussion.

General Information on the Allocation of Women's Advancement Funds

- Women's advancement funding can only be granted on a partial basis (this must also be noted on the official travel authorization form!). Exception: if the costs are below the maximum funding limit.
- Per diem/meal allowances and conference dinners are excluded from funding.
- Women's advancement funding is not a prepayment. Costs must be covered by the applicant and can be reimbursed afterward.
- Retroactive funding is excluded. Approval for funding or subsidy by the Women's Commission must be obtained before the official travel or funded activity begins.
- Approved funding must be claimed *within 6 months* of returning from the official trip, Winter/Summer School, or after the completion of the workshop or coaching sessions, and *no later than November 30 of each year*; otherwise, the funding will expire.
- If the applicant is employed on a third-party funded project, travel costs should primarily be covered by third-party funds.

Please send the complete application documents preferably by email in a PDF format to: frauenbeauftragte.psychologie@hu-berlin.de.