

# Funding for guest lectures for excellent women researchers

## APPLICATION GUIDE

### a) Aims and target group of funding

Under the Zielvereinbarungen (target agreements) for 2023–2027 concluded between the Faculty of Engineering and FAU, funding is available for outstanding women scientists to give lectures on certain subjects or career-related topics. It is hoped that guest lectures by female role models will motivate female students and young researchers to pursue a career in science. Guest women researchers can also be invited to hold a lecture with headhunting purposes in mind.

Funding is subject to availability.

### b) Amount of funding

A maximum of €1000 in funding is available for lectures by female researchers from research institutions outside of Europe.

A maximum of €750 is available for guest lectures by female researchers from research institutes within Europe.

A maximum of €500 is available for guest lectures by female researchers from research institutes within Germany.

### c) Application deadlines and scholarship allocation period

Applications for funding for a guest lecture can be filed at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be filed **at least 6 weeks** before the lecture.

The committee of women's representatives at the Faculty of Engineering decides whether to approve or reject the application. The final approval is granted by the Büro für Gender und Diversity (Dr. Magda Luthay; Coordination Office of the Zielvereinbarungen).

**d) How to apply**

The person to contact for funding for guest lectures at the Faculty of Engineering is:

**Hanna Stöcker**

Assistant to the Women's Representatives at the Faculty of Engineering  
Dean's Office, Faculty of Engineering  
Martensstr. 5a, 91058 Erlangen  
E-mail: [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)  
Phone: +49 9131 8527705

Applications may be submitted in either English or German. Please send the complete application by e-mail only (as a pdf file) to [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de).

**Required documents:**

- Informal letter of application from the Chair or Department extending the invitation
- Curriculum vitae and list of publications of the person giving the talk
- Detailed breakdown of estimated costs
- Proof the lecture is planned (announcement, list of lectures etc.)

**e) Claiming for travel expenses**

The costs will be reimbursed after an internal invoice is issued stating the booking reference (innerbetriebliche Leistungsverrechnung mit Angabe eines Buchungskennzeichens) of the Chair or Department extending the invitation and addressed to the Coordination Office of the Zielvereinbarungen (target agreements) – Dr. Magda Luthay. Please also state the Chair's cost centre (Kostenstelle des Lehrstuhls) to allow a record to be kept of where the costs were incurred (will not be charged). Original receipts do not have to be included.