

Funding for individual coaching

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 to support women in the Faculty. In order to specifically address the needs of excellent young women researchers, female **doctoral candidates, postdoctoral researchers, habilitation candidates** and **junior professors** can apply for funding for individual coaching sessions (e.g. to prepare for the appointment procedure when applying for a position as a professor, balancing work and family commitments, career planning and strategy, personal marketing etc.).

We support you in your search for a suitable trainer.

Funding is only available for women who intend to pursue an academic career.

b) Amount of funding

The maximum amount of funding towards coaching available for each application is €1,200. Funding is provided for a maximum of 6 sessions.

c) Application deadlines and scholarship allocation period

Applications for funding of coaching can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be submitted **at the latest 6 weeks** before the coaching is due to start.

The committee of women's representatives at the Faculty of Engineering decides whether to approve or reject the application for individual coaching. 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 individual coaching 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
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.

Required documents:

- Letter of application covering the following points:
 - Motivation, topics to be covered by coaching
- Curriculum vitae and list of publications
- Detailed breakdown of estimated costs
- Coaching contract (can be submitted after the application has been approved)
 - Number and duration of individual sessions
 - Objectives
 - Place, location, people involved
 - Documentation of consulting process
 - Fees charged, details of how sessions will be billed and paid for
 - Details of how to cancel the agreement or appointments
 - A copy of general terms and conditions, if applicable

e) Claiming for expenses

Before the coaching sessions are started, a contract has to be concluded with the coach and an invoice has to be issued once the coaching has been completed.

Please send the **original** invoice to:

Hanna Stöcker
Assistant to the Women's Representatives at the Faculty of Engineering
Martensstr. 5a
91058 Erlangen
hanna.stoecker@fau.de

Documents required for billing:

- Original invoice
- Proof of bank transfer to the coach(s)
- Bank details for the transfer