

## Guidelines: Conference funding for female scholars at the Faculty of Humanities, Social Sciences, and Theology

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### Important information:

1. Only **one trip per year** per applicant is eligible for funding.
2. The **active participation** on the conference is necessary.
3. Each applicant can receive funding **three times** during the entire duration of the target agreement period from 2023 to 2027.
4. FAU employees must complete form R0001; *Application for approval of an official journey or training journey*, last updated: May 21 2025. Applicants who **are not employed by FAU**, must clearly state the nature of their ties with the University in their application. External applicants must use form R0024; *Authorization to carry out a journey*, last updated: May 21 2025.  
Both forms for the **approval of an official journey or training journey** are available at: <https://www.intern.fau.de/personal-und-arbeitsleben/weg-zur-arbeit/dienst-und-fortbildungsreisen/formulare-dienst-und-fortbildungsreisen/>
5. **Rail travel costs** are only reimbursed in full if the applicant used a '[Bahncard](#)' (otherwise only proportionately).
6. Please note the following when traveling by car:  
Journeys by car are only reimbursed if there is an urgent need (e.g. cost savings by taking passengers, heavy equipment needs to be transported) at a rate of 0.35 euros per kilometer traveled. This rate is reduced to 0.25 euros per kilometer traveled if a car is used for travel without any urgent need.  
We would like to point out that, for travel within Germany and neighboring countries, train travel should generally be given preference.
7. A **daily allowance (subsistence costs)** is **not** reimbursed.
8. Personal visits (**Please note the [letter on the Bavarian travel expense law](#)**)  
If the business journey is followed immediately by a **private stay**, a **cost comparison** must be submitted together with the application. This comparison (e.g. from the Internet) must clearly show the costs for the return journey directly after completion of the official stay and the costs for the return journey after completion of the private stay.
9. Students are not eligible for funding as part of the target agreements.

**Female doctoral, postdoctoral, and habilitation candidates and research assistants** must submit the following documents **by Email (PDF)**:

1. Cover letter with reasons for making the journey (Please also indicate here whether it is a lecture or a poster presentation)
2. Application form for official journey
3. Academic CV
4. List of publications (if applicable)
5. Breakdown of costs
6. Description of the conference (brochure, website or similar)
7. Letter of recommendation from the relevant Chair
8. Information as to whether the Chair or project can only provide limited funding or no funding at all
9. Letter of recommendation by the responsible [department women's representative](#)

**Please note:**

There are three deadlines within the year 2026 in which you can submit your applications for the intervening period.

**January 11, May 03, August 23**

**Important:** If you have not yet received a response regarding the acceptance of your contribution by the deadline, you may still apply by submitting proof of registration. As soon as the decision is available, please inform us immediately whether you were accepted or rejected.

**Please send all documents in one PDF to [phil-fb@fau.de](mailto:phil-fb@fau.de)**

**Maximum funding  
amounts**

<b>In Germany</b> (Amount in euros)	<b>Abroad (EU)/CH/UK</b> (Amount in euros)	<b>Abroad (Outside the EU)</b> (Amount in euros)
450	750	1000

**Contact:**

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