

Guidelines for Applications to the Diversity Promotion Fund of the TUM School of Management

1. Establishment of the Diversity Promotion Fund

The school has established a Diversity Promotion Fund in accordance with the target agreement with the TUM Board of Management. The aim of the measures is to address the special challenges and needs of various target groups pertaining to the issue of diversity and so help support these target groups. One important goal is to encourage female academics at the qualification levels doctorate and postdoctoral/habilitation. A second is to make valuable academic insights on diversity-related issues available to a broad audience.

2. Funding measures in the Diversity Promotion Fund

The following measures intended to support various groups at the TUM School of Management are funded:

1. Travel grants for trips to conferences by female academic employees and assistants with a temporary contract.
2. Grants for research-related qualification measures (such as methodology workshops, summer schools or research trips) for female academic employees and assistants with a temporary contract.
3. Grants for organizing and staging workshops and symposiums on diversity-related issues.
4. Sponsoring the invitation of external female academics to colloquia targeted to several groups at the school.
5. Grants for printing books and submission fees for articles targeted to international peer-reviewed journals for female academic employees with a temporary contract.
6. Assumption of costs for proofreading articles to be submitted to international journals for female academic employees with a temporary contract (if the costs cannot be covered by the TUM Graduate School).
7. Support for female postdoctoral researchers (status of "Habilitation" required) in project application through hiring of a student assistant.
8. Reward for transfer of diversity-related research results for interested persons inside and outside the academic community.

Doctoral scholarships and similar measures cannot be supported by the Diversity Promotion Fund.

3. Scope of funding

The number of projects supported depends on the amount of funding allocated to the school for promoting diversity. The actual amount of funding is based on the costs that are incurred (proof of which must be provided by relevant receipts). To provide a broad range of support, maximum two applications per person and per calendar year can be accepted. The maximum amount of

funding is €1,500 per person and calendar year. In **calendar year 2017**, the limit to two applications and maximum funding of €1,500 will be **waived** once only.

The following funds are provided for the individual measures:

1. Travel grants for international conferences abroad where the applicant holds a talk or comments on a conference session/ panel: up to €1,000.00.
Travel grants for other conferences: up to €500.00.
Only participation in conferences, the travel costs to and from them, and any necessary accommodation expenses will be paid by the Diversity Promotion Fund. Subsistence and other expenses cannot be funded.
2. Grants for research-related qualification measures (such as methodology workshops, summer schools or trips for research purposes) of €500 in Germany and €750 abroad.
3. Grants for organizing and staging workshops and symposiums on diversity-related issues (payment of travel expenses for participants and, if applicable, fees): up to €1,000.00.
4. Sponsoring the invitation of external female academics from Germany to a maximum of €500 and of speakers from abroad to a maximum of €1,000.
5. Grants for printing books: up to €1,500.00. Any dissertation must have been accepted by the school and awarded a grade of good to very good (average grade of 2.0 and above). Female applicants striving for a career in academia take priority for funding.¹
Grants for submission fees in international peer-reviewed journals: up to €200.00.
6. Grants for the costs of proofreading articles that are submitted to English-language journals: up to a maximum of €300.00. The funding offered by the TUM Graduate School is to be used primarily by female doctoral candidates.
7. Support for postdoctoral researchers for third-party funding applications through hiring of a student assistant for a maximum of 9 hours a week. A project is funded up to a maximum of €1,200.00.
8. Bonus payments of €1,000 to chairs or groups for submitting generally understandable and illustrative short reports or videos on diversity-related research results that have been published (or accepted for publication) in peer-reviewed journals. These contributions will be published in the Diversity section of the school's website, but can also be used by the applicants for other purposes.

¹ If the applicant is employed to a scope equal to or below 50 percent of a full-time post, printing grants of up to 100 percent of the maximum funding of €1,500 can be awarded. If the applicant is employed to a scope above 50 percent of a full-time post, printing grants of up to 50 percent of the maximum funding of €1,500 can be awarded. Printing grants can also be awarded to female academics employed at the school even if the dissertation was written at another university, provided the person is striving for an academic career. In this case, printing grants of up to half of the above maximum amounts can be awarded (i.e. 50% and 25% respectively). The amount of funding is based on the actual costs, as proven by receipts/the contract with the publisher.

4. Applications

Written applications must be submitted by e-mail **and** post to the Gender and Diversity Officer of the TUM School of Management (Professor Nicola Breugst, c/o Stefanie Federl). The completed application form must be enclosed with all applications. For each measure that should be supported a separate application form is necessary.

Contact details:

Stefanie Federl
TUM Entrepreneurship Research Institute
Arcisstr. 21
80333 Munich
stefanie.federl@tum.de

Approval of funds from the Diversity Promotion Fund to junior academics of the TUM School of Management is tied to the expectation that they have enrolled in the school's doctorate or habilitation list or will soon apply to be included in the list. Persons who are not employed at the school must be entered in the doctorate or habilitation list before they can submit an application.

4.1. Trips / qualification measures / events / publications (books and articles in subscription-based journals)

An application comprises:

- A project description,
- The reasons why the project to be funded is relevant to the applicant's career,
- A curriculum vitae,
- The certificate of the applicant's highest academic qualification,
- Approval or assessment of the project by the university professor supervising the applicant,
- An overall estimate of the travel expenses, printing costs and funding required for proofreading and the event.
- In the case of *trips to conferences*, confirmation of acceptance of the talk must be enclosed with the application (or submitted later, if applicable).
- A contract with and cost estimate from the publisher must be submitted for applications for *grants for printing books*.

4.2. Proofreading (English)

An application comprises:

- The article,
- The name of the journal the article is to be submitted to,
- A curriculum vitae and
- The certificate of the applicant's highest academic qualification.

4.3. Sponsoring of diversity-related events and the invitation of external academics

Applications are submitted by professors or postdoctoral candidates with the topic of the event/talk, a short description, short CV of the speaker(s), and the target group within the school.

4.4. Hiring of a student/academic assistant

An application comprises:

- A project description (outline of the application for third-party funding: to whom the application is to be submitted / the field of the planned project / the chances of success from the current perspective),
- A project schedule,
- The reasons why the project to be funded is relevant to the applicant's career,
- A curriculum vitae,
- The certificate of the applicant's highest academic qualification and
- Approval and assessment of the project by the university professor supervising the applicant.

4.5. Transfer of diversity-related research results

An application comprises:

- The short report or a script of the video / link to the video (all materials in English),
- The original article published in a peer-reviewed journal (confirmation of acceptance, if applicable),
- Details on the diversity dimension or dimensions (equality between women and men, promoting family-friendly study and working conditions, internationalization, fairness for the disabled/chronically ill persons, age-related issues and lifelong learning, inclusion of less privileged people and first-generation students, religion and belief, sexual identity) for which the research results are particularly relevant and
- Photo(s) of the applicant(s) for the webpage.

5. Deadlines for applications

Applications for funding can be submitted by four deadlines in the year:

January 15, April 15, July 15, and November 15.

All applications must be submitted before the supported measure has taken place as a retroactive support is not possible (however, the insights representing the basis for the transfer of diversity-related research results need to be published already or accepted for publication). Thus, the following rule applies to travel expense applications: If the conference acceptance is still pending but the conference trip is to take place before the next submission, deadline the applications must be submitted immediately. The review of the application will take place in the subsequent application round.

6. Decision on the application

The Equal Opportunity Commission decides on the submitted applications. Applications are accepted or rejected no later than six weeks after the deadline for submitting them. Decisions are based on the application guidelines. Persons with limited financial means (half-time post, no access to resources paid for by third-party funds) are given preferential treatment.

7. Accounting and settlement

The Dean's Office handles all claims for refund. All (original) receipts must be submitted to within six months after the event / measure took place. Costs of proofreading will only be refunded within six months after the acceptance of the application (invoice date).

8. Report on the results of funded projects

All persons who receive funding must report on their projects in a suitable form. All reports must be submitted to Stefanie Federl (stefanie.federl@tum.de).

- A short report (maximum one page) on trips and events must be submitted within eight weeks after returning from a trip or after a sponsored event.
- In the case of printing grants, an offprint of the article or a copy of the funded book must be submitted.
- In the case of proofreading, the applicant must report as soon as the article has been accepted by an academic journal.
- In the case of applications for third-party funding, the short version of the application must be submitted as soon as the application has been prepared and the applicant must report later whether the application has been approved or rejected.
- In the case of transfer of research results, feedback on press reports must be provided.