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

1. Establishment of the Diversity Promotion Fund

The school has established a Diversity Promotion Fund in accordance with the diversity 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 and so help support these target groups. One important goal is to encourage female academics at the doctoral, postdoctoral, and habilitation stage. A second goal is to make valuable academic insights on diversity-related topics 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 at the doctoral, postdoctoral, and habilitation stage with a temporary contract (if the costs cannot be covered by the TUM Graduate School / the Faculty Graduate Center).
2. Grants for research-related qualification measures (such as methodology workshops, summer schools, and research trips) for female academic employees in the doctoral, postdoctoral, and habilitation stage with a temporary contract (if the costs cannot be covered by the TUM Graduate School / the Faculty Graduate Center).
3. Grants for organizing and staging workshops and symposiums on diversity-related topics.
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 at the doctoral, postdoctoral, and habilitation stage with a temporary contract.
6. Assumption of costs for proofreading articles to be submitted to international journals for female academic employees in the doctoral, postdoctoral, and habilitation stage with a temporary contract (if the costs cannot be covered by the TUM Graduate School).
7. One-time support for female researchers in the habilitation stage (approved entry on the School’s “Habilitation list” 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 granted 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 and support is contingent on funding. The amount of funding granted to an application (except for the reward for transfer of diversity-related research results) is based on the actual incurred costs for the applicant (proof must be provided by relevant receipts). To provide a broad range of support, the maximum amount of funding is €1,500 per person and calendar year. However, this limit does not apply for measures 3, 4, and 8 that provide benefits for the diversity strategy of the entire school.

The following funds are provided for the individual measures:

1. Travel grants for international conferences abroad where the applicant gives a presentation or comments on a conference session/panel: up to €1,000.

   Travel grants for other conferences: up to €500.

   Only participation in conferences, the travel costs to and from them, and any necessary accommodation expenses will be paid by the Diversity Promotion Fund. Meals and other expenses cannot be funded. The application needs to be submitted for the diversity fund deadline before the start of the journey.

   Doctoral candidates first need to fully utilize the money provided by the TUM Graduate School (internationalization voucher) and by the Faculty Graduate Center (internationalization grant) before they can apply for this measure.

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. The application needs to be submitted for the diversity fund deadline before the start of the journey.

   Doctoral candidates first need to fully utilize the money provided by the TUM Graduate School (internationalization voucher) and by the Faculty Graduate Center (internationalization grant) before they can apply for this measure.

3. Grants for organizing workshops and symposiums on diversity-related topics (payment of travel expenses for participants and, if applicable, fees): up to €1,000.

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. Any dissertation must have been accepted by the school and awarded a “passed with distinction” grade (or “summa cum laude”). Female applicants striving for a career in academia are prioritized for funding.1

   Grants for submission fees in international peer-reviewed journals: up to €200.

6. Grants for the costs of proofreading articles that are submitted to English-language journals:

   If the applicant is employed to a scope equal to or below 50 percent of a full-time position, 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.

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up to a maximum of €300. The funding offered by the TUM Graduate School is to be used primarily by female doctoral candidates.

7. Support for female “Habilitation” candidates 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. This support can only be granted once during the habilitation period.

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 international, 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.

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 Carmen Baur). The completed application form must be enclosed with all applications. Please send your complete application documents in one pdf file for the digital application. We cannot check your application for completeness before the deadline. For each measure that should be supported a separate application form is necessary.

Contact details:
Carmen Baur
TUM Entrepreneurship Research Institute
Arcisstr. 21
80333 Munich
carmen.baur@tum.de

Approval of funds from the Diversity Promotion Fund of the TUM School of Management is tied to the expectation that applicants employed by TUM School of Management have the formal status of a doctoral candidate or a habilitation candidate or are in the process of applying for the status. Persons who are not employed by the school must have the formal status of a doctoral candidate or a habilitation candidate 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 which helps the committee to understand the overall topic as well as the more specific contents and its aims,
- 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 costs, such as travel expenses, printing costs, funding required for proofreading, and costs for the event.
- In the case of trips to conferences, confirmation of acceptance of the presentation must
be enclosed with the application (if the confirmation of acceptance is not available at the
time of application, it can be submitted later; see explanations on deadlines in point 5
below).

• 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.
• Explanations on specific deadlines for the article (e.g., within the revision process) if the
  applicant cannot wait for the committee’s decision. However, the application needs to be
  submitted before articles are sent out for proofreading.

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

Applications need to include the topic of the event/talk, a short description, short CV of the
speaker(s), and the target group(s) 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: funding agency /
  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 and before the start of the trip.

For **costs for proofreading articles**, the following exception applies: Only if the applicant faces specific deadlines (e.g., because of the timelines in the revision processes or for a special issue submission), applications can also be submitted in between diversity fund deadlines. However, applications always need to be submitted before articles are sent out for proofreading. The review of these applications 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 positions, no access to resources paid for by third-party funds) are given preferential treatment.

7. Accounting and settlement

The School’s management 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 Carmen Baur (carmen.baur@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.