

Application for Funding from the Women's Promotion Programme of the Geography Department of Humboldt-Universität zu Berlin

Personal Information

Name _____

E-mail _____

If employed: (research) group _____

- Full time employment Part time employment (____%)
- Fellowship: _____
- BA Student (Matriculation number: _____)
- MA Student (Matriculation number: _____)
- Other: _____

Have you ever already received funding from the Women's Promotion Programme before?

- Yes No

If yes, please note: Funding can only be granted every two years.

Date of last funding: _____

I am now applying for funding for:

- Training Conference/Lecture
- Fieldwork Printing Costs
- Other: _____

Project description

Project title:

Summary:

For the above mentioned project I request a financing of _____ Euro.

In case of an application including travel funds:

When applying for the financial support of a conference, your active participation (lecture, poster, moderation) is required. Please attach supporting documents.

Information about the event:

Title _____

Date _____

Place _____

Expected amount of travel expenses

Cost type	Description	Amount
Accommodation		
Transport		
Participation fee		
other		
	Total	

Further funds / Co-financing

Did you apply for co-financing through budget or third-party funds of the Geography Department? Yes No

Was this application successful? Yes No

If yes, please provide details of the amount of co-financing:

Did you apply for co-financing through other funds (DAAD, DFG, etc.)?

Yes No

Was this application successful? Yes No

If yes, please provide details of the amount of co-financing:

Please notify us of any change to the information in this application without undue delay.

Date, Place

Signature of the applicant

Guidelines to Application for Funding from the Women's Promotion Programme of the Geography Department of Humboldt-Universität zu Berlin

1) The allocation of financial resources for the promotion of women should serve to support women in their academic and professional careers. The funding should provide sustainable impulses for equality and for the elimination of underrepresentation of women at the Geography Department.

2) In principle, all women who are students, employees and scientific staff at the Geography Department of the Humboldt-Universität zu Berlin or who can prove an associated fellowship or scholarship are eligible to apply.

3) Decision criteria are:

An application is eligible if it corresponds to the purpose of promoting women according to 1).

An application is particularly eligible if the project

- includes gender issues or women's promotion;
- expects results that will provide sustained impulses for gender equality and the elimination of underrepresentation of women at the Geography Department;
- is related to a discipline or area of research where women are significantly under-represented;
- is made by applicants who are subject to particular burden (such as childcare, caring for relatives) or disadvantage;
- Equipment can only be funded if they are project-related consumables.

4) To be attached are all the necessary attachments as they result from the requested information in the application form or the request for a business trip. Incomplete applications will not be processed.

5) The Commission for Women's Promotion at the Geography Department (Kommission für Frauenförderung des Geographischen Instituts) is responsible.

6) Applications can only be submitted before the action to be funded. The application must be addressed to the Women's Representative (frauenbeauftragte.geographie@geo.hu-berlin.de) of the Geography Department and during the period stipulated (see 8).

8) The application deadlines are binding. These are:

20. January / 20. April / 20. July / 20. October