



TENDER INFORMATION

TRAVEL GRANT FOR ACCOMPAGNYING CHILDREN TO CONFERENCES

1. Objective of funding

- The support is intended to enable university staff with family responsibilities to attend career-promoting conferences, training, network and work meetings and research stays abroad.
- The funding is one of the main pillars to foster the combination of career and family tasks. It is funded by the Equal Opportunity Council and is part of the programmes "Science Goes Family" and "Beruf & Kind".

2. Eligible Applicants

- Female staff members, furthermore male staff members who are single parents, who are on parental leave or who take over at least half of the responsibility for the child(ren).
- W3/2 professors: Only business trips in the narrower sense are subsidized for professors, i.e. business trip as a representative of the University of Konstanz. Meetings and conferences related to their research are excluded. However, the Equal Opportunities Council urges that university institutions (such as Zukunftskolleg, clusters, etc.) deviate from the restrictions mentioned and that they also provide financial support to their professors on business trips that involve research activities. Single parents are exempt from these restrictions.
- Furthermore, the organizers of conferences at the University of Konstanz can apply for covering the cost of child during the event, provided that no funds are available.

3. Funding

- You can either apply for a subsidy to cover the additional travel expenses for taking a child (and a babysitter) to conferences. The need to take the children with you must be justified (e.g. nursing child, no other parent on site). It is not sufficient to justify the other parent's job.
- Or you can apply for a subsidy to cover the childcare costs, if the absence due to the conference means additional childcare costs at the place of residence. Costs for care by family members are not subsidized.
- The subsidy is capped at 250 Euros per child, and at 600 Euros per year.
- For longer research stays, there is the possibility of an individual request to the Equal Opportunity Council for an increased grant.

4. Components of application

Components	Details and requirements
Form	See https://www.uni-konstanz.de/en/equalopportunities/family/academic-career-with-children/financial-support/#c218896 With justification
Documents	<ul style="list-style-type: none">– Evidence of the costs incurred due to the child's transportation, e.g. printout of rail connection or flight portal– Program or invitation for the event you are attending

5. Deadline

An application can be made continuously, but only up to four weeks before the start of the trip.

6. Process and responsibilities

- Submission of the application to tanja.edelhaeusser@uni-konstanz.de (academic) or to dominik.reitermann@uni-konstanz.de (non-academic)
- Check and approval by email with return of the approved cover sheet to the applicant
- Travel
- Submission of the original receipts for the costs of the child or caregiver together with the approved cover sheet to the Haushaltsabteilung (not the Travel Expenses Center!)
- Reimbursement of the approved amount

7. Contact

Before submitting your application, please contact Tanja Edelhäuser, Equal Opportunity Office, (tanja.edelhaeusser@uni.kn, Tel. 88-5314).