

## **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 diffuse valuable academic insights on diversity-related topics at TUM School of Management and beyond.

### **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. 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).
5. 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 conferences held in Germany: up to €500.  
Only the participation fee, travel costs, and any necessary accommodation expenses will be covered 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. Grants for the costs of proofreading articles written by female academics that are submitted to English-language journals: up to a maximum of €300. The funding offered by the TUM Graduate School is to be used primarily by female doctoral candidates.
5. Bonus payments of €1,000 to chairs or groups for submitting 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 should be understandable for a broader audience, such as managers, practitioners, educators, and policy makers (comparable to the TUM Management Insights), and highlight specific aspects relevant for the understanding or promotion of any diversity-related target group. They 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 to the administration of TUM School of Management ([diversity-fund@mgt.tum.de](mailto:diversity-fund@mgt.tum.de)). The completed application form must be used for the application. Please send your complete application documents in one pdf file. 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:**

Technical University of Munich  
TUM School of Management  
Karina Kraft  
Arcisstraße 21  
80333 Munich, Germany  
E-mail: diversity-fund@mgt.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 the reasons why the project to be funded is relevant to the applicant's career,
- Acknowledgement of the supervising professor in the form of an informal e-mail or signature on the application documents
- 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, and
- 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

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 / TUM.

#### 4.4. 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.
- (Free licensed) picture or photo to accompany your text or video

## 5. Deadlines for applications

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

***January 15, April 15, July 15, and October 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 Vice Dean Diversity, the Women's, Equality and Diversity Officer, and potential additional Diversity Ambassadors decide 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 Karina Kraft ([diversity-fund@mgt.tum.de](mailto:diversity-fund@mgt.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 proofreading, the applicant must report as soon as the article has been accepted by an academic journal.
- In the case of transfer of research results, feedback on press reports needs to be provided.