Call for Applications

Funding line for supervisors of external funding projects who need to find substitutes for academic staff members

Funding in the context of the *Professorinnenprogramm II - Call for Applications*

Spring Semester 2018

This grant addresses the needs of supervisors of external funding projects who need to replace an academic staff member who is no longer able to stay on a project due to maternity and/or parental leave. As a rule, staff shortages of this kind are challenging in several ways: Research projects often are on a tight schedule. Tasks assigned to a staff member cannot be delayed without endangering the project. A replacement is usually only hired after the end of the maternity leave period, because that is when the funds for personnel costs are freed up. Valuable time is lost and the staff member leaving does not have a lot of time or no time at all to bring her substitute up to speed. Moreover, the extension of the original staff member's contract in accordance with section 2 subsection 5(1) of the Academic Fixed-Term Contract Law (WissZeitVG) often causes costs that were not budgeted in the project plan.

This grant includes a staff budget that can either be used to hire a substitute for the academic staff member on leave or to cover the costs of the extended contract duration due to section 2 subsection 5(1) of the WissZeitVG, if the external funding provider does not cover these costs. To allow for the transition and training of the substitute, both the substitute and the staff member to be substituted can be employed at the same time for a period of one month before the beginning of the maternity leave.

Only project supervisors can apply for the funding line.

**Duration of the Funding Project**
The funding line for supervisors of external funding projects who need to find substitutes for academic staff members ends on 31 December 2019.

**Application Eligibility**
Supervisors of external funding projects at the University of Mannheim, who hold the position while the above-named funding line is in place (ends on 31 December 2019) are eligible to apply. Supervisors are only eligible to apply if they can prove that the external funding provider does not cover the costs of a substitute and/or the contract extension.

**Application**
In addition to the completed application form, the following documents have to submitted to the Department of Gender Equality and Social Diversity:
- Confirmation by the Human Resources division to what extent the staff member is employed by the University of Mannheim in the external funding project during the requested funding period
- for maternity leave: Copy of the maternity leave letter by the Human Resources division of the University of Mannheim confirming the beginning of the staff member’s maternity leave
- for an extension of a contract due to parental leave: Letter of approval of parental leave by the Human Resources division (if parental leave has not yet been approved, a copy of the application for parental leave by the staff member), as well as a confirmation of the contract extension in accordance with section 2 subsection 5(1) of the WissZeitVG
- Proof that the external funding provider does not cover the additional costs of a substitute as well as documentation of the project duration (copy of the approval letter or the like)

**Type of Funding**
While the funding line for supervisors of external funding projects who need to find substitutes for academic staff members is available (ends on 31 December 2019), project supervisors can either apply for funding to employ a substitute for an academic staff member for a maximum of 15 months (in accordance with parental leave periods) or for funding for the extension of the employment contract of the staff member for the periods of maternity and parental leave in accordance with section 2 subsection 5(1) WissZeitVG.

**Funding Period**
Starting immediately, applications can be submitted to the Department of Gender Equality and Social Diversity. The cut-off date for applications and funding is 31 December 2019. The Vice President for Research, Equal Opportunity and Early-Stage Researchers decides on the applications on a first-come, first-served basis. The substitute can only be employed in the position of the staff member on leave (up to a full-time position (100%), remuneration bracket E13) and for the duration of the maternity/parental leave. The limitation of the employment is regulated by the Act on Part-Time Work and Fixed-Term Employment Relationships (TzBfG). Funding for the extension of a contract according to section 2 subsection 5(1) of the WissZeitVG is available for the number of months the staff member is on leave.

The maximum funding period is 15 months and ends on 31 December 2019 at the latest.

**Spending of Funds and Changing the Funding Period**
The grant is only available until 31 December 2019 and is to be spent until then. Funds cannot be transferred into the next years. Due to the limited amount of funding available, suspensions due to leaves of absence of the substitute or a change of the funding period can only be approved in exceptional cases and before the end of the funding project on 31 December 2019.

**Grant Award Process**
The Vice President for Research, Equal Opportunity and Early-Stage Researchers decides on the grant on a first-come, first-served basis. Please keep in mind that only complete applications can be considered and forwarded to the Vice President for Research, Equal
Opportunity and Early-Stage Researchers. There is no legal claim to a grant. Grants will be awarded as long as there are sufficient funds available.

**Reporting Obligation**
The substitute staff member needs to report any changes regarding the employment relationship to the Department of Gender Equality and Social Diversity without delay. In case the academic staff member whose position is funded by the program resigns from his or her position before the end of the funding period or before 31 December 2019, the staff member is required to report this to the Department of Gender Equality and Social Diversity immediately.

Please submit your complete application to:

Department of Gender Equality and Social Diversity
B6, 30-32
attn. Jasmin Greff, jasmin.greff@uni-mannheim.de
Phone: +49 621 181-2568

Mannheim, 12 June 2018