

Frankfurt, _____

Sender: Faculty, institute, etc.

Contact person: _____

Tel.: _____

Email: _____

To the
Executive Board
of Goethe University Frankfurt
– Equal Opportunities Office¹ –
PO Box 227, SKW Building, Westend Campus

Application

Preliminary application²

Faculty Fund for the Promotion of Active Recruitment

*The Faculty of _____ requests funds from the Faculty Fund for the Promotion of Active Recruitment to invite Ms _____ to Goethe University Frankfurt

from _____ to _____ (date)

for an appointment, prospectively on _____ .

The purpose of the invitation is to identify women scientists as potential candidates to be addressed within the framework of Active Recruitment.

* The measure is related to the following professorship: _____ (title, level).

The professorship was advertised on _____. (Please enclose the advertisement.)

The professorship has not yet been advertised; it is expected to be advertised on _____ (date).

Justification for selecting the scientist to be invited: *(e.g. professional proximity to the subject area of the professorship in question; on the recommendation of..., etc.)*

¹ The Equal Opportunities Office handles and approves applications in liaison with the Appointments Department.

² The purpose of a preliminary application – in the case of approval – is to reserve funds for the period of 8 weeks (from approval). Essential information is marked “*”.

- During her visit, Ms _____ will
- hold a guest lecture at a scientific symposium/conference,
 - participate in an expert discussion.

The invitation is intended for another form of scientific exchange (*please describe*):

The scientist to be invited has already worked/been a guest at Goethe University Frankfurt in the past:

- Yes, within the framework of (please provide details): _____
- No
- Not known

The following costs are expected to be incurred:

- Travel expenses (transport, flight, accommodation) € _____
- Travel expenses for an accompanying person necessary for childcare reasons (transport, flight, accommodation) € _____
- Childcare costs on site in Frankfurt € _____
- Lecture fee € _____

*Total € _____

€ _____ are requested from the Faculty Fund for the Promotion of Active Recruitment.

Please note: In the case of costs incurred abroad (e.g. flight tickets purchased abroad, travel tickets), Goethe University Frankfurt may have to pay an additional 19% on the gross invoice amount to the tax office. The maximum amount that can be paid from the fund is €1.500 per application, including any VAT.

* Any amount in excess of the amount approved is borne by the faculty: Project / Cost Centre

_____.

Ms _____ will pay the costs incurred in advance.

Please note: It is not possible to pay partial amounts to several beneficiaries. Example: Payment of open invoices from travel agencies, childcare providers, etc. cannot be transferred separately.

(Cost Centre Manager's/Project Manager's
Signature)

Date

Dean's signature

Name in printed letters/block capitals

Faculty Fund for the Promotion of Active Recruitment
Page 3 of the application by the Faculty of _____ of _____ (date):

For completion by the Equal Opportunities Office / Appointments Department:

Date of receipt: _____

Application approved

Application rejected. Reasons:

(Date, signature of the Head of the Equal Opportunities Office)

(Date, signature of the Head of the Appointments Department)