Guidelines for 
Postdoc-Kids&ElderCare

A measure of the Female Professors Programme II at the University of Cologne

valid as of June 2017

1. Objective

The objective of the programme is to provide support for postdoctoral candidates and assistant professors at the University of Cologne who are also responsible for caring for children or have obligations to care for relatives. This support includes subsidies for child- or eldercare costs or funding for the employment of a student assistant to help with the individual's research tasks. The intention is to provide balance between family life and research and improve the career opportunities for researchers with a strong career potential who also have dependent family members.

2. Target group

Female postdoctoral candidates and assistant professors who

- are either employed by the University of Cologne or who are conducting research at the University of Cologne funded by a scholarship are eligible to apply. An individual is also considered as employed by the university while on parental or maternity leave.

- have one child aged under twelve years or a disabled child or a relative in their care (carer in the meaning of Section 19 SGB XI) at the time of the expiry of the application period.

If the individual is no longer employed by the University of Cologne when the funding is granted or if an employment contract is concluded with a third-party institution, or the individual is appointed as an interim professor at another university, the payments will be stopped. If the individual is unemployed after their employment contract with the University of Cologne ends, funding will be continued for a further three months.

3. Type of funding

The funding consists of two modules. Only one module will be funded per calendar year and per person.

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1 Only women can be funded, as this is a requirement of the Female Professors Programme of the German Federal Government and the States.
Module 1 – Child or eldercare subsidy

- Reimbursement of child or eldercare costs of up to EUR 3000 in one calendar year (twelve months). Costs can be submitted from January of the application year.

Module 2 – Student assistant for research tasks

- Funding for employing a student assistant (WHK, WHF, SHK) for research tasks of up to EUR 3000 for the maximum duration of one year after funding is granted.

4. How to apply

Applications for 2018-2019 must be submitted by 1 February of the application year. Applications for 2020 must be submitted by 1 October 2019.

The following documents are required for the application:

- Application form (Download)
- Letter stating brief summary of career situation, particularly defining the intended career objective within a certain timeframe. Those pursuing a habilitation should also hand in a schedule signed by their supervisor. The letter should also state the applicant’s personal situation including details of the dependent individual(s).
- Details of the funding module applied for
- Curriculum vitae
- Complete publication list with the three most important applications marked
- Doctoral degree and university certificate
- Description of current research project (maximum two pages, font: Arial 11pt, line spacing: 1.5 lines, margin: 2.5 cm). Any content exceeding the maximum length of 2 pages will be redacted during the review process.

Further application documents:

Module 1 – Child or eldercare subsidy

- Copy of the fee assessment for childcare and/or the contract with the care centre or carer which states the fees due
- Statement of household income per year
- List of the expected care costs (excluding costs for meals) from January to December of the application year in the Excel spreadsheet provided – Download
- Further important information on applying for the reimbursement of childcare costs is included at the end of this document*
Module 2 – Student assistant for research tasks

- Proposed number of hours for the student assistant, type of employment contract and exact duration of employment
- Amount of funding applied for according to the remuneration table from Division 4: Staff
- Name of the student assistant, if known. Please note that the position must usually be advertised unless it is an extension or increase in hours for an existing contract.

Incomplete applications will not be considered.

5. Funding criteria

- A doctoral degree with either a summa cum laude or magna cum laude is a prerequisite for the application
- Grants out of this programme will be approved only once. Rejected applicants who have so far not received funding from the Postdoc-Kids&ElderCare fund are eligible to apply again in the following year.
- If the applications received by the deadline for the current year exceed the amount of funding available, applicants will be prioritized by scientific qualifications based on the grade of the doctoral degree and the last examination result. In the event of identical qualifications, social criteria as well as other obtained grants from internal UoC programmes may be considered.

6. Funding decision

The Vice-Rector for Gender Equality and Diversity, the Equal Opportunities Commissioner, representatives of the Department for Gender and Diversity Management and the Dual Career & Family Support Department (CFS), the head of the Research Management Division and the coordinator of the Female Professors Programme will decide on the allocation of funding based on the above application documents and the funding conditions of the Female Professors Programme of the German Federal Government and the States.
Please send your application documents in a single PDF document including a list of care costs (Excel spreadsheet) by e-mail to the following address:

kids.elder.care(at)verw.uni-koeln.de

Contact and advice:

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*If funding is granted for module 1, the original fee assessment or childcare contract must be submitted. This is filed with the employee’s records at the university and can be inspected at any time. This procedure complies with the Income Tax Act (EStG) prerequisites for tax-free reimbursement of childcare costs for children below school age.

Valid as of June 2017 – These regulations may be changed prior to the next call for applications phase.