

## Developing DFG Collaborative Project Applications — Equal Opportunity Information

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### 1. Basics

The German Research Foundation (DFG) specifies the following [principles and framework conditions](#) for applications:

1. The promotion of [equal opportunity in academia](#) with a focus on the equality of women and men (see: Research-Oriented Standards on Gender Equality)
2. Commitment to [diversity in the research system](#)
3. Reflection of [gender and diversity in research topics](#) (since April 2020)

These three strategies cover various constituents of research projects—including (1) researchers, (2) structural conditions, and (3) research contents.

#### 1.1. Equal opportunity in academia

In order to [promote equal opportunity measures](#) in the individual funding procedures, the DFG has set the following goals (in particular in [the equal opportunity measures in research alliances module](#)):

- increasing the number of female researchers on the project management level and/or the number of male and female researchers applying
- supporting female early career researchers in pursuing their academic career
- making academic jobs more family-friendly

Depending on the type of application, varying funding amounts may be requested.

In terms of equal opportunity in project applications, it is usually a matter of course to indicate both the current state (e.g., share of women in the faculty and in the planned collaborative project, existing support structures at Universität Hamburg) as well as additional support measures to be implemented in the project. The following listing is designed to help you formulate this part of your application. Please note that these are not prefab text blocks. We recommend that you:

- independently examine the existing structures at the University and the planned measures in the project;
- network with other collaborative projects and take into consideration available offers in the faculty and department;
- assign responsibility for equal opportunity measures in the collaborative project to persons in the project, regardless of their gender, and make sure the topic is cast in a positive light early on; and
- establish contact with the Equal Opportunity Unit and/or the faculty equal opportunity representative right from the start.

We will also be glad to advise you personally.

## **1.2. Diversity in the research system**

We encourage applicants to take diversity—and with it a diversity of perspectives—into adequate account when forming their project working group. This may refer to gender, ethnicity, age, family responsibilities, health, and other dimensions of diversity.

The DFG requests that applicants reflect academic achievements against the backdrop of individual circumstances such as pregnancy, childcare but also disability, long-term serious illness, and military or civil service. [Compensation for disadvantages](#) is granted upon application in the event of unavoidable delays in academic careers.

## **1.3. Relevance of gender and diversity dimensions in the research topics**

Since April 2020, the DFG requires reflection on the relevance of gender and diversity—also in the topic and implementation of each research project. This measure is to prevent “blind spots” in research and projects due to a lack of attention to gender and other dimensions of diversity. The DFG has thus drawn up a [checklist for applicants](#) (German only) to facilitate the planning of research projects. As far as relevant, applicants should provide explanations in the chapter “Relevance of gender and diversity”.

[Subject-specific information](#) (German only) will now also be introduced for engineering, life sciences, and the natural sciences.

## 2. General tips

If you are developing an application for a collaborative project, you should ask yourself three key questions about equal opportunity in the project structure following orientation:

1. What is the gender balance among the principle investigators?
2. Is it possible to introduce recruiting procedures that will prevent gender biases?
3. Does the suggestion include an autonomous and targeted concept/program to promote equal opportunity specifically for this project in this field?

In particular the third question, the development of an equal opportunity concept with a variety of measures for the researchers involved in the project, can be challenging. For initial orientation, it is always advisable to have a look at the DFG's collection of documents on [Equal Opportunity Measures in the Individual Funding Programs](#). New and innovative measures are always highly valued, but you can also find inspiration in the [Equal Opportunity Database](#) (German only) of Universität Hamburg and the [INKA database](#) as well as integrating tried-and-proven measures in your project. See the sections below for selected equal opportunity measures at Universität Hamburg as well as suggestions for designing project-specific measures.

Possible compensations for disadvantages can be included at an early stage.

The specifications for reflecting upon diversity dimensions in the development and planning of research project ideas are mandatory. Early exchange and networking with experts can be useful; as the central institution for all universities in Hamburg, the [Zentrum Gender und Diversity](#) (German only) can refer experts.

Applications must be written in **gender-sensitive and inclusive language**. The DFG also uses gender-inclusive and gender-neutral language. Additional information is available at the following link: [www.uni-hamburg.de/en/gleichstellung/gender/geschlechtergerechte-sprache](http://www.uni-hamburg.de/en/gleichstellung/gender/geschlechtergerechte-sprache)

Equal opportunity in terms of gender equality, diversity, and balancing of family and career should also be considered during the **inspection**. The future team should be diverse, the existing equal opportunity measures should be made visible (set out leaflets), and you should attempt to integrate the topic into different areas such as support for doctoral and early career researchers, public relations work, and transfer. We will be glad to support you here as well.

## 3. Equal opportunity at Universität Hamburg

- Universität Hamburg subdivides the overall objective of equal opportunity into gender equality (gender), diversity, and work-life balance (family).
- In 2020, the share of women professors at Universität Hamburg was 34 percent (without the UKE/Faculty of Medicine), incl. W1 (see: [sixth equal opportunity report from Universität Hamburg 2018-2020](#), German only) and the share of women among all academic personnel was 43 percent (2019 annual report for Universität Hamburg, German only).

- Extract from the preamble of [Universität Hamburgs Equal Opportunity Plan \(2018-2022\)](#) (German only): “Under the guiding principle of ‘innovating and cooperating for a sustainable future,’ Universität Hamburg is continuing to pursue its comprehensive strategy process 2018 as a university for a sustainable future. Universität Hamburg has firmly embedded equal opportunity and family-friendliness into its equal opportunity and work-life balance guidelines.”
- [Equal Opportunity Unit](#) (directly accountable to the Vice-President of the University for transfer and equal opportunity), an equal opportunity commissioner on a central level and equal opportunity representatives for each of the eight faculties.
- Top level (Level 4) in the implementation of Research-Oriented Standards on Gender Equality stipulated by the DFG; inclusion of 16 equal opportunity measures from Universität Hamburg in the [INKA database](#), formerly the DFG toolbox.
- The equal opportunity future concept was recently positively assessed by [a program to promote female professors run by the German Federal Government and States](#) (German only) (Professorinnenprogramm) in 2018, and Universität Hamburg was one of just 86 higher education institutions in Germany (Universität Hamburg and the UKE / Faculty of Medicine alone in Hamburg) eligible to apply.
- In 2010, Universität Hamburg was certified through a [family-friendly higher education audit](#); the third re-audit, of a permanent nature, has now been completed.
- In 2017, Universität Hamburg joined the Familie in der Hochschule network to support families in higher education institutions and signed its charter.
- Universität Hamburg was the first higher education institution in Hamburg to adopt a [diversity concept \(2019 to 2023\)](#) (German only).
- In 2019, Universität Hamburg was awarded a certificate for shaping diversity, the [Vielfalt gestalten certificate](#) (German only), from the Stifterverband (a German association of corporations and foundations) for successfully implementing diversity management to foster diversity at the University. This certification is valid until 2022.

### 3.1. Central equal opportunity measures

- [Agathe Lasch Coaching Program + Diversity](#): The individual coaching program to promote equal opportunities for women is designed for junior professors, postdoctoral researchers, female academics working on their *Habilitation*, and, in the interest of including various aspects of diversity, for other groups as well. Coaching is offered in German and English.
- [Women’s Advancement Fund](#): Supports projects concerned with structural innovation as well as with the implementation of the equal opportunity directive.
- [Equal Opportunity Fund](#): Supports projects involving general equal opportunity issues in studies, teaching, and research as well as measures to reduce gender-specific disadvantages (including individual measures).

- [Career Development Fund](#): Finances workshops to support training and continuing education for women, including those by the Career Center, the Hamburg Research Academy, and HR Development at Universität Hamburg.
- Sustainable and visible commitment to equal opportunities at Universität Hamburg is recognized once a year with the [Equal Opportunity Prize](#).
- [Pro Exzellenzia plus](#) is a Hamburg-wide, cross-university program that trains women with degrees in the areas of STEM, art, music, architecture, and the humanities for leadership positions. As part of the lecture series [Pro Exzellenzia meets Universität Hamburg](#), the University offers lunch meetings as an opportunity for female early career researchers to network and gain further qualifications.
- Tasked with fostering family-friendliness, [Universität Hamburg's Family Office](#) is a central point of contact for students as well as for academic and administrative staff. Among other things, it advises and informs on regular childcare, childcare during meetings and conferences, and childcare in emergency situations. It organizes informational events such as Scientific Career and Parenthood on a regular basis—also in English.
- Universität Hamburg has also implemented numerous diversity measures, for instance [recommendations for Gender-neutral language](#), [PIASTA International Program for Students and Alumni](#), services offered by the [Hamburg Research Academy \(HRA\)](#), or the [Code of Conduct for Religious Expression](#).
- Additional (individual) measures can be found in the University's extensive [Equal Opportunity Database](#), which is modeled after the INKA toolbox and includes both centralized and decentralized measures from the equal opportunity areas gender equality, diversity, and work-life balance.

### 3.2. Measures in the faculties

Besides centralized measures, the faculties also offer their own equal opportunity projects and programs to benefit collaborative projects and with which you should definitely coordinate your own activity prior to submitting an application. Some faculties now also offer their own scholarship and mentoring programs, or events. When working on collaborative project applications, you should contact the proper [faculty authority](#), usually the faculty equal opportunity representative, responsible for you. Furthermore, it is advisable to review the respective [equal opportunity plans of the faculties](#) and to develop measures in accordance with the underlying structural conditions, such as the share of women, share of international researchers, share of persons with family obligations, etc.

## 4. Examples for development of your own project measures

Ideally, the measures that you develop yourself within the scope of the project should build on and augment the existing measures put in place by the University and the faculty. The examples below are intended to provide you with inspiration for developing your own measures:

- a) Recruiting:
- measures to recruit women for academic positions in the project network, for example through use of [special mailing lists](#), actively addressing women
  - if applicable, measures to increase the share of women on the project management level in the next support phase (e.g., designation of specific persons who might come into question and should be supported until that time, building a pool of young talents)
  - incentives for diverse teams, development of specific hiring criteria such as origin
  - sensitivity to gender and diversity in appointment selection committees
  - general awareness of bias in staff selection, for example through training
- b) career advancement measures, if possible together with existing projects on site, in particular for female doctoral and early career researchers:
- (assumption of participation fees for) mentoring
  - assumption of participation fees and/or independent organization and financing of soft skills courses, management training, continuing education programs, courses to raise awareness of certain topics, etc., both for female doctoral and early career researchers (to promote equal opportunities for women) and persons with family obligations as well as for all participants
  - mobility funds
  - financing of coaching for female doctoral and early career researchers and leadership staff
  - networking measures (e.g., some with foreign cooperation partners)
  - helping to attract future researchers (e.g., involvement in Girls' and Boys' Day)
- c) Balancing family and an academic career:
- creation of flexible working conditions (home office, etc.), in particular financing of furnishings and equipment
  - childcare during events organized by the collaborative project
  - arrangement for spots in childcare facilities
  - financing emergency childcare
  - advising and support related to the care of family members
  - support via student assistants and/or employees for persons with family responsibilities
- d) Structure and strategy:
- establishing the topic of equal opportunity in the governance structure of the project
  - regular reporting on measures and measure development in the alliance
  - testimonials and contributions to public relations work, such as portraits of female doctoral and early career researchers
  - quality assurance through analysis of the efficacy of the implemented measures
  - surveying members of the collaborative project
  - collecting information on needs within the collaboration
  - development of rules for good cooperation

- if applicable, staff support (e.g., an assistant) for organizing career advancement and work-life balance measures and reports, establishment in the administration

### **5. Support/contacts in the Equal Opportunity Unit**

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