

# Module

## Family Allowance



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

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This module can only be applied for under the Emmy Noether Programme.

## **I Objective**

An earmarked family allowance of up to €6,000 per year may be requested for the care of children and relatives in need of care during conference or research trips.

## **II Description**

Leaders of Emmy Noether Groups with family care responsibilities can use this module to fund additional care to enable them to attend conferences or conduct travel necessary for the project. The need for provision of additional care applies to the following groups of individuals:

1. children or
2. care-dependent family members with a recognised care level who are cared for by the traveller.

Group leaders may be reimbursed for the costs of additional care required in conjunction with the conference or research travel and provided by professional care facilities or individual caregivers (neighbours, babysitters, etc.). The fees should be reasonable and calculated in a cost-effective manner. For care provided by a family member of the group leader, only expenses associated with the provision of care (travel expenses in particular) can be reimbursed.

Alternatively, travel costs for accompanying children or care-dependent family members and, where applicable, their caregivers or fees for professional care providers at the conference or research site can also be reimbursed, provided this is more economical than other options.

The family allowance may only be used to cover additional care costs incurred in conjunction with the group leader's conference or research travel described above; it cannot be used to cover care costs incurred outside these areas or by members of an Emmy Noether Group.

### III Proposal Instructions

The family allowance should be requested within a proposal for an Emmy Noether grant. In the proposal, indicate briefly whether you have children or care-dependent family members who meet the criteria described in section II. For care-dependent family members, please describe the level and scope of care required that would otherwise be carried out by the group leader.

In addition, indicate what conference or research trips you are planning to take during the project and give a rough estimate of the anticipated extra costs for care.

For approved or ongoing Emmy Noether projects, note that requests for family allowances can be submitted subsequently:

- If children are born during the project duration, requests can be submitted from the child's month of birth for the entire remaining time period, or
- if the need for care of a relative has been determined, requests can be submitted from the month in which the need for care has been determined.

Where applicable, you can request a family allowance once for the remainder of the Emmy Noether grant using DFG form 41.46 (available in German only).

[www.dfg.de/formulare/41\\_46](http://www.dfg.de/formulare/41_46)

### IV Accounting

The family allowance may only be used for the purposes defined under section II; the earmarked funds may not be reallocated. The allowance will be provided as a general sum for each funding period and may be called up successively where necessary. The expenditures must be settled with the university or research institution directly and appropriate documentation of the actual costs incurred must be provided. The actual expenditures must be indicated as earmarked funds in the financial status report.

The costs and their specific connection with the conference or research trip must be plausible and include appropriate documentation. Unless otherwise agreed with your institution, such documentation may include

- the Emmy Noether Group Leader's travel claim form for the conference or research trip as proof of travel,
- receipts and invoices from care facilities or caregivers at either the home or business location relating to the additional care required in relation to the group leader's conference or research trip,
- travel receipts (travel tickets, gas receipts, etc.) of family members who provided care during the group leader's absence,
- receipts for travel and accommodation incurred for accompanying care-dependent family members or caregivers,
- a short explanation or listing indicating the provisions of the selected care model.

Only additional care costs arising from the group leader's travel may be reimbursed. Costs associated with the normal period of care may not be reimbursed.

Additional information on work-life balance in DFG funding programmes can be obtained under

[www.dfg.de/equity](http://www.dfg.de/equity)