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# Family-related performance-based funding: a guide for applicants

## 1 *Familien-LOM* funding

An incentive system termed *Familien-LOM* (LOM being short for *leistungsorientierte Mittelvergabe*) describes a special form of performance-based funding awarded for the benefit of female physicians and female scientists returning to departments and institutes at Hannover Medical School (MHH) from periods of maternity protection or parental leave. *Familien-LOM* is granted to female physicians and female scientists returning to work at MHH within one year after the birth of their child or children. **Up to 12,000 euros** is awarded. These resources must be used for measures that promote gender equality and support families. This funding is awarded following an application procedure. *Familien-LOM* funding is subject to the (standard) annuality of budget appropriations.

### 1.1 Award criteria for *Familien-LOM* funding

- The female physician/scientist has returned to work at MHH within a year of her child's / her children's date of birth;
- The applicant's return to work was during the same year in which the application is made, or during the year previous to this;
- The female physician/scientist is still employed at MHH at the time the funds are awarded, and remains so considerably beyond the date of her return;
- The application, made jointly by the returning physician/scientist and her departmental head / institute director, is approved by the Gender Equality Committee (KfG) and the acceptance is issued by the Gender Equality Officer;
- Only a single application can be made for one and the same child and for a given instance of returning to work. Furthermore, *Familien-LOM* funding can be granted only once for an instance of multiple births.

### 1.2 Procedural aspects

#### 1.2.1 Applying for *Familien-LOM* funding

For a department/institute to receive *Familien-LOM* funding, an application must be made, to be jointly signed by the returning physician/scientist and the departmental head or institute director. This application is to be sent by internal post to Nadine Nelle, MHH's Gender Equality Officer, at organizational unit OE 0013. Requests are dealt with on an ongoing basis by date of receipt. A decision on eligibility for the requested measures is generally made four times a year by the Gender Equality Committee (KfG). The application form and dates of KfG meetings are available at the Gender Equality Office web resource ([www.mhh.de/gleichstellung/programme-und-projekte/familien-lom](http://www.mhh.de/gleichstellung/programme-und-projekte/familien-lom); in German).

#### 1.2.2 Creation of a cost centre

The applicant administers these funds herself, being the person in charge of a cost centre (*Kostenstelle*) created for this purpose. If and when applications are approved by the KfG and written acceptance has been received from the Gender Equality Officer, the funds held in the above-mentioned dedicated cost centre can be withdrawn and used. To this end, please request the setting up of a cost centre. For this purpose, use the **form headed *Kostenstellenplanänderung (Changes to Cost Centre Plans) in the organizational guide (Organisationshandbuch)***; print it out, complete it and sign it and send it to the Commercial Controlling department (*Abteilung Kaufmännisches Controlling*, OE 0310). Please let us know as soon as the account has been opened. The funds will be available as soon as the account has been set up. Total funds allocated are divided into equal monthly amounts available on a per-month basis. As the person in charge of the cost centre, check your account statements regularly within the SAP system. You

can find contact persons, forms for setting up a cost centre and SAP training dates in the organizational guide; follow the corresponding keyword SAP (in German: SAP Schulungsunterlagen; Schulungsangebote, Regelmäßige Schulungen, SAP-Anwenderschulung für Kostenstellen- und Fondsverantwortliche). SAP training for those in charge of cost centres and funds usually takes place monthly on a Friday.

### 1.2.3 Use of this funding

*Familien-LOM* funding must either be used for the direct support of the female physician/scientist, or for the general encouragement of gender equality and family-friendly practices within the department or institute concerned. The relevant departments and institutes can, and should, be creative in this respect. Resources for personnel and material/non-personnel costs – and, in part, for capital-investment costs – can be requested.

Here are some examples of appropriate use of this funding:

#### **Personnel costs (*Personalkosten*)**

- Financing personnel support for the returning physician/scientist

#### **Material/non-personnel costs (*Sachkosten*)**

- Professional-development sessions for executives on gender competence and family friendliness
- Workshops, courses, continuing education, travel to conferences or for research purposes for the applicant or other female physicians/scientists in the department/institute
- Coaching for the applicant or other female physicians/scientists in the department/institute
- Creation of baby-changing facilities, or of workplaces with facilities for parents and children (up to 250 euros)
- Childcare (other than one's normal childcare) provided in the childcare rooms of the Gender Equality Office at MHH
- Consumables
- Technical aids (up to 250 euros)
- Material/non-personnel resources (holders of grants/scholarships and the like)
- Other material/non-personnel resources (up to 250 euros)

#### **Capital-investment costs (*Investitionskosten*)**

- Creating a remote workstation at home for the returning applicant
- Mobile parent-and-child office, creation of baby-changing facilities or workplaces with parent-and-child facilities (more than 250 euros)
- Technical aids (up to 250 euros)
- Other material/non-personnel resources (up to 250 euros)

### 1.2.4 Procedural notes on use of funds

#### **Personnel resources**

It is a good idea to pre-calculate personnel costs with reference to the latest table showing standard costs (*Normkostentabelle*) at MHH. Please note that *Familien-LOM* funds can be used only to cover standard costs in and of themselves, and not additional costs such as overtime or on-call periods. Additionally, only previously requested and approved resources can be used. Complete the **application form for HR law-related measures (*Antragsformular für personalrechtliche Maßnahmen*)** from [Centre, Department \(mh-hannover.local\)](#). Please tick *Landesmittel* (federal-state funds) and enter your *Familien-LOM* cost centre. Send the completed form to Personnel Management.

### Material/non-personnel resources

The category *Sachmittel* covers general material/non-personnel resources, consumables, and funds for work-related trips.

- For **general material/non-personnel resources**, please send the **original invoice**, together with the completed and signed **payment order (*Auszahlungsanweisung*)**, to the finance department at Finance (*Geschäftsbereich Finanzen, Finanzabteilung, OE 0300*). When you complete the payment order form, remember to enter your *Familien-LOM* cost centre, including the following in the posting-text field: *Familien-LOM*, your name and your OE code.
- It is not possible to order **consumables** using either the SAP or the MobiDik system. To order consumable items, please use the **form for Materials Requisition (*Materialanforderung*) from the *Organisationshandbuch*** (see MHH Intranet site). When completing the form, please enter your OE code and *Familien-LOM* funding cost centre. Under *Lieferadresse* (delivery address), please enter your data; likewise, for *Ansprechpartnerin* (contact person), enter your name and add *Familien-LOM*, together with your telephone and fax number. When costing your orders, always include value-added tax (*Umsatzsteuer*) and any postage and packing costs. Then fax the completed material requisition directly to Purchasing.
- For **work-related trips**, please complete a **travel authorization request before commencing your journey**. On the form, tick *Landesmittel* and add your cost centre for *Familien-LOM* funding. Under *Begründung* (purpose of trip), give all the details of the trip and the amount of the travel costs (as usual). With regard to your scheduling, please note that for foreign travel, and for work trips of more than seven days' duration, you require approval from personnel management. Regarding procedures for the rest of the process, please follow the **guide to work-related travel on the Intranet site** as usual. When you have returned from the trip, please use the **Numiga** system to put in a claim for expenses actually incurred (e.g. hotel costs, travel/transport costs, costs of attending seminars or conferences) as stated in the **travel authorization request**, not exceeding the amount approved under *Familien-LOM* funding.

### Capital-investment resources

Requests for capital investment involve submitting a **digital procurement order for capital goods (*Investitionsgüterbeschaffungsantrag*)** (see *Organisationshandbuch* on the MHH Intranet site;

<https://it-portal.mh->

[hannover.local:8493/usm/wpf?Node=icguinode.cataloggetchildren&Args=11096&ObjectID=11096&Nsp](https://it-portal.mh-hannover.local:8493/usm/wpf?Node=icguinode.cataloggetchildren&Args=11096&ObjectID=11096&NspPath)

[Path](#). Please submit an application for capital investment in accordance with the acceptance you received for *Familien-LOM* funding. Make sure you complete all mandatory fields. When stating the nature of the financing, ensure you select **LOM-Familie** as the main funding source (*Finanzprio 1*).

Additionally, please attach the quote you have obtained for the capital-investment item, uploading it with the application. Also, please ensure there no subsequent costs will be incurred (e.g. for maintenance), as these cannot be covered by *Familien-LOM* funding.

#### 1.2.5. Proof of use of funds

We would ask that, after the funds were disbursed, you furnish proof – **in January of the following year** – that the *Familien-LOM* funds were used as specified. We will accept as proof a copy of the account statement and a brief report commenting on how the funds were used. These documents should be sent to the Gender Equality Officer by email or internal post. They will be used in submissions to the Gender Equality Committee and for reporting purposes in the Gender Equality Report.

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