

Application for a KHYS Family Grant

To process your application for coverage of the costs of student or research assistant (“Hiwi”) support or individual career coaching as part of the KHYS Family Grant, we need the information below. Please send the completed and signed form to coaching@khys.kit.edu. Once your application has been processed, you will receive feedback from us within few weeks.

Personal Information

Surname, First Name	
Form of Address (optional)	☐ Mr. ☐ Ms. ☐ Other
Career phase	☐ Postdoc ☐ Doctoral Researcher
Email Address	
Phone	
Institut	
Duration Doctorate/Postdoc	From _____ To _____

Information on Family Situation

Please briefly describe your situation here as it relates to the KHYS Family Grant (e.g., pregnancy, child care, etc.)

I am requesting support for

- ☐ a student/scientific assistant („Hiwi“)
☐ coaching

Duration of the requested measure(s); if applicable, scope of the contract for the required student/scientific assistant support

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Briefly describe what you are applying for support for, including, if applicable, your motivation for seeking coaching. If you are applying for Hiwi support, please briefly explain to what extent the activities planned for the Hiwi are necessary for advancing your doctoral or your postdoctoral research at KIT.

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Participation requirements

The following conditions must be agreed to in order for funding to be granted.

In the event of funding for a student or research assistant (Hiwi), I agree to

- clarify in advance with my department that the Hiwi must first be hired through the department, and that the salary costs will be reallocated to the KHYS subsequently, up to the amount of the grant.
- provide the KHYS with the information necessary for processing the grant.

I acknowledge that the duration and scope of cost coverage for a Hiwi may be limited in the funding approval letter in reasonable proportion to the available budget.

In the event of funding, I undertake to

- request a quote from the coach I wish to commission and submit it to KHYS (coaching@khys.kit.edu) before the coaching begins. The offer must state the hourly rate of the coach and the planned scope of the coaching.
- forward the information on invoicing to the coach commissioned by me in a timely manner so that the coach can invoice the KIT on time. (This information will be made available to you with the funding approval).
- send a list of the coaching sessions that have taken place (name of coach, date and duration of the sessions) to KHYS by email no later than seven days after the last coaching session. This information is necessary for invoice verification.

If you are selected for funding, you will receive a list of potential coaching providers along with the notification of your grant approval to help you make an informed decision. I acknowledge that the funding for coaching is limited to a maximum of 500 euros, plus any applicable VAT.

Furthermore, I have taken note that funding is only available for Hiwi support or coaching sessions that take place while I am a doctoral researcher at KIT or while I am working as a postdoc at KIT.

☐ I agree to the participation requirements.

☐ I hereby confirm that I have read and understood the [privacy policy](#) for the Family Grant as of August 21, 2026.

Ort, Datum

Unterschrift