

Guide for Writing a Proposal

VRG Call 2013 – Cognitive Sciences

*Fourth call within the framework of the funding programme
'Vienna Research Groups for Young Investigators'*

April 2013

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General Information

1. Characteristics of a Vienna Research Group

A Vienna Research Group is an assembly of researchers that launches individuals in their post-doc phase onto their next career step. Typically it is the **first “genuine” group** led by such a young researcher who undertakes leadership responsibility for several group members. Scientists who apply for this call are usually **two to eight years** after PhD; care duties may extend this period by up to four years. WWTF intentionally aims this initiative at very young researchers. Vienna Research Group leaders are **independent** in designing their research work and recruiting their staff.

Vienna Research Groups operate for **six to eight years**. Key milestones are: (i) an **interim evaluation**; and (ii) the end of the “first” phase, chiefly financed by WWTF, after five years. The second phase will depend on the framework and opportunities available at the home institutions and will run for one to three years. Funding by WWTF is supplemented, particularly in the second phase (i.e. years 6, 6-7 or 6-8), by a significant rise in financing by the home institution.

This Vienna Research Groups for Young Investigators call is issued for **two positions**. The overall budget of this call is 3 Mio. €. WWTF in total grants 1.5 Mio. € per research group for 6 to 8 years.

2. Applicants

In compliance with the Funding Guidelines for the Vienna Research Groups for Young Investigators program ([please be aware that new \(slightly changed\) guidelines are in force since 18.12.2012](#) which can be found on the homepage) this call is formally addressed to **universities and research institutions in Vienna (“host institution”)** that intend to hire an excellent young researcher from abroad (from the current “home institution”). Individual persons are not eligible to apply.



Active recruitment procedures with the aim of finding potential VRG leaders of the university/research institution are mandatory. [The international publication of a job](#)

announcement – e.g. in a high impact journal that is relevant for the topic as well as an advertisement via professional societies/ mailing lists – is obligatory. Please forward the link or a digital copy of the job announcement to WWTF as soon as it is published.

WWTF is glad to post it on its homepage.

WWTF encourages Vienna-based research institutions to identify women to act as potential group leaders. **The successful appointment of a woman will be rewarded with a financial extra benefit (maximum 50.000€) for the Vienna host institution in order to support their gender policy.** The application for the additional funding will start after the final decision over the VRG candidates and will be coordinated by WWTF office via a short application form and a separate reporting procedure.

3. Details of the current call

The fourth call of the Vienna Research Groups programme encourages scientific research within the field of “Cognitive Sciences”. This means that proposals must address **substantial state-of-the-art scientific research questions in the field of Cognitive Sciences**. They must advance the systematic understanding of cognitive processes in humans, animals and/or machines.

The call is organized as a one-step procedure and is as follows:

1. All projects submitted within the application deadline will undergo a formal eligibility check by WWTF staff. Projects that do not meet the formal criteria (duly submitted, required signatures,...) will be rejected at this stage. For details please look at the section “Proposal structure”.
2. First qualitative screening by a comprehensively composed international expert panel acting as jury. Proposals not in the thematic focus of the call and proposals that do not meet international scientific quality standards will be rejected at this stage and will thus not go into the review process.
3. Applicants will be promptly informed about rejections in step 1. or 2. (please be aware that no detailed reasons will be provided at this stage).
4. The remaining proposals will be assessed by international written peer reviews.
5. The jury will invite a selection of candidates on basis of written peer reviews and the jury's own expertise to the hearings. Applicants will be informed about rejections.
6. All remaining candidates are comprehensively evaluated via hearings in an expert panel meeting in Vienna, resulting in a funding recommendation.
7. The assessment process is completed by the formal funding decision of the WWTF Board of Directors.

8. The candidates whose proposals have undergone the written peer process will get anonymized full text reviews after the formal funding decision.

4. Facts about writing the proposal

Please use the **online submission system** to write your proposal. Detailed information before you start your registration can be found in the section “How to Use WWTF’s Online Submission System”.

Given the fact that the proposal will be assessed by an international panel and that international peers will provide written reviews it must be submitted in **English**. Please note that there exist **character limits** for every question in the online system. Therefore, we encourage you to write concisely and to the point. Present the most significant content in a readily understandable manner. Go into sufficient detail as far as it is needed for experts and the panel to obtain a clear picture of the candidate and the planned activities. **Compliance with the rules for good scientific practice is mandatory already at the proposal stage.**

Again note that WWTF has switched to a one stage procedure within the Vienna Research Groups programme. The proposal you prepare is already the full proposal.

One important step in writing the proposal is to describe the contractual relationship with the group leader and her/his status within the host institution and her/his career perspectives. **Please explain in detail** (at the corresponding section in the online submission system) **the steps leading to a tenure position** (for example the exact process of getting a “Qualifizierungsvereinbarung” including time frames). These details will be the basis for contractual elaborations in the case of funding.

For universities, VRG contracts are according to §27 of the “Universitätsgesetz 2002”. **Authorized signatures** from the university / scientific institution acting as the home institution are therefore mandatory at the submission stage. In case of funding, the institution will be the formal contract partner. The VRG leader has the freedom and responsibility in regard to the scientific, financial and human resource tasks which are regulated in the funding contract.

Please note that you have to hand in both, the online proposal (via the submit button) and one paper copy (incl. original signatures). Please mind the firm deadline for both electronic and paper version of the proposal.

5. Deadlines

Deadline Proposal	July 25, 2013, 2 p.m.
Hearings & Jury Meeting	November 2013
Announcements of Results	December 2013

The exact dates for the hearings and the announcements of results will be communicated as soon as possible. The Announcements of Results will take place after the decision by the Board of Directors of WWTF. Please be aware that WWTF does not reimburse travel costs to and from the hearing. For more information regarding other funding sources please consult for example <http://www.ffg.at/career-grants> (Career grants).

If the planned project requires **ethic approval**, it is the obligation of the group leader to acquire it as soon as it is needed. Please describe the necessity of ethic approvals, the process of acquiring it and possible challenges in the online submission form.

6. In case of funding

The formal funding contract will be made between WWTF and the host institution of the principal investigator (for universities, according to §27 of the University Law 2002), while the principal investigator will maintain full responsibility for administering the award including finances. Note that not later than two months after the formal funding decision has been made (by the WWTF Board of Directors) a signed employment contract between the VRG leader and the host institution (“Dienstvertrag”) must exist. Only then the funding contract with WWTF will be finalised.

WWTF monitoring during the running time of projects includes annual short reports delivered by the VRG leader to WWTF with an overview on the scientific results achieved, personnel employment and funding spent. WWTF office can also conduct site-visits to learn about the project progress and working environment of the personnel employed. WWTF offers the possibility to adapt the work plan according to project needs. After the project has ended a comprehensive final report must be submitted.

How to Use WWTF's Online Submission System

WWTF has an online submission system. Kindly follow these steps to create, fill and submit a proposal:

1. Go to <https://funding.wwtf.at>
2. **Register** with your email address and name. Password will be sent to you by email. Note that you only have to register once to the Submission System; afterwards you can submit proposals to any current and future WWTF Call.
3. **Log in**, choose the respective call, and create a new proposal. Note: The proposal will be called 'unnamed group leader' until you fill in the title in the online form.
4. **Write proposal**: fill in requested information in *online forms* and *upload requested files* as mentioned in the system (details about formats and versions are listed online). You can access the system multiple times and modify provided information anytime.
5. **Submit proposal**: the submit button becomes active only after all requested information has been filled in and uploaded (signalled by a green check mark next to the chapter title); after submission no changes are possible anymore.

Proposal structure

The following pages provide a glimpse on the obligatory online forms. Please note that you can only submit a proposal via the online submission system!

Proposal to the Vienna Science and Technology Fund Vienna Research Groups for Young Investigators 2013 Cognitive Sciences

1. Overview

Basic Information

Project number:	<i>Will be set automatically after submission</i>
Proposed field of research:	<i>This is the title of your proposal</i>
Keywords:	<i>Please try to find significant keywords for your proposal. These will be used to identify relevant peers to evaluate the proposal</i>
Project duration (in years):	<i>Please specify the duration via drop-down menu: 5+1, 5+2, 5+3 years</i>
Requested funding (in €):	<i>The amount is set automatically (taken from part 6 Resources, Table 3: Cost Overview, "Total funding applied for from WWTF (€)")</i>

Scientific disciplines

Scientific disciplines relevant to the project

Please fill in at least one category. Possible disciplines will pop up as soon as you enter the first letters. The sum must equal 100 %. The structure of scientific disciplines can be found at the homepage of Statistik Austria or in the file that is posted at www.wwtf.at.

Main scientific discipline:	%						

Principal Applicant

Proponent of the Host Institution: Who is the scientist at the host institution responsible for the coordination of the proposal? Note: this is not the proposed person! The proponent will support the applicant at every stage of the application and is responsible for the integration of the applicant in case of funding.

	Title:	Academic title:	First/given name(s):	Last name/surname:
	Drop-down menu			
Home institution:	<i>Possible home institutions will pop up as soon as you enter the first</i>			
Institute/Department/Group:	<i>Please include all the contact information as precisely as possible.</i>			
Address:	<i>WWTF needs it for correspondence</i>			
Zip code/city:				
E-mail:				
Telephone:				
Website:				

Group Leader

Please fill in the details of the proposed person: who is the young scientist that would like to move to Vienna?

	Title:	First/given name(s):	Last name/surname:
	<i>Drop-down menu</i>		
	Year of birth:	Academic title:	Date of doctorate:
		<i>Drop-down menu</i>	<i>The year in which the PhD degree has been awarded (dd.mm.yyyy)</i>
Employment at current home institution (by the time of submission)			
<i>Please chose from a drop-down menu: permanent, temporary, none</i>			
Home institution:	<i>Current home institution of the proposed candidate</i>		
Number of journal papers (peer-reviewed):	<i>To how many journal papers (peer-reviewed) did the candidate contribute to?</i>		
Number of Citations:	<i>Kindly use a software like ISI Web of Science, Scopus or a relevant source for you research topic to identify the "number of citations"...</i>	Source:	<i>...and state the source you received the number from here</i>
Institute/Department/Group:	<i>Please include all the contact information as precisely as possible. WWTF needs it for correspondence</i>		
Current position:			
Financing of current position:			
Address:			
Zip code/city/country:			
E-mail:	<i>Please include all the contact information as precisely as possible.</i>		
Telephone:	<i>WWTF needs it for correspondence</i>		
Website:			

Note: The requested names of the proponent and the VRG leader indicated above will be automatically filled in after the information has been provided in part "7. Appendixes" for the obligatory signatures.

Excluded peer evaluators

Optional: You can name up to three persons and exclude them from reviewing your proposal without indicating any reasons. These peers will not be visible for the peer review. The information provided is only visible to WWTF and jury members.

Scientific abstract

Please give a short outline on the envisaged scientific work plan of the Vienna Research Groups Leader and his/her group. The scientific abstract will be the first thing jury members and peer reviewers read.

2. Vienna Research Group Leader

This section should be filled out by the envisaged VRG leader

Career steps

Describe your career steps so far. Please add also in which groups you have been working up until now. Please note that WWTF takes unconventional research careers into consideration. You might add non-scientific landmarks in your career as well.

Highlights of recent work

Describe the highlight of your recent work. This might be a publication, but also a major contribution to a scientific achievement in your lab.

Description of (scientific) leadership potential

Please describe here your (scientific) leadership potential. As you are in an early stage of your career, give the jury and the referees the possibility to assess your leadership potential, e.g. through a clear vision how to lead a group or through demonstrated leadership potential outside science ... or in any other way you prefer.

Motivation for application as Vienna Research Group Leader

Please give a short outline on the primary/main motives of the proposed group leader to come to Vienna and to apply for the position at the host institution

Upload of CV of VRG leader

Please upload the CV of the envisaged VRG leader. Keep the page limit of four pages in mind, with a bio sketch of not more than two pages and a maximum of two pages publication list (max. 25 publications per page, please classify your publications in a suitable manner by using sub-categories like "peer reviewed journal publications", "conference contributions", "others",...). We only accept PDF-format (preferable PDF version 1.4 without any encryptions) for your uploads.

3. Host Institution

This section should be filled out by the host institution

Description of host institution

Please note that this part should be more than a general description of the host institution. Put emphasis on the institute/department/... of the institution that attracts the candidate to come to Vienna. Name the department(s)/institute(s), in which the project will be carried out. As a general rule, the host institution is the principal applicant.

(if applicable) Description of additional institutions

*If you wish to build a consortium: Please describe here your partner institutions briefly. Describe their role and how they interact with the new group. Partners are institutions apart from the principal applicant. **Role, cash and in-kind contributions have to be confirmed by a Letter of Intent (LoI) in the Appendix.***

Motivation of host institution to bring the proposed group leader to Vienna

Please give a short outline on the primary/main motives of the host institution to bring the proposed group leader to Vienna.

4. Work Programme

This section should be filled out by the envisaged VRG leader in accordance with the host institution

State of the art in the proposed field and scientific challenges in the next years

Give a concise review of the state of the art in the proposed scientific field and the scientific challenges the Vienna Research Group leader wants to address.

Relevant References

List the key publications representing the state of the art in the respective research area. Please be aware of the maximum amount of 20 references. Mark the 10 most relevant references by clicking at the check box "Most relevant".

Research plan

*Consider that this section should provide external peers and jury members with a concise and yet complete picture of the research plan envisaged by the group leader and his/her group. Formulate the concrete research question(s) you would like to address and specify the objectives to be achieved and the theoretical and methodological approaches. Try to outline your work programme as concrete as possible and give the jury a clear picture that you know which work packages to start with. A clear vision and outline of the future research are expected. If the planned project requires **ethic approval**, it is the obligation of the group leader to acquire it as soon as it is needed. Please describe the necessity of ethic approvals, the process of acquiring it and possible challenges in the online submission.*

How is your proposed research situated in the cognitive sciences?

Please specify in more detail the position your research takes in the field of cognitive sciences.

Disclosure of other applications for funding: Has the research plan (or parts of it) been submitted elsewhere?

Applicants agree to provide full information in all related matters.

Optional: Upload of additional materials to this chapter

If you wish to use additional materials please upload them here. Additional materials such as figures, diagrams etc. must be included in a 1-page PDF-file in A4 format (preferable PDF version 1.4 without any encryptions).

5. Integration of the Proposed Group Leader

This section should be filled out by the host institution in accordance with the envisaged VRG leader

Description of the Vienna Research Group Leader's recruiting process including gender management

Please describe the recruiting process for the proposed group leader (search process, principles of selection and criteria applied). If there was a search committee, briefly describe the role of the committee, who was involved and the search criteria applied. **Please include gender mainstreaming / affirmative actions here.** What steps did the institution take to attract women who have the potential to act as group leaders? Female scientists in Austria are clearly underrepresented in leading positions which is, among other reasons, due to gender biases in selection procedures (see e.g. Margo Brouns, Elisabetta Addis: Gender and Excellence in the Making, Synthesis report, European Commission 2004). It is a goal of the WWTF and of the Austrian scientific community to overcome these biases. Please describe your institution's policy to avoid gender biases as well as the concrete steps undertaken during recruiting and selecting the leader of the proposed Vienna Research Group.

Active recruitment procedures

Active recruitment procedures with the aim of finding potential VRG leaders of the university/research institution are mandatory. **The international publication of a job announcement – e.g. in a high impact journal that is relevant for the topic as well as an advertisement via professional societies/ mailing lists – is obligatory.** Please indicate via the check box if you have done so. Please then indicate in what journal(s) the ad has been published, which channels have been used. Please upload only one job announcement as an example. Upload as JPEG. The uploaded file will not count for the overall page budget and is for WWTF only. **Please forward the link or a digital copy to WWTF as soon as it is published. WWTF is glad to post it on its homepage.**

Status of the group leader during the funding period

Describe the contractual relationship with the group leader and her/ his status within the host institution. **Please explain in detail the steps leading to a tenure position** (for example the exact process of getting a "Qualifizierungsvereinbarung" including time frames). **These details will be the foundation of contractual elaborations in the case of funding.**

Time plan, evaluation plan

Vienna Research Groups are designed for an overall term of six to eight years. The first phase always takes five years, during which the Group is mostly financed by WWTF. In the middle of the project (beginning of the fifth year at the latest) an evaluation shall be performed. Please describe here your concrete schedule and the envisaged evaluation process. Please note that the organization of the evaluation has to be organised jointly by the principal applicant and has to include WWTF.

Career perspectives for the group leader after the funding period

WWTF believes that long term perspectives for researchers are a prerequisite to hire good people. What is the principal applicant's strategy about tenure track models? Is there potential for development of the group after the funding period and a successful evaluation, and if so, in what direction?

Integration of the group leader

What measures are set that the integration of the new group leader runs smoothly? When the group leader has arrived: is there a support in terms of administration? How will the access to scientific personal (doctoral students, post docs) be organized?

6. Resources

This section should be filled out by the host institution in accordance with the envisaged VRG leader

Description of the envisioned group

How will the group be set up? Which qualifications are needed and when?

Description of the equipment and materials needed

Shortly describe the equipment and materials needed to successfully perform the group's research. Describe the availability of these equipment and materials. What should be funded by WWTF?

Statement of cash and in-kind contributions

*The applicant's in-kind contributions have to amount to at least 20% of the total amount applied for. These in-kind contributions have to be described in detail. **Please be aware that the cash and in-kind contributions are just the contributions from the host institution. Cash and in-kind contributions of potential partners (named in section 3 as additional institutions) need to be documented only in the appendix in the form of Letters of Intent covering items and amounts indicated.***

Often, basic infrastructure and basic equipment are classified as in-kind contribution: Basic infrastructures as office premises equipped with telephone, internet, laboratory etc., must be available anyhow, so that work in the given research area can be taken up upon signing of the contract. Other categories are internal labor, materials/software or cash.

Overhead policy

WWTF pays overheads of up to 20% of the fundable direct costs (being personnel costs and other costs). Please indicate by clicking at the check box that you are aware of the future host institution's overhead policy and indicate the percentage of overhead (maximum 20%).

Cost calculations

WWTF funding may be used for all project-related costs; however, the main focus should be on funding scientific personnel. Funding can be extended to any costs that are assignable to the project and are reasonable in terms of the project and scientific field:

- *labour cost of the Vienna Research Group leader;*
- *labour cost of project staff;*
- *cost of project-related materials, events, travelling or specific organizational activities within the scope of the funded project, including a contribution towards the cost, if any, of moving and setting up the group;*
- *third-party costs, specifically for external contributions, consulting, human resources development, studies and software;*
- *cost of laboratory and other equipment for the Vienna Research Group;*
- *overheads of up to 20% of the directly fundable costs.*

Kindly pay attention that **funding of companies or other profit-oriented organizations is not possible**. However, to a limited extent they can be involved as service providers, manufacturers or contractors; but often they will collaborate on the basis of in-kind contributions. When in doubt please contact WWTF office.

Please be aware that costs are calculated in €. The system does not accept decimal places (Eurocent). Please do not use "." or "," when inserting the numbers.

Table 1: Planning of personnel costs

Everybody employed in a WWTF-funded project should get a fair contract with a **minimum wage** according to the "Kollektivvertrag" (collective agreement) of the Austrian Universities or – for staff employed at non-university institutions – according to the standards of the Austrian Science Fund (FWF, www.fwf.ac.at/de/projects/personalkostensaetze.html). **Note: Please be aware that the wage for "Studentische MitarbeiterIn" (i.e. Diploma student etc.) is calculated by FWF with 20 hours and a "DoktorandIn" (i.e. PhD student) with 30 hours per week.**

A maximum total employment is set at 100%. The personnel categories are:

Senior Personnel	highly qualified scientists, usually already in permanent employment
Post Doc	or equivalent qualification, including Senior Postdocs
PhD Student	or equivalent qualification
Diploma Student	Bachelor or Master students
Office/Technician	office staff or technical staff (proportional funding only)

In Table 1 in the online submission system the name of the group leader listed in part "1. Overview" is automatically filled in. Please first choose the funding source (WWTF, in-kind, WWTF & in-kind) and then add the average yearly time commitment for each project year. The column with the years ("Y1, Y2,...") will be automatically updated as soon as you have entered the project duration in "1. Overview". You can add another person by clicking at the button "add another person". Finally, for those persons, where WWTF funding is requested, fill in the salary corresponding to a 100% employment in the first project year (Please keep in mind the note above in regard to the FWF standards!!!). The total funding applied for each person will then automatically be calculated **including a 3% annual salary increase**. At the end of Table 1 you will see the total personnel costs applied for from WWTF.

		Average yearly time commitment (from 0 to 100 %)		
Staff category	Funding source	Y1	Y1 salary 100% in €	Funding applied for from WWTF
Total personnel costs applied for funding from WWTF in €				

Please be aware: If you want to calculate a **pay raise for the group leader**, please follow the example below. Please be aware that the group leader in summary can only have 100% in total of average yearly time commitment.

Staff category	Funding source *	Average yearly time commitment (from 0 to 100%) *								Y1 salary 100% in € *	Funding applied for from WWTF in €	
		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8			
Mr. Max Mustermann	<input type="radio"/> WWTF	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND			263569
	<input type="radio"/> in-kind	10	10	10	10	0	0	0	0			
	<input checked="" type="radio"/> in-kind & WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	70000		
Mr. Max Musterr ▾	<input type="radio"/> WWTF	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND			75339
	<input type="radio"/> in-kind	0	0	0	0	80	80	80	80			
	<input checked="" type="radio"/> in-kind & WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	80000		
Total personnel costs applied for funding from WWTF in €											338908	

In this example there is a salary increase of the group leader planned in the fifth year. This means that we will have two lines for the group leader in the table "Planning of personnel costs". In the first line please enter the average yearly time commitment of the first 4 years and the expected salary for 100% in € for year 1. Year 5 to 8 remain with 0%. Then please "Add another person" and once again choose as staff category "Group Leader or his/her name". Now only enter the average yearly time commitment of years 5, 6, 7 and 8 (year 1-4 remain with 0%) and the respective salary in 100% of year 1 (**please be aware that the 3% increase will be made for the years 1-4**).

Table 2: Planning of non-personnel costs

In Table 2 please provide a concise description of costs per cost category/institution as well as the funding applied for. Click "add another row" to include another cost factor. These are:

1. **Equipment:** This covers devices, instruments, system components and other durable goods that have to be purchased in addition to the available initial equipment and basic infrastructure, with a view to providing the group leader and his/her group with better infrastructure. If the purchases planned exceed the amount of € 20,000.- incl. VAT, the following questions need to be answered:
 - Is there any available, comparable equipment which could be modified for the tasks envisaged? If so, what would be the cost of modification as compared with that of purchase?
 - Is comparable equipment available within a reasonable distance (i.e. in Vienna)? If so, is there a chance of shared use?
 - What are the expected follow-up costs (recurring maintenance and repair, upkeep, consumption of energy, water, gases, coolants, etc.)? Costs occurring after the end of the WWTF funding period naturally have to be covered by the principal applicant.

Note: If WWTF funding is desired, this equipment can be rented, leased, adapted, or bought. If devices are bought, **pro rata depreciation** rates can be funded. If special equipment is used on own account, pro rata depreciation rates should give the value of contribution.

2. **Material(s) and Software:** This covers expendable material; appliances up to € 1,500.- € excl. VAT. Please provide a realistic estimate. Software: Requisite software that is not yet available can be purchased if no suitable software can be provided by the incorporating group(s).
3. **“Other”:** This covers, for example, the costs of travelling to scientific congresses or the costs of events and workshops organised internally or service contracts (paid on a lump sum basis).

Description / Cost category	Funding source	Y1	Funding applied for from WWTF
Total non-personnel costs applied for funding from WWTF in €			

Table 3: Cost overview

In Table 3 the direct costs and the in-kind contributions will be automatically filled in using the information provided in Tables 1. and 2. Finally, Table 3 will give you an overview on the total funding applied for from WWTF.

The maximum amount of total funding applied for from WWTF is exactly 1.500.000 €.

	Personnel costs	Non-personnel	Overhead rate in %	Overhead in €	Total sum
Total funding applied for from WWTF (€)					
Total of in-kind contributions (€)					
Total cost of VRG					
Percentage of in-kind contributions					

In-kind contributions has to be a minimum of 20% of the total funding volume! Funding in year 6 to 8 should not exceed 15% of total requested funding.

Other institutions

Will parts of the requested WWTF funding be used for other institutions than the host institution? If yes, please specify the institution(s), the amount and the usage of the funding volume(s) (personnel, non-personnel, materials,...). **Please upload for all your partners that will receive parts of the WWTF funding a letter of intent (one for each partner).** You may use the template that can be downloaded directly in the submission system (please be aware that this template is different from the one in section 7. Appendix). They must be signed by the responsible director/manager/head. Please do not upload any other contents here. We only accept PDF-format (preferable PDF version 1.4 without any encryptions) for your upload.

7. Appendix

Letter of recommendation / letter of intent / additional materials

Please upload for all your in-kind contributions of partners a letter of intent. You may use the template that can be downloaded directly in the submission system. The in-kind contributions of all partners and third party institutions must be signed by the responsible director/manager/head. The maximum upload (including letter of recommendations, letter of intents and additional materials) is 4 pages. Please do not upload main contents in regard to the work programme here. For that you have the possibility to upload one page at part 4 "Work programme" (for pictures, charts, etc.). We only accept PDF-format (preferable PDF version 1.4 without any encryptions) for your upload.

Upload photo

The picture is for internal use only. The height of the picture should not be less than 1000 px. Both b/w and color photos are accepted. The file format must be JPEG.

Affirmations

In signing the application form, the applicants (i.e. the institutional level authorised and responsible for signing, the proponent, and the proposed Group Leader) certify that the information provided in the proposal is, to the best of their knowledge and belief, accurate and complete. They confirm the following:

- The persons involved will ensure compliance with all legal and procedural requirements regarding safety, ethical issues, notification requirements, immigration laws, public tender procedures, labour legislations, and any other relevant regulations.
- All persons agree not to exploit intellectual property as individuals, but within the set of rules of their institutions. All project related publications will mention WWTF as the funding agency.
- The persons involved confirm, that the research project submitted for WWTF funding is currently not subject to third party funding (like FWF, EU-funding, any other regional, national or international funding). The persons involved pledge to disclose if they intend to apply / have applied for funding for the same research project at other funding sources.
- WWTF is a founding member of the Austrian Agency for Research Integrity (www.oeawi.at). The persons and institutions involved confirm, that for treating any project related scientific misconduct they will fully cooperate with this agency.
- The persons involved confirm that they are aware of overhead regulations of their institution and the resulting distribution of the overhead (maximum 20%) paid by WWTF.
- Everybody employed in a WWTF project should get a fair contract with a minimum payment according to standards of the Austrian Science Fund (FWF)/ "Kollektivvertrag" and a maximum total employment of 100%.
- All relevant modifications will be communicated promptly to WWTF.
- The principal applicant / host institution agrees to the use of space, equipment, resources and

contribution as stated in the application and needed for successfully performing the project.

- The institution agrees to provide in-kind contribution as described in the application.

The in-kind contributions of **all partners and third party institutions** are documented in the appendix by **Letters of Intent**, each signed by the responsible director/manager/head.

	Signing Person	Signature	Date
<i>Principal applicant</i>	<i>A signature of the person representing the management of the principal applicant /rector/director/manager) is required</i>		
<i>Proponent</i>	<i>The proposal needs to be signed by the proponent of the proposal</i>		
<i>Group leader (proposed person)</i>	<i>The proposal needs to be signed by the proposed group leader</i>		

The table will be generated when the names and institutions are provided in „1. Overview“. **All signatures are required on a proposal print-out only.** Multiple copies might be used for signing. Faxed or scanned & printed pages are accepted for the submission. Please be aware of the rules for signatures at the host institution and/or ask the “Forschungsservice” (Research Services) of the host institution.