W|W|T|F

WIENER WISSENSCHAFTS-,
FORSCHUNGS- UND TECHNOLOGIEFONDS

VIENNA SCIENCE AND TECHNOLOGY FUND

STRENGTHENING VIENNA'S EXCELLENCE IN RESEARCH

Agenda

► „Environmental Systems Research: Urban Environments"
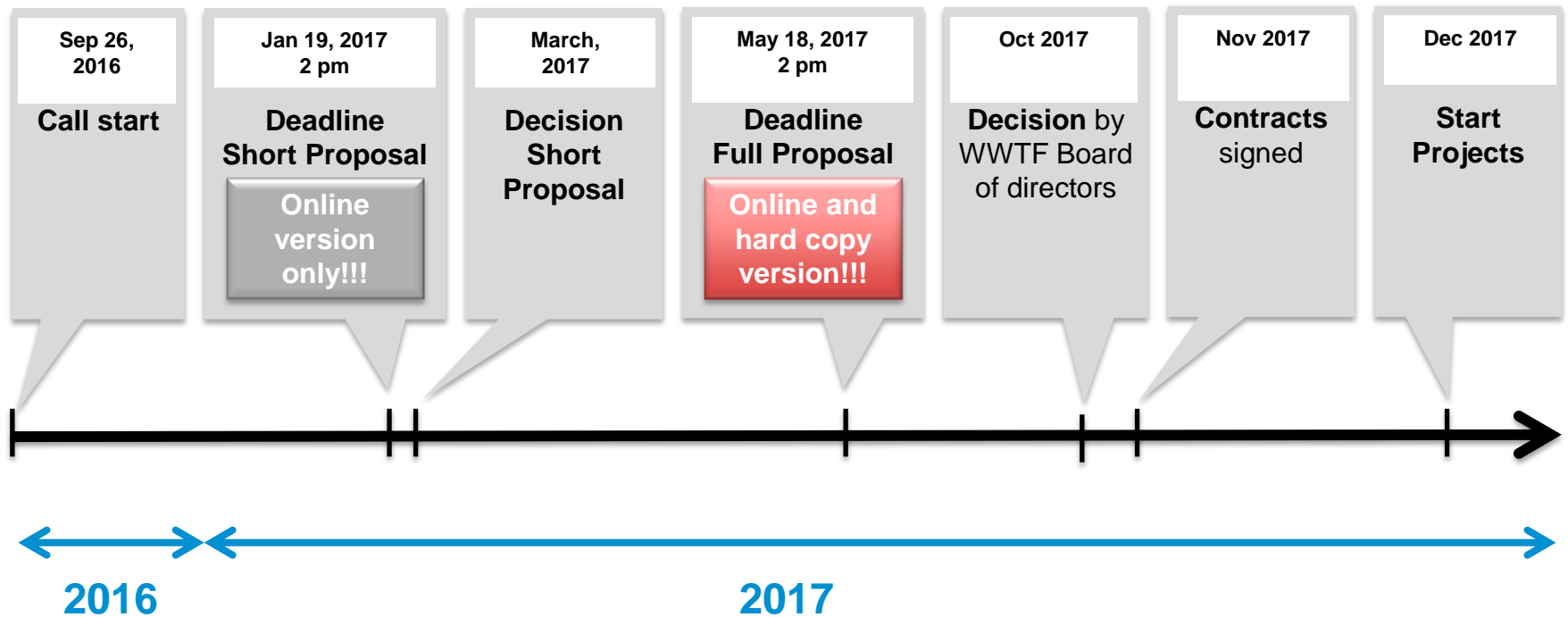Pilot Call – Full Proposal Phase

► Q & A

ESR Pilotcall 2017: Focus and key facts

- Budget for this call: **4 Mio. €**

- Funding range per project: **200.000 to 650.000 €**

- Project duration: **24-48 months**

- Short proposals had to be submitted by 19 January 2017, 2pm

- Invited Full proposals have to be submitted by **18 May 2017, 2pm**

- Researchers at universities and non-university research institutions in Vienna, including those moving to Vienna as a result of this call

- Max. funding for non-personnel costs: **25% of total budget**

- The main project activities should take place in Vienna. Up to **20% of the funding budget** may be allocated outside Vienna
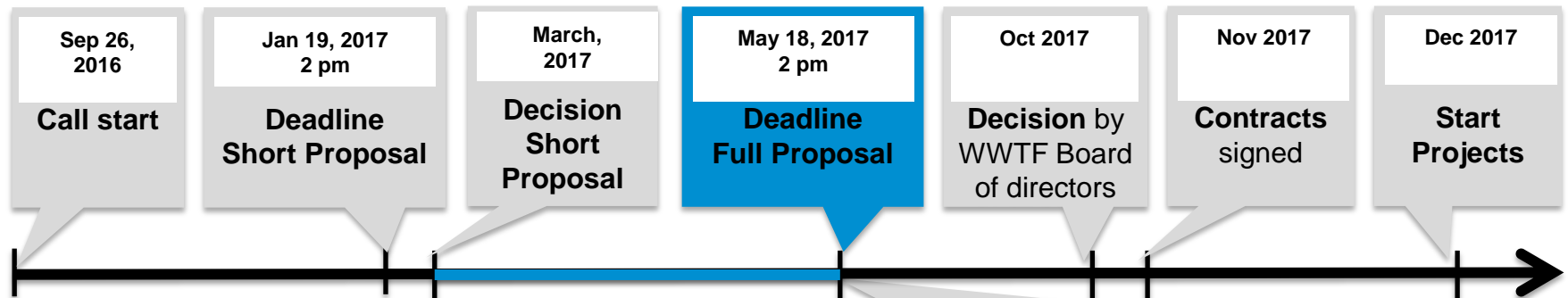
Characteristics of successful projects

- Top class research projects which examine the urban environment in a holistic way in an interdisciplinary manner:

  - Expanding current views and knowledge

  - Principle Investigators (PIs) and collaborators: strong experience in interdisciplinary research/ methodology

- Tackle clearly identified research questions that focus on state of the art scientific questions and address different environmental "-spheres" in urban areas

  - Have profound research questions with societal relevance (long term)

- Include predictive modelling approaches (strongly encouraged)

  - Should come forward with project designs that should go far beyond monitoring

Schedule of the current pilot call

Full Proposal Submission and Peer Review

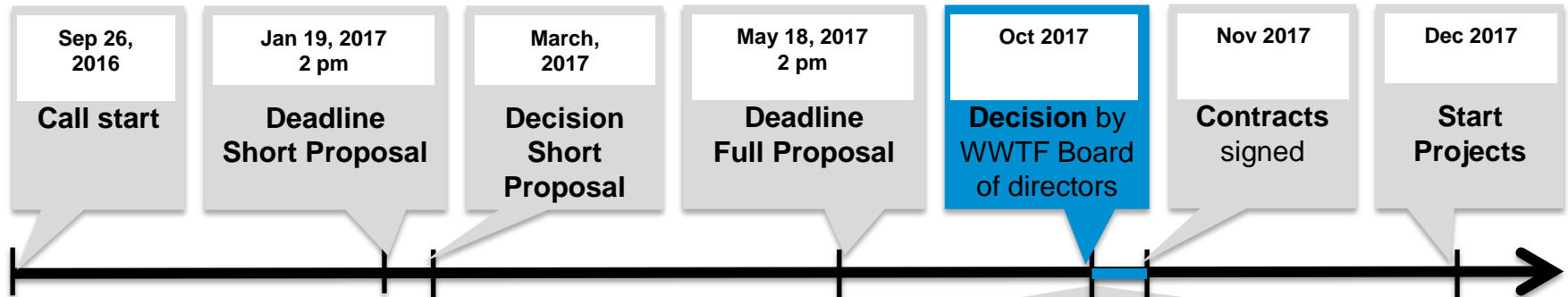| Sep 26, 2016	Jan 19, 2017 2 pm	March, 2017	May 18, 2017 2 pm	Oct 2017	Nov 2017	Dec 2017
Call start	**Deadline Short Proposal**	**Decision Short Proposal**	**Deadline Full Proposal**	**Decision** by WWTF Board of directors	**Contracts** signed	**Start Projects**

Full Proposal Submission and Peer Review-Process

- Full proposals to be submitted **electronically and hard-copy version!!!**
- Hard copies (including all signatures) directly to WWTF office or via mail service – post stamp counts and is accepted up to May 18, 2017

Peer Review:

- A minimum of three reviews per proposal
- Reviews completed only by international reviewers; anonymous
- Reviews form the basis of the jury discussion

Main evaluation criteria

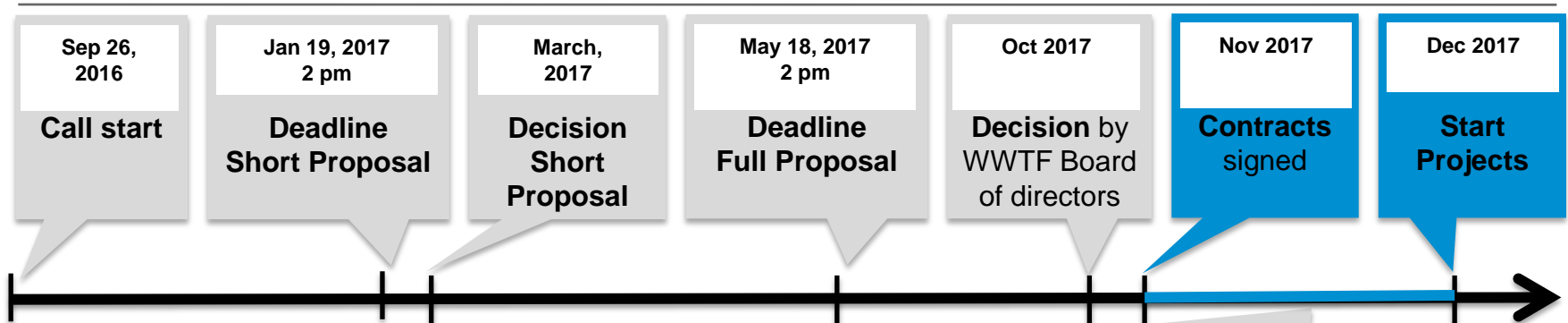| Sep 26, 2016	Jan 19, 2017 2 pm	March, 2017	May 18, 2017 2 pm	Oct 2017	Nov 2017	Dec 2017
Call start	**Deadline Short Proposal**	**Decision Short Proposal**	**Deadline Full Proposal**	**Decision** by WWTF Board of directors	**Contracts** signed	**Start Projects**

Jury recommendation

- Main evaluation criteria:
  - **Scientific quality:** international scientific standards; originality, excellence
  - **Hypothesis-driven:** clear and concise research questions
  - **Fit to call:** urban problems, interdisciplinarity,…
  - **Innovative** character
  - **Societal** relevance
  - **Collaboration** and **expertise** of the consortium
  - **Feasability** of the working plan

Decision

- Formal decision by the board of directors
- All applicants receive a decision letter (rejections and acceptances) with anonymous reviews

Contracts signed and project start

Sep 26, 2016	Jan 19, 2017 2 pm	March, 2017	May 18, 2017 2 pm	Oct 2017	Nov 2017	Dec 2017
Call start	**Deadline Short Proposal**	**Decision Short Proposal**	**Deadline Full Proposal**	**Decision** by WWTF Board of directors	**Contracts** signed	**Start Projects**

- Funding contract between WWTF and the coordinator's host institution (§ 27 according to UG2002 for universities)
- Coordinator has scientific and financial responsibility for the project
- During project duration:
  - Funding rates every six months in advance to the coordinator's home institution; Coordinator has to allocate to partners
  - Short annual reports to WWTF as prerequisite for the release of installments
  - Site Visit by WWTF
- After project completion:
  - Comprehensive final report
  - Ex-post Evaluation

Submission system https://funding.wwtf.at

1	2	3	4	5	6
Project Summary	Research Project	Project Team	Project Budget	Affirmations Authorization	Appendix

Submission system

1. Project Summary

Extending Basic Information

Project number:	
Project title:	
Keywords:	
Project duration:	36 months
Requested funding (in k€):	will be calculated in Part 4

Scientific disciplines relevant to the project: At least one category; sum must equal 100 %; *

Main scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%
	40		40		20

General description (in German) * (about 1200 characters)

Scientific abstract * (about 1500 characters)

> Duration can be changed

> For public and media

> For peer reviewers and jury

Submission system

Excluded peers (optional):

Excluded peer evaluator 1:	
Excluded peer evaluator 2:	
Excluded peer evaluator 3:	

Suggested peers:

	Name*	Email*	Keywords
Suggested peer evaluator 1			
Suggested peer evaluator 2			
Suggested peer evaluator 3			
Suggested peer evaluator 4			
Suggested peer evaluator 5			

Original project summary

International researchers only!

Cannot be changed

Submission system
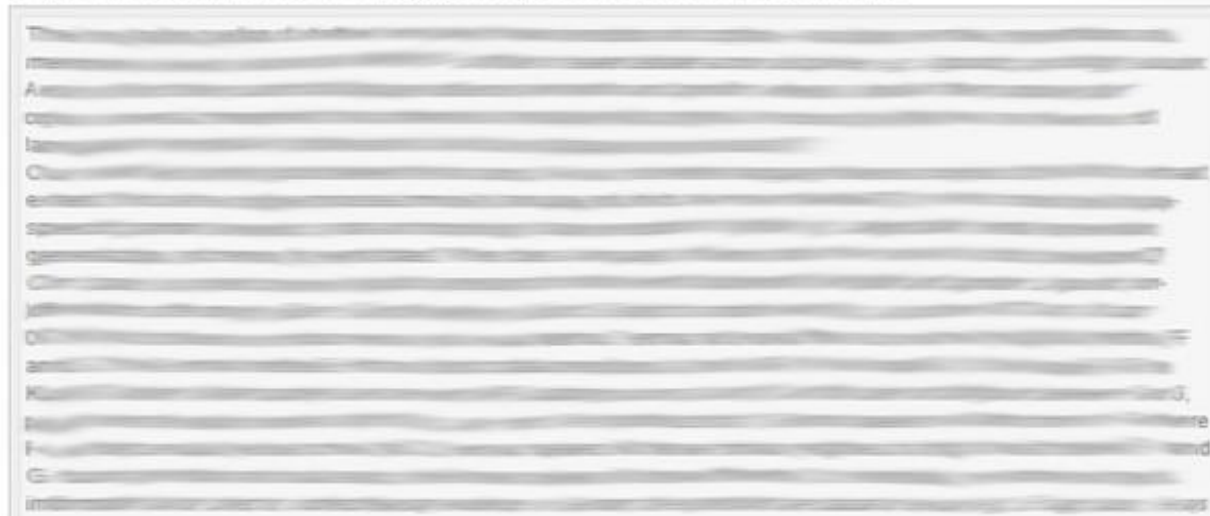
2. Research Project

Project summary/scientific abstract

Text from short proposal – for your information and reviewers. Cannot be changed

Subject of the research, state of the art, key hypotheses, research questions and key challenges

Submission system

Ethical approval

We herewith confirm that for conducting the research associated with this proposal *

○ ethical approval is not necessary.
○ ethical approval by an ethics commission/institutional review board is required. We will obtain all necessary permits and follow all ethical regulations of our institution.

Download "Template Research Project" (.docx)

Upload Template Research Project * (max. 15 pages, PDF upload)	Durchsuchen...	Keine Datei ausgewählt.	perform upload

Download template for main text describing the research in detail

Upload main text as PDF once finished

Submission system

Research Project (Word template) max. 15 pages

I. Project description (about 4 pages)
   a. Subject of the research
   b. State of the art and key scientific challenges
   c. Research questions and hypotheses

II. Objectives and expected outcomes (about 1 page)
   a. Objectives of the project
   b. Expected results and outcomes
   c. Dissemination (academic and non-academic)

III. Innovativeness and relevance (about 2 pages)
   a. Contribution and relevance of the work to the field of urban environmental systems research
   b. Innovative aspects of the proposal
   c. Interdisciplinary aspects

Submission system
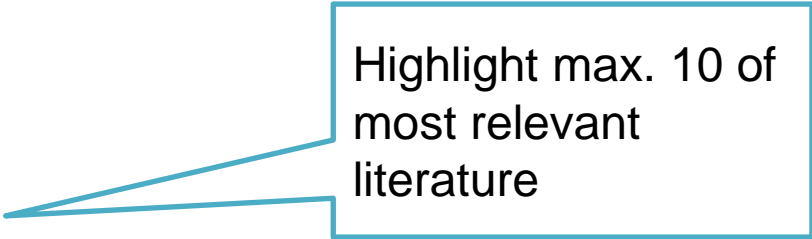
IV. Methodological approach (about 5 pages)

    a. Methodology

    b. Research plan (including Gantt chart)

    c. Feasibility and risk management

    d. Potential ethical aspects

V. Roles of personnel (about 1,5 page)

    a. Interdisciplinary collaborative aspects

    b. Project management

    c. Research environment

VI. Key references (about 1,5 pages)

Highlight max. 10 of most relevant literature

Submission system

3. Project Team

Concise description of the project responsibilities and competences of the project team members.

Principal Investigator

Profile of principal investigator:

	Title:	First/given name(s)	
	Year of birth:	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
	Employment at current institution by the time of submission of the proposal:		
Home institution:			
Institute/Department/Group:			
Address: *			
Zip code/city/country: *			
Website:			
E-mail:			
Telephone:			
Role and responsibilities within the project * (about 500 characters)			
Specific competencies for the project * (about 500 characters)			
Staff category *	-- please select --		

Roles and names cannot be changed

Core Team fill out

Select staff category – relevant for cost table

Submission system

Partner Institution(s)

Partner Institution 1

Contact person:	Title: *	Academic title: *	First/given name(s): *	Last name/surname: *

Partner institution: *	
Institute/department /group: *	
Address: *	
Zip code/city /country: *			
E-mail: *	
Telephone: *	
Website: *	

add Partner Institution

In this stage, further institutions can be added (total max. 5)

Will automatically be added to the „Authorizations"

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Submission system

Additional persons

In order to prepare the overall budget ~~...~~
be added here. Please be aware that no CVs can be provided for them in Section "6. Appendix"!

Additional person 1

	Title: *	First/given name(s): *	Last name/surname: *
	Mr. ▼		
	Year of birth: *	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
		...ished diploma degree ▼	
Institution: *		▼	
Staff category *	Post Doc ▼		

Additional person 2

In this stage, further persons can be added

Will automatically be added to the cost table

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Submission system

Gender management policy * (about 750 characters)

Human resources development * (about 750 characters)

Submission system

4. Project Budget

The numbers provided in Tables 1, 2 and 3 describe the funding applied for from WWTF.

Explanation of Cost Planning * (max. one page, 3000 characters)

Table 1: Planning of personnel costs

Costs in the rightmost column are calculated with a 3% annual salary increase.

Name	Staff category	Funding source	Average yearly time commitment * (from 0 to 100%)			Y1 salary 100% in k€ *	Funding applied for from WWTF in k€
			M01-M12	M13-M24	M25-M36		
	Post Doc	○ WWTF ○ in-kind ○ in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
	PhD student	○ WWTF ○ in-kind ○ in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
	Diploma student	○ WWTF ○ in-kind ○ in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
	Diploma student	○ WWTF ○ in-kind ○ in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
Total personnel costs applied for funding from WWTF in k€							0.0

Time commitment in % of employment

Yearly salary (Arbeitgeber- + Arbeitnehmer-beiträge)

FWF- Standard personnel costs and salaries are not always given as full-time positions (PhDs and student assistants)

3% annual salary increase included

4 Project Budget

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Submission system

Table 2: Planning of project related costs for equipment, materials, travelling, publications, organization of workshops/ conferences/ ..., and other costs

Costs in the rightmost column are calculated for the whole project duration.

Description	Cost category	Institution	Funding applied for from WWTF in k€
	please select	please select	
	please select		
	Equipment		
Total non-personnel costs applied for	Consumables		0.00

Select cost category

➕ add another row

Includes costs for open access → see WWTF open access policy

Cost category dropdown:
- please select
- Equipment
- Consumables
- Travelling
- Publication costs
- Workshops / Conferences / ...
- Other

Table 3: Total funding applied for per institution

	Personnel costs	Equipment, materials, travelling, other costs	Overhead percentage (max. 20%)	Overhead in k€ (flat rate paid by WWTF to institution)	Funding applied for from WWTF in k€
Institution 1	0.00	0.0	0 %	0.00	0.00
Institution 2	0.0	0.0	%	0.00	0.00
Institution 3	0.0	0.0		0.00	0.00
Total funding applied for from WWTF in k€	0.00	0.00		0.00	0.00

Overview table – calculated automatically

Insert overhead percentage – up to 20%

Submission system

Overhead policy

I'm aware of the overhead policy of the involved institution(s) * ☑

Disclosure of other applications for funding: Is the project (or parts of it) already subject to ongoing requests for funding? *

Submission system

5. Affirmations and Authorization
5a. Affirmations

In signing the application form, all persons involved (project manager, partners) undertake that the information provided in the application form is, to the best of their knowledge and belief, accurate and complete. They confirm the following:

- All relevant material changes will be promptly communicated to WWTF.

- All persons agree not to exploit intellectual property as individuals, but, if in any way possible, within the set of rules of their Home institutions. All publications have to mention WWTF as a funding institution.

- The persons involved will ensure compliance with all legal and procedural requirements regarding safety, ethic issues, notification requirements and any other relevant regulations.

- The persons involved confirm that the work plan 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 work plan at other funding sources.

Name	Institution	Date, signature

5b. Authorization

In signing the application form, the institution (i.e. the institutional level authorised and responsible for signing, if not legally ident[...] principal applicant) undertakes that the information provided in the application form, is to the best of their knowledge and bel[...] and complete. It is hereby confirmed that

- The institution agrees to the use of space, equipment, personnel and other resources as stated in the applicat[...] institution agrees to provide its own contribution as described in the application.

- The institution is willing to co-operate with WWTF, in an appropriate way, and its chosen partners re[...] the application and protection of intellectual property arising from the project to be funded.

Institution	Signing person	Date, stamp, signature
	*	

save changes

Download Part II/5 as PDF document

Seperate pages are OK

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Submission system

6. Appendix

We only accept PDF-format (preferable pdf version 1.4 without any encryptions) for your uploads.

You are allowed to update the individual CV files. Either to include recent developments or to provide additional contextual information like employment intensity or educational/maternity leave accounting for gaps in publication, etc.

Upload of Biographical Sketch(es)

Principal Investigator : ████████ *	Biographical_████████ [PDF, 162.51 KB]	
Replace document uploaded in short proposal (optional, max. 2 pages)	Datei auswählen Keine ausgewählt	perform upload

Co-Principal Investigator: ████████ *	Biographical_████████ [PDF, 100.31 KB]	
Replace document uploaded in short proposal (optional, max. 2 pages)	Datei auswählen Keine ausgewählt	perform upload

A new version of the CV can be uploaded

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Key facts at a glance

- Keep applications short and precise!
  - Use a language aimed at the *scientific community*
  - Ambitious but feasible

- Signatures of the authorized persons!
  - PI(s) + Project Core Team → Affirmations
  - PI(s) Institution + Core Team Institution(s) + Partner Institutions → Authorization

- Contact the research service at your institution in advance!

- **Electronic submission by May 18, 2017, 2 pm + Hard copy version!**

Advice and contact

All documents available at www.wwtf.at

Personal consultation upon appointment:

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