WWTF supplementing measures

"NEXT 2017"

– *ne*w *exc*iting *tr*ansfer projects –

Call specifications and guide for writing a proposal

Vienna Science and Technology Fund (WWTF)

Schlickgasse 3/12, 1090 Vienna

Vienna, April 2017

1. Background

WWTF calls often require societal and economic relevance in addition to scientific excellence. This call provides the opportunity to further explore this avenue.

„Take your WWTF project to the NEXT level". This is the aim of the new funding call of the Vienna Science and Technology Fund (WWTF). The goal of the NEXT call is to help create ideas which show how results from WWTF funded research can be transferred to the next level of exploitation and utilization. The call supports one of WWTF's missions: to foster and increase the spread of exploitable research results in Vienna. This small extra funding call will enable previously funded WWTF researchers who want to implement innovative activities which will allow them to reach new stakeholders. It should help research organizations (and researchers) to better valorize their ideas and intellectual property.

NEXT-activities…

…continue to use the scientific knowledge and results that were generated via WWTF funding (with or without commercialization),

…have the potential for additional societal and/or economic benefit,

…include the description of a new target group that could be interested in the exciting scientific results (not the scientific community itself), the benefit to this new target group and how this target group can be addressed.

2. Aims of the call NEXT

The overall aim of the NEXT-call is to give previously WWTF funded researchers the possibility, to develop a concrete concept to transfer and spread the acquired scientific knowledge to a broader audience. A NEXT project should focus on one main transfer activity. The potential activity depends on the nature of the research (field), the state of research results, the individual experiences and the qualifications of the project members. The NEXT-call addresses WWTF funded projects in their current state of progress and tries to open up new ways of using their results.

The rules of the overall guidelines of WWTF funding apply (WWTF Richtlinien für die Förderung, issue 2011). The NEXT call is based on the scheme of supplementing measures ("Ergänzende Instrumente") as described in the WWTF funding guidelines. Further specifications are laid down in this document "Call specifications and guide for writing the application".

3. Object of funding

NEXT-projects are small projects that raise established know-how to the next level towards application, including:

- economically exploitable ideas such as prototypes, spin-offs, patents, licences, new industry cooperations… as well as …

- …projects that aim at disseminating the acquired knowledge to new societal actors and user groups such as trainings, guidelines, counselling, and social businesses…

Explicitly not included are…

- classical science communication projects (open lectures, media coverage, media co-operations,…)
- mere continuation of existing activities and collaborations.

Furthermore, there should be an awareness of existing funding schemes of other agencies like FFG or AWS (Patentscheck, Prototypenförderung,…). The same activities cannot be subject to double funding.

4. NEXT 2017 – call specifications

Eligible for submission are WWTF funded Principal Investigators (PIs). Their original WWTF funded projects must be between the middle of the whole project duration or shortly after project completion. WWTF funded Principal Investigators (PIs) are eligible to submit a proposal only upon invitation. For the 2017 NEXT call, this applies to the project calls in Life Sciences, Information- and Communication Technology, and Mathematics and ... for the years 2012-2014.This includes the calls ICT12, LS12, LS13, MA14, LS14.

Primarily PIs are eligible to submit a NEXT-project. The PI can forward this right to the Co-PI or one Core-Team member. However, in this case an agreement with the PI is necessary. In case of a transfer of the project lead to a Co-PI or Core-Team member, please note that this person needs to register in the system separately. In this case, please contact WWTF office as well. Only one NEXT-project can be submitted by each funded WWTF project. Cooperations with other institutions or partners (companies,…) are welcome. The funding of companies is not possible.

The timetable for the NEXT 2017 call is the following:

- Call-start of NEXT 2017: end of February 2017
- Deadline for online submission: 24 April 2017, 2pm
- Final decision will be announced in June 2017 after the WWTF Boards of Directors meeting

NEXT projects should take place in 2017/2018 and last 6 to 12 months.

5. Funding volume and eligible costs

The total funding volume of the NEXT call is € 200,000 (for up to four projects). The maximum funding volume per project is € 50,000 and the minimum is € 25,000. Additionally, in-kind contributions of 35% of the total costs are mandatory. A maximum of 20% of the total funding volume can be allocated outside of Vienna.

WWTF funds costs that are directly attributable to the described NEXT-project. WWTF covers costs personnel costs, third-party costs (e.g. external employment, counseling, surveys, software), costs for consumables and equipment, costs for project related events, invitations and travels.

Companies are not eligible for funding. Furthermore, funding for costs that are not project-related, costs that incurred before the funding was granted and overhead costs cannot be applied for.

6. Selection procedure and schedule

6.1. Submission

As described above in section 4, only invited PIs can submit an application. The submission is via our online-submission system only. It has to be communicated to the WWTF beforehand, if the PI nominated another team member to submit the proposal. Only then WWTF can guarantee access to the online form. Proposals must be written in English! **Proposals must be submitted electronically only** before the given deadline**!**

For universities, WWTF NEXT-projects are activities according to §27 of the Austrian Universitätsgesetz 2002, that is, contract partner is the institution. Authorizing signatures from the institution of the PI of the NEXT-project are mandatory at the submission stage.

6.2. Evaluation and decision making

All proposals submitted to WWTF are subject to a formal eligibility check. Criteria for formal eligibility are submission in due time; eligible PI or nominated project member (only one application per project); completeness of the proposals; length of the proposal not exceeded; minimum in-kind rate reached; complete set of signatures required.

A jury is responsible for the evaluation of the applications. Members of the jury are national and international experts in the field of transfer activities.

The main evaluation criteria of the jury are:

- **Concrete transfer activity**: This criterion includes three aspects:

    o NEXT-project based on an already funded WWTF project, i.e. results can be used for a transfer activity

    o Focused next step towards valorization given: the NEXT-project, based on a concrete project idea, the detailed work plan and time schedule

    o Additional benefits arising from the WWTF funding (increase in quality, scope,…)

- **Resources**: adequacy of the plans in regard to personnel and costs. Evidence of minimum amount of in-kind contributions (<35% of total project costs). Fit of the qualification of the team members and the project

- **Target groups**: ability to reach a concrete new target group with the NEXT-project and if it is possible to foster and increase the spread of exploitable research results

- **Feasibility and implementation**: adequacy of the stated goals and traceability of the process to reach them (reality check)

The jury will formulate a funding recommendation during the jury meeting. The WWTF board of directors will make the formal decision about funding based on the recommendation of the jury. The decision will be communicated afterwards to all applicants. There will not be a detailed jury feedback.

6.3. Funding contract

The funding contract will be made right after the applicants are informed about funding. In case of funding, the institution will be the formal contract partner with the PI of the NEXT-project taking full scientific and financial responsibilities.

A separate project account / SAP number for bookkeeping is necessary for each NEXT-project and the direct costs must be reported to WWTF.

The name of the project team, the title and a short description of the NEXT-project as well as the amount of funding will be published on the WWTF website and will be eventually used for PR work.

7. Assurance of Confidentiality

WWTF assures confidentiality of all data for the whole evaluation and funding process. Any information about projects (including project results) will be kept strictly confidential and can only be accessed by the evaluation jury that is bound to WWTF confidentiality rules. Information of project contents (for example on the WWTF homepage) will only be published in accordance with the Principal Investigator (PI).

8. Guide for writing a proposal

To submit a complete application, you have to …

I. Go to https://funding.wwtf.at
II. Log in, choose the respective call, and the proposal will be shown.
III. Write proposal: fill in requested information in online forms and upload requested files. You can access the system multiple times and modify provided information any-time.
IV. Submit proposal: the submit button becomes active only after all requested infor-mation has been filled in and uploaded (signalled by a green check mark next to the chapter title); after submission no changes are possible anymore.

Character limits are stated in the online system. A proposal consists of the following parts:

8.1. Overview

This section includes basic information of the transfer project (project title, keywords,…). The following information will be inserted automatically:

- the requested funding will be calculated in section 3. Resources

- the project number after submitting the proposal

- the initial WWTF project number as well as initial PI and Co-PI

The project duration can be six months up to one year (12 months).

In this section, details of the institutions involved have to be stated (PI for the NEXT project, partner institutions). For the PI of the NEXT-project, a CV must be uploaded (max. 2 pages). For every partner institution it is necessary to upload a Letter of Intent in section 4 (LOI, max-imum one page per partner). Only PDF-format is accepted (preferably PDF version 1.4 with-out any encryptions) for your uploads. Additional persons can also be stated in this section.

8.2. Work Programme

Abstract *(1.600 characters)*

Please give a short outline of your NEXT-project.

Description of the idea and background *(2.000 characters)*

Please describe the idea and the background of the proposed transfer project!

How is the proposed project related to the initial WWTF research project? At what stage is the initial WWTF research project at the moment? What results can be used already? How does this transfer project depart from your other transfer activities?

Outline of the target group(s) *(2.500 characters)*

Which new target group(s) can be reached with the proposed transfer project? Please describe it/them in more detail. If there are more target groups, which are the most important ones, on which one should the project concentrate on?

What is the additional value for this/these group(s)? What kind of improvements can be reached (increase in quality, solve a problem, increase in performance, reduction of costs/work load, reduction of risk, better presentation of results/work, accessibility,…)? Which innovative aspects could be created by implementing the proposed transfer project?

Why is the new target group relevant? Why is it new?

Outline of the project *(5.000 characters)*

Please describe in detail the process to bring your initial research one step further into the applied sphere, using work packages and milestones answering the following questions:

How will the transfer take place? What kind of approach(es) is/are used to reach this new audience (free of charge, against payment,…)? In which ways will the communication to the new target group take place? What means/channels are going to be used and why? How will you involve the target group(s)?

Please also consider IPR (intellectual property rights), what does it mean and explain necessary steps involved!

Expected outcomes of the project *(2.500 characters)*

What are the most important aims and expected outcomes of the proposed work? Please give an overview over societal and economic benefits of your proposed transfer project. Is there any commercialization potential? Please explain your indicators that the proposed transfer project will be successful.

Qualifications of the team *(1.500 characters)*

What kind of qualifications are needed to realize the proposed transfer project? Are there any experiences in transfer activities in the group (e.g. spin-off, patent,…)? Please describe them!

Please describe in more detail the people and their qualifications that will work on the transfer project! If there are further partners involved, please shortly describe them, their institution and their role in the transfer project.

Additional benefits *(1.500 characters)*

What is the additional benefit of the WWTF funding? Why would the transfer project not be possible without the WWTF funding? Please explain which other funding programs may be relevant, if they are used or why they are not used (e.g. funding agencies like FFG, aws,…)? If the transfer project is successful, what will be the next steps?

A statement of an ethical approval is necessary.

8.3. Resources and Budget

WWTF funding may be used for all project-related costs; however, the main focus should be on funding scientific personnel. Further details are stated above.

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

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% ("Brutto-brutto Jahresgehalt").**

Before you can fill in the personnel, you have to add a row for every person "Additional persons". People have to be employed by a minimum of 5% (in-kind contributions). Please note that the „Average yearly time commitment" has to be entered. E.g., if the project duration is 6 months, and the person works halftime, enter 50*0.5=25%. For 9 months, the calculation is 50*0.75=37,5% etc.

The total funding applied for each person will then automatically be calculated including a **3% annual salary increase**.

In-kind contributions have to be a minimum of 35% of the total project volume! There is the possibility to make short statement of the budget of the NEXT-project.

A disclosure of other applications for funding is necessary.

8.4. Affirmation and Authorization

Affirmation is the signature of the PI as well as one person from every involved institution. Additionally, the authorized person(s) of the PI's institution is/are required to sign the application ("Authorization").

Multiple copies may be used for signing. Scanned pages are accepted. Please upload one PDF containing all the required signatures (maximum 4 pages in total)!

The letters of intent also can be uploaded in this section.