



VIENNA SCIENCE
AND TECHNOLOGY FUND

Vienna Research Groups for Young Investigators
Submission Guideline
Call 2022 – Environmental Systems Research

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1. About this document

This document is a guide to entering and uploading information into the submission system. It is aimed at applicants wishing to submit a proposal in the Vienna Research Groups for Young Investigators Call 2022 “Environmental Systems Research”. For further information regarding the thematic scope of the call, funding and further guidelines, as well as references to WWTF policies, please also consider the following documents:

Call Fiche	Summarizes the most important aspects of the call	https://www.wwtf.at/programmes/vienna_research_groups/#VRG22
Submission Guideline	Guide to entering and uploading information into the submission system	https://www.wwtf.at/programmes/vienna_research_groups/#VRG22
WWTF Funding Guideline	General guideline for WWTF funding activities	https://www.wwtf.at/about/guidelines/
Guideline for good scientific practice		
Open Access Guideline		
Reporting and Accounting Guideline	Specifies reporting and accounting for funded projects	

Please consult www.wwtf.at for the contact information of the responsible program managers.

2. Proposal structure

The following pages provide an overview of the obligatory online forms. **Please note that you can only submit a proposal via the online submission system! Please also note that the character count includes spaces!**

2.1 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>Drop-down: Please specify the duration: 5+1, 5+2 or 5+3 years</i>
Requested funding (in k€):	<i>The amount is set automatically (taken from part 6 Resources, Table 3: Cost Overview, “Total funding applied for from WWTF (k€)”)</i>

Scientific disciplines

Scientific disciplines relevant to the project (at least one category; sum must equal 100%)

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 full list of disciplines can be found here: https://www.wwtf.at/upload/Fields_of_Science.pdf

Main scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%

Proponent and host institution

Proponent of the Vienna host institution: Who is the scientist at the Vienna host institution responsible for the coordination of the proposal? Note: this is not the proposed Vienna Research Group leader! 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 menus		Insert name, do not insert academic titles	Insert name, do not insert academic titles
Home institution:	Possible home institutions can pop up as soon as you enter the first letters. If your institution is not available, please insert it manually			
Institute/department/group:	Please include all the contact information as precisely as possible. WWTF will use this information for any correspondence with the proponent			
Address:				
Zip code/city:				
E-mail:				
Telephone:				
Website:				

Group Leader

Please fill in the details of the proposed group leader.

	Title:	First/given name(s):	Last name/surname:
	<i>Drop-down menu</i>	<i>Insert name, do not insert academic titles</i>	<i>Insert name, do not insert academic titles</i>
	Year of birth:	Academic title:	Date of doctorate:
		<i>Drop-down menu</i>	<i>The date when 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 peer-reviewed journal papers (peer-reviewed) did the candidate contribute to?</i>		
Number of citations:	<i>Kindly use sources like Web of Science, Scopus or other relevant sources for your research topic to identify the “number of citations”...</i>	Source:	<i>...and state the source you received the number from here (e.g. Scopus, Google Scholar, ...)</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:	<i>Please choose the country from a drop-down menu</i>		
E-mail:	<i>Please include all the contact information as precisely as possible. WWTF needs it for correspondence</i>		
Cell phone number:			
Website:			

Note: The names of the proponent and the VRG leader indicated above will be automatically filled in part “7. Appendixes” for the mandatory signatures.

Partner institution(s)

Please fill in the information below if other institutions than the host institution are involved in the project (i.e. that substantially work within the project, e.g. receive or give money). Up to five partner institutions can be added by clicking the button “add Partner Institution”.

Please describe the collaboration with these institutions in section 3. “Host and Partner Institution(s)”.

Home institution:	Some Viennese institutions can pop up as soon as you enter the first letters. For any other institutions (especially outside Vienna), type in its designation.
Institute/department/group:	Please include all the information as precisely as possible.

The institutions will be available in section 6 “Resources” via drop-down menu when you add additional persons to the cost table. If the institutions are only network partners (not receiving or giving money from and to the project), please use Section 3 under “Additional institutions”.

Suggested peer evaluators

You have to suggest to five reviewers (not entire institutions / departments; please take care that these persons do not have a conflict of interest with the group leader / the proponent; for more details please refer to the [Call Specifications](#)). The information provided is only visible to WWTF and jury members. Do not include persons at Austrian institutions as the proposals will be reviewed internationally only.

Excluded peer evaluators

Optional: You exclude up to three reviewers (not entire institutions / departments) without indicating reasons. This information provided is only visible to WWTF office and jury members. Do not include persons at Austrian institutions as the proposals will be reviewed internationally only.

Scientific abstract

Please give a short outline of the envisaged scientific work plan of the Vienna Research Group Leader and his*her group. The scientific abstract will be the first information jury members get. It is also used when asking reviewers if they are willing to assess the proposal.

2.2 Vienna Research Group Leader

Note: This section should be filled out by the applying VRG leader.

Previous career steps

Describe your career steps so far. Please add the information 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 highlights of your recent work. This might be a publication, but also a major contribution to a scientific achievement in your team/lab.

Description of (scientific) leadership potential

Please describe your (scientific) leadership potential. As you are in an early stage of your career, give the jury and the reviewers the possibility to assess your leadership potential, i.e. - based on your previous experience (in and outside the academic context). Please describe also your vision how you want to lead and manage the prospective group in Vienna.

Motivation for application as Vienna Research Group Leader

Please give a short outline of the primary/main motivation of the applying group leader to come to Vienna.

Formal criterion "being from abroad"

Please confirm the fulfilment of the criterion of “coming from abroad” to the Viennese host institution. The definition is given in the [Call Specifications](#).

Upload 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”...). Only PDF-files are accepted (preferably PDF version 1.4 without any encryptions) for upload.

2.3 Host and Partner Institution(s)

Note: This section should be filled out by the Vienna host institution/proponent.

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.

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

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

Description and relevance of partner institution

*This field will pop-up if you have stated partner institutions in section 1. Overview. If you wish to build a consortium: Please briefly describe here your partner institutions and state their relevance to the project. Describe their role and how they interact with the new group. Partners are institutions apart from the Vienna host institution. **Role, monetary and in-kind contributions have to be confirmed by a Letter of Intent (LoI) in the Appendix (section 7).***

(if applicable) Description of Additional Institutions with which the Group Leader intends to collaborate

Please describe the additional institutions the group leader intends to collaborate with. Describe why they are relevant to the project. These institutions collaborate as a network, i.e. do not receive or get funding.

2.4 Work Programme

Note: This section should be filled out by the applying VRG leader in accordance with the Vienna host institution. Both parts (state of the art & research plan) must be uploaded as a single PDF file with a maximum of eight pages. The file may include figures, charts, etc.

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

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

Research plan

This section should provide external peers and jury members with a concise and yet comprehensive 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 concretely as possible and give the jury a clear

picture that you know which work packages to start with. A clear vision and outline of future research are expected.

- If the planned project requires **ethical approval** it is the obligation of the group leader to acquire it as soon as it is needed. Please describe in the online submission shortly the necessity of an ethical approval, the process of acquiring it and possible challenges. For more information please refer to the [Call Specifications](#).

Relevant references

List the key publications representing the state of the art in the respective research area. Please be aware of the maximum of 20 references. Mark the 10 most relevant references by clicking on the check box “Most relevant”. Please use a reference style that allows for an identification of the publication (not just DOI numbers).

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

Applicants agree to provide full information in all related matters. If you mark the check box “yes”, please also insert more information in the research part as described above. WWTF reserve its rights to check for double funding with other funding organisation (in particular FWF).

Ethical approval

Please state if ethical approval is required for the research associated with this proposal. If so, please indicate how and when you will obtain the necessary approvals in the section above. Please follow the research ethics guidelines of your host institution. Please indicate via the radio buttons.

2.5 Integration of the Proposed Group Leader

Note: This section should be filled out by the Vienna host institution in accordance with the applying 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 its role, the persons involved and the search criteria applied. **Please include gender mainstreaming / affirmative actions here.**

Female scientists in Austria are clearly underrepresented in leading positions which is, among other reasons, due to gender biases in selection procedures. It is a goal of WWTF and of the Austrian scientific community to overcome these biases. What measures were applied to attract women as potential group leaders? Please describe your institution’s policy to avoid gender biases.

Job advertisement procedures

As stated in the [Call Specifications](#), active recruitment procedures with the aim of finding potential VRG leaders of the university/research institution are mandatory. Please indicate via the check box if you have done so. Please indicate in what journal(s) the ad has been published, and which further channels have been used. Upload one job announcement (as JPEG) as an example. The uploaded file will not count for the overall page budget and is for WWTF office only.

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 during the whole funding period. It is important that the prospective host institution in Vienna provides a clear-cut career plan for the candidate. As stated in the [Call Specifications](#), **please explain in detail the steps leading to a tenured position** (for example the process of receiving a “Qualifizierungsvereinbarung” including time frames). **These details will be the foundation of contractual negotiations in the case of funding.**

Description of the interim evaluation of the group leader

The host institution is obligated to conduct an interim evaluation of the group leader. This evaluation should take place in the middle of the Vienna Research Group funding period, but not later than at the beginning of the fifth year. An international element in the evaluation is necessary (e.g. the involvement of a reviewer from abroad). The publication record and the research profile must be subject of the interim evaluation. Further aspects might be included by the host institution. Please describe here your concrete schedule and the planned evaluation process. **Please note that the interim evaluation should be organized together with WWTF as specified in the [Call Specifications](#).**

Career perspectives for the group leader after the funding period

WWTF is convinced that long-term perspectives for researchers are a prerequisite to hire excellent researchers. What is the long-term career perspective of the group leader (e.g. path to full professor)? Please describe the host institution’s structures and policies for achieving this. What is the host institution’s strategy for a long-term perspective/tenure track? What is the prospective development of the group after the funding period?

Integration of the group leader

What measures are taken for the integration of the group leader into the institute/department of the host institution and between other partners like universities/facilities/departments/institutes? What support will the group leader receive upon arrival (administration, housing, onboarding, ...) How will the access to administrative resources be organized?

2.6 Resources

Note: This section should be filled out by the Vienna host institution in accordance with the applying VRG leader. For details about eligible costs, indirect costs and in-kind contributions, please refer to the [Call Specifications](#).

Description of the envisioned group

How will the group be set up? Which positions/qualifications are needed and when to conduct the research?

Description of the equipment and consumables

Briefly describe the infrastructure, equipment and consumables needed to successfully perform the group's research. Describe the availability and accessibility of the infrastructure and equipment. What will be funded by WWTF, what will be provided by the host institution?

Statement of monetary and in-kind contributions

Please describe the in-kind contributions in detail. Please be aware that the monetary and in-kind contributions are the contributions from the host institution only. Monetary and in-kind contributions of potential partners (named in section 1 and detailed in section 3 as partner institutions) need to be documented only in the appendix in the form of Letters of Intent covering items and amounts indicated.

Overhead policy

Please indicate by clicking the check box that you are aware of the host institution's overhead policy.

Cost planning

*Kindly pay attention that **funding of companies or other profit-oriented organizations is not possible with project means**. However, to a limited extent they can be involved as service providers, manufacturers or contractors if the service cannot be accomplished in-house; Collaborations with industry on the basis of in-kind contributions are possible. When in doubt please contact WWTF office.*

***Please be aware that costs are calculated in k€.** The system does not accept decimal places (Eurocent). Use “.” as the decimal separator in k€.*

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, <https://www.fwf.ac.at/de/forschungsfoerderung/personalkostensaetze/>). **Note: Please be aware that the wage for “Studentische Mitarbeiter*in” (i.e. Diploma student etc.) is calculated by FWF with 20 hours and a “Doktorand*in” (i.e. PhD student) with 30 hours per week.***

A maximum total employment is set at 100% (this is the “Brutto-brutto-Jahresgehalt”, i.e. gross yearly salary including all expenses for the host institution as well). Please be aware of the Austrian labour cost system. **For the potential VRG-candidate: please inform yourself what your actual salary will be beforehand!**

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)

Add persons

Before you can fill in the personnel, you have to add a row for every person by clicking “Additional persons”. Please select the institution (added in part 1 “Overview”) and the staff category from the drop-down menu. They will automatically be given a number (N.N 1, N.N 2, N.N 3,...) but you can change this manually.

Name:	Institution:	Drop-down menu (according to your information regarding the host institution and partner institutions in 1. Overview)	Staff category:	Drop-down menu
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In Table 1 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” above at any time. 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 collective agreement / FWF standards!). The total funding applied for each person will then automatically be calculated **including a 3% annual salary increase**. At the bottom right field of Table 1 you will see the total personnel costs applied for from WWTF.

			Average yearly time commitment (from 0 to 100 %)			
Name	Staff category	Funding source	Y1	Y1 salary 100%	Total sum of funding applied from WWTF	In-kind contributions

Group Leader, N.N 1, N.N 2, N.N 3,...	Will be set automatically	WWTF in-kind in-kind & WWTF				
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Please be aware: If you want to calculate a **pay raise for the group leader**, please follow the example below. The group leader can in summary only have 100% in total of average yearly time commitment.

Additional person 8

Name: *	Institution: *	Staff category *
Group Leader (Y6-8)	insert host institution	Post Doc

add Additional person

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€
			Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8		
Group Leader	Senior personnel	<input checked="" type="radio"/> WWTF <input type="radio"/> in-kind <input type="radio"/> in-kind & WWTF	HHTF 100	HHTF 100	HHTF 100	HHTF 100	HHTF 100	HHTF 0	HHTF 0	HHTF 0	80.00	HHTF 424.73
Group Leader (Y6-8)	Post Doc	<input type="radio"/> WWTF <input checked="" type="radio"/> in-kind <input type="radio"/> in-kind & WWTF	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 100	IN KIND 100	IN KIND 100	90.00	IN KIND 322.49

In this example there is a pay raise of the group leader planned in the fifth year. This means that two lines for the group leader are necessary in the table "Planning of personnel costs". In the first line please enter the average yearly time commitment of the first years and the expected salary for 100% in € for year 1. Years 5 to 8 remain with 0%. Then please add another person at "Additional person" and once again choose a staff category and enter his/her name. Now only enter the average yearly time commitment of the other years (years 1-5 remain with 0%) and the respective salary in 100% of year 1).

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.

Consumables cover expendable appliances up to € 2,000.- excl. VAT. **Equipment** 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 equipment. 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 (shared facilities)?

- *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 have to be covered by the host institution.*

Description / Cost category / institution	Funding source	Y1	Funding applied for from WWTF in k€
<i>Drop-down menu for category and institution</i>	<i>WWTF in-kind in-kind & WWTF</i>		
Total non-personnel costs applied for funding from WWTF in k€			

Please be as specific as possible (e.g. list devices etc.)! You can use the same categories multiple times!

Table 3: Cost overview

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

The maximum amount of total funding applied for from WWTF is exactly 1.600 k€.

	Personnel costs	Non-personnel costs	Overhead rate in %	Overhead costs	Total sum of funding applied from WWTF	In-kind contributions
Institution 1						
Institution 2						
Institution 3						
Institution 4						
Total (k€)						
Total cost of VRG						

Percentage of in-kind contributions	

2.7 Appendixes

Letter(s) of intent

Will parts of the requested WWTF funding be used for other institutions than the host institution? Do partner institutions provide in-kind contributions? If yes, please specify the institution(s), the amount and the usage of the funding volume(s) (personnel, non-personnel, consumables...). **Please upload a Letter of Intent for each of your partners (max. 2 pages/up to 5 partners) that will either receive parts of the WWTF funding or provide in-kind contributions. Please be very detailed and specific (e.g. what is included in detail, who is paying what...)! A letter of intent is not needed for the Viennese host institution!**

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. Only PDF-format (preferable PDF version 1.4 without any encryptions) is accepted.

Letter of recommendation / additional information

Please upload letter of recommendations or additional documents here.

The upload limit (including letter of recommendation and additional documents) is 4 pages. Please do not upload main contents in regard to the work programme here. Only PDF-format (preferable PDF version 1.4 without any encryptions) is accepted.

Photo of candidate

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

Affirmations and Authorizations

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

Please provide PDF files containing the required signatures! You can generate the signature sheet at the bottom of the page after the team data (PI, etc.) and proposal title has been provided.

Please note that the upload procedures for signatures have changed. Digital signatures – in order to be valid – must be uploaded as unchanged PDFs. Please do not merge them into a single PDF or alter the PDFs in any other way.

Please also note that a download of the signature template is not possible anymore once you uploaded the first signature sheet.

WWTF does not require to be provided with the original signature sheet but keep it for your record.

Please be aware of the rules for signatures at the host institution and/or ask the “Forschungsservice” (Research Services) of the host institution.