

# Vienna Research Groups for Young Investigators Call 2022

Proposers' Day

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# Agenda

- ▶ Overview WWTF
- ▶ Vienna Research Groups for Young Investigators Call 2022 „Environmental Systems Research“

# WWTF | Key facts

- ▶ Largest private non-profit research funder in Austria
- ▶ Founded in 2001; funding activities since 2003: more than **200 m € have been awarded** (Banking Foundation, City of Vienna)
- ▶ WWTF Mission:
  - ▶ We fund top scientific research in Vienna
  - ▶ We provide substantial funding for larger research projects and international research group leaders coming to Vienna
  - ▶ We run competitive calls according to highest international standards

# The current call (I)

## What do we fund?

Life Sciences (\*2003)

Information- and Communication Technology (\*2008)

Cognitive Sciences (\*2008)

**Environmental Systems Research (\*2017)**

## Instruments

Projects

**Vienna Research  
Groups**

Supporting  
Instruments

# The current call (II): Call 2022 “Environmental Systems Research”

The call encourages proposals that address fundamental questions in **environmental and climate-related research**. Research should aim to significantly expand current knowledge and views of fundamental challenges in this field. They should be addressed with a **systems approach** and preferably address question beyond individual disciplines. The inclusion of **quantitative methods and modelling approaches** that go beyond pure monitoring is strongly encouraged. Equally important as the research question in this call is the willingness of the candidate to actively participate in the larger inter/transdisciplinary research community of the host institution and to contribute to overarching research topics. The call is open **to all topics** and areas in Environmental Systems Research, and proposals from all disciplines (e.g., natural sciences, engineering, social sciences) are welcome..

# The current call (III)

## Call 2022 “Environmental Systems Research”

- Financed by the City of Vienna, administered by WWTF
- 13<sup>th</sup> call within Vienna Research Groups for Young Investigators Programme
- 2022: up to 2 positions with max. funding of € 1.6 million each

# Past Calls

## 2010 Life Sciences:

- Funding Volume 4.5 Mio €
- Funded VRG Leaders: 3

## 2011 ICT

- Funding Volume 3 Mio. €
- Funded VRG Leaders 2

## 2012 Mathematics and

- Funding Volume 3 Mio. €
- Funded VRG Leaders 2

## 2013 Cognitive Sciences

- Funding Volume 1.5 Mio €
- Funded VRG Leaders: 1

## 2014 Life Sciences

- Funding Volume 4.8 Mio €
- Funded VRG Leaders: 3

## 2015 Computational Biosciences

- Funding Volume 3.2 Mio €
- Funded VRG Leaders: 2

## 2016 Complexity Science

- Funding Volume 1.6 Mio €
- Funded VRG Leaders: 1

## 2017 Mathematics and ...

- Funding Volume 3.2 Mio €
- Funded VRG Leaders: 2

## 2018 ICT

- Funding Volume 4.8 Mio €
- Funded VRG Leaders: 3

## 2019 ICT Interdisciplinary Data Science

- Funding Volume 3.2 Mio €
- Funded VRG Leaders: 2

## 2020 Computational Biosciences

- Funding Volume 3.2 Mio €
- Funded VRG Leaders: 2

## 2021 Cognitive Sciences


- Funding Volume 3.2 Mio €
- Funded VRG Leaders: 2



# VRG22 | Important documents

## Call 2022 Vienna Research Groups for Young Investigators

The 13th Vienna Research Groups for Young Investigators call 2022 is issued for up to two group leader positions as part of the WWTF's **Environmental Systems Research** programme.



- It addresses Vienna-based universities and research institutions that intend to hire an excellent young researcher from abroad for setting-up and managing an independent research group. Active recruitment procedures are mandatory.
- WWTF takes unconventional research careers into consideration.
- WWTF in total grants up to two positions with up to € 1.4 million per research group for six to eight years of funding.
- This call is being co-funded by the City of Vienna.

Please submit proposals online by 2pm, June 16th, 2022.

All interested parties are cordially invited to an online Proposers' Day on 6th of April, 10am–12 noon (please contact us for registration). Please check [wwtf.at](http://wwtf.at) for further information.

More details on the reverse

Vienna Science and Technology Fund  
Schödigergasse 5/13, 1040 Vienna, Austria  
T +43 1 402 31 43 16  
office@wwtf.at  
wwtf.at



VIENNA SCIENCE  
AND TECHNOLOGY FUND

## Vienna Research Groups for Young Investigators


### Call Specifications

### Call 2022 – Environmental Systems Research

Version: 22.11.2021

Wiener Wissenschafts-,  
Forschungs- und Technologiefonds  
Vienna Science and Technology Fund

Schödigergasse 5/13, 1040 Vienna, office@wwtf.at, www.wwtf.at, +43 1 402 31 43 16



VIENNA SCIENCE  
AND TECHNOLOGY FUND

## Vienna Research Groups for Young Investigators

### Submission Guideline

### Call 2022 – Environmental Systems Research

Version: 22.11.2021

Wiener Wissenschafts-,  
Forschungs- und Technologiefonds  
Vienna Science and Technology Fund

Schödigergasse 5/13, 1040 Vienna, office@wwtf.at, www.wwtf.at, +43 1 402 31 43 16

→ Download here: <https://www.wwtf.at/funding/open-calls/index.php?lang=EN>



# Characteristics of a Vienna Research Group (I)

Typically, the first “genuinely independent” group led by a young researcher. The WWTF funding (6-8 years) should enable the group members to take the next step in their career.

## Milestones:

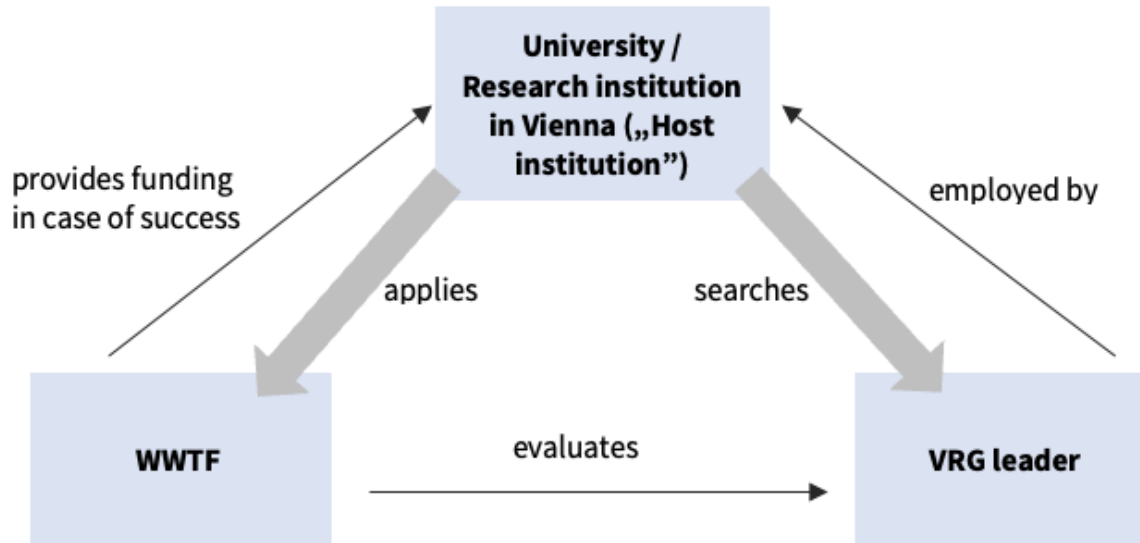
- (i) first phase mainly financed by WWTF (4-5 years)
- (ii) an interim evaluation after the first phase
- (iii) increased in-kind contributions of the home institution in the second phase (i.e. years 6, 6-7 or 6-8)

# Characteristics of a Vienna Research Group (II)

## Vienna Research Group leaders...

- assume leadership responsibility for group members
- are independent in designing their research work and recruiting staff
- apply for additional third-party funding over the years
- are currently based abroad and not employed in Austria at the date of application submission
- come from abroad: (i) no current employment contract with an Austrian institution three months before the submission deadline until the submission deadline, (ii) being employed at a foreign research institution for at least two years in the last three years counting from the submission deadline
- are *in general* 2-8 years after PhD (care duties may extend this period), counting from the submission deadline

# Roles in the process



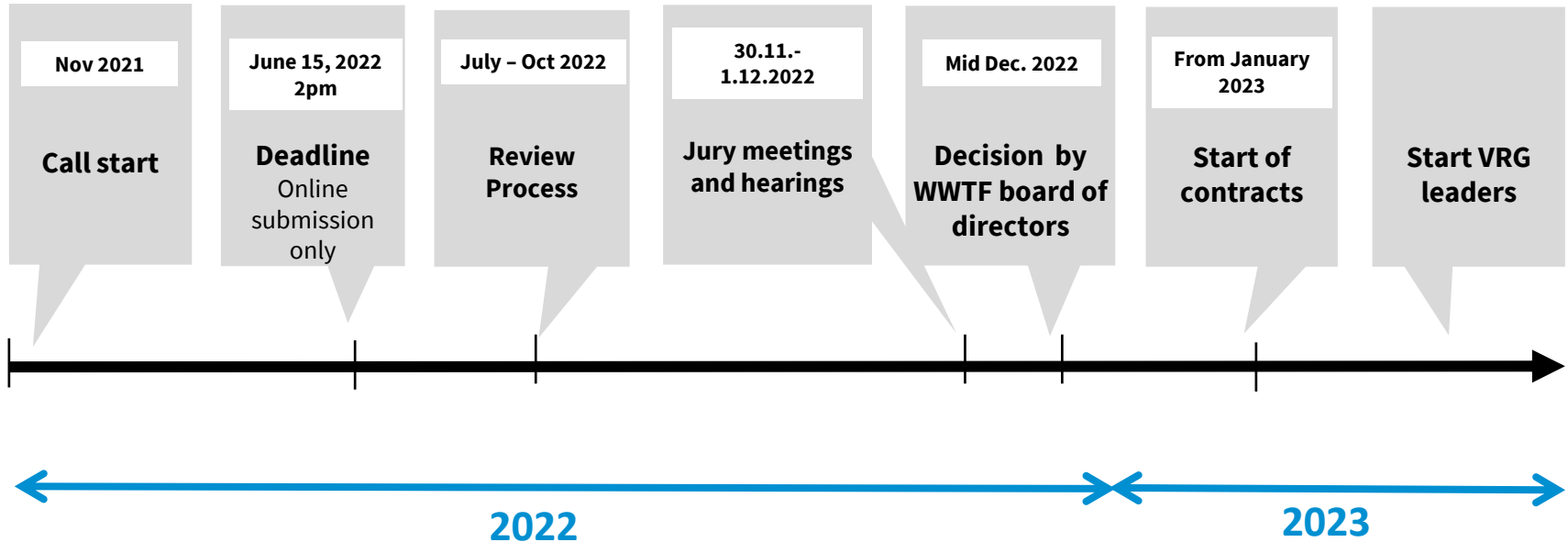
# Key Facts (I)

- The prospective host institution in Vienna must provide a **clear-cut career plan**, i.e. steps leading to a tenured position (e.g. “Qualifizierungsvereinbarung”)
- The call process comprises
  - the submission of a **concise research proposal**
  - followed by a **hearing** of selected candidates on **30<sup>th</sup> November and 1<sup>st</sup> December 2022** in Vienna (if travel is possible)
- Obligatory job advertisement (by host institution) e.g. in a high impact journal that is relevant for the topic and/or via professional societies/ mailing lists
- WWTF especially encourages Vienna-based research institutions to propose female group leaders
  - **Successful appointment of a woman** → financial benefit for the Vienna host institution in order to support their gender mainstreaming activities

# Key Facts (II): Finances

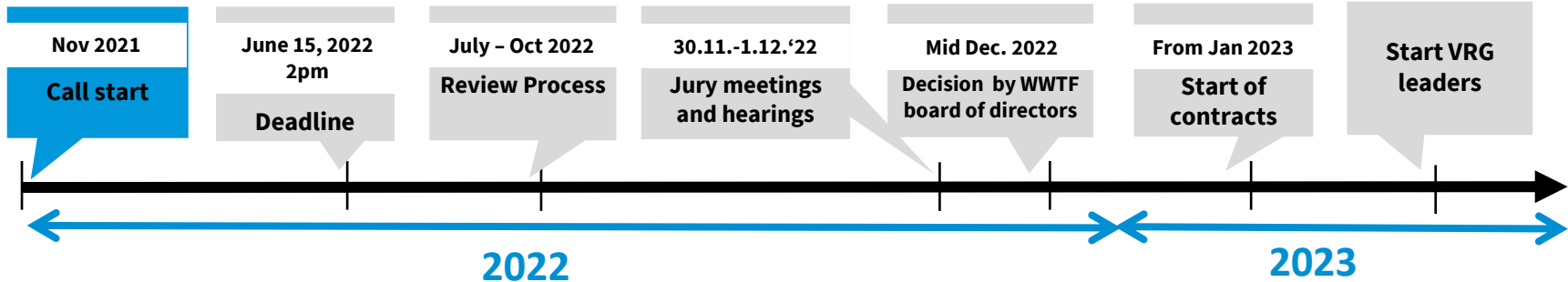
- The financial emphasis should lie on the **funding of scientific personnel** → should be balanced in relation to infrastructure/material costs
- **In-kind vs. overhead**: Basic infrastructure such as office equipment, rent, telephone, internet, basic lab equipment does NOT count as in-kind but is covered by the overheads (covered by WWTF)!
- The budget allocations with eventual partner institutions must already be specified at the application stage
- WWTF does **not** cover **any travel expenses** for candidates who are invited to the hearings. Compensation of travel expenses e.g. via FFG <https://www.ffg.at/career-grants> (Career grants)

# Timeline



# VRG jury and applicants

W|W|T|F



## VRG jury

- About 6-7 excellent international scientists/experts with call-relevant expertise
- Duties within the process
  - Selecting proposals to be reviewed
  - Nominating reviewers
  - Inviting candidates to the hearing
  - Evaluating the performance at the hearing
  - Comparing assessment and formulating the funding recommendation

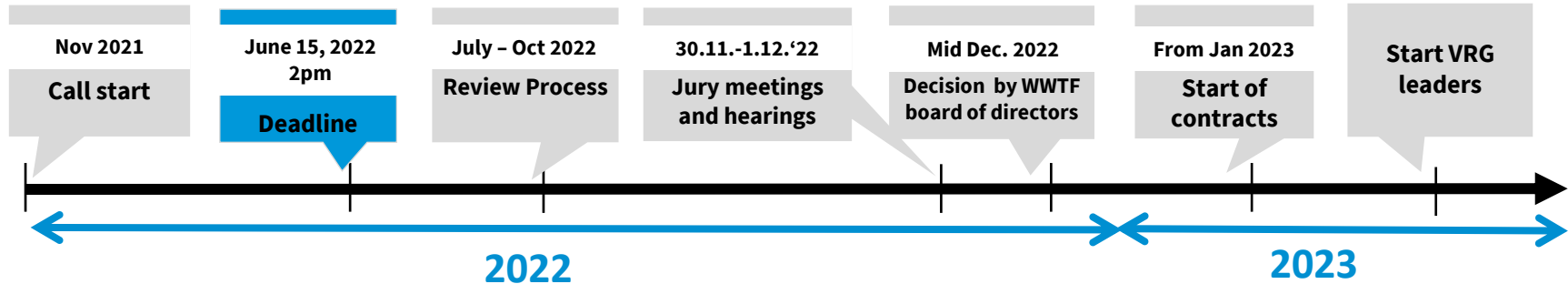
## Applicants

- Universities and research institutions in Vienna (via a proponent)
- Suggestion of
  - excellent young researchers from abroad<sup>1)</sup>
  - In general 2-8 years after PhD at application date (in case of care duties up to 4 years longer)
- Active search for female researches highly welcome

1) (i) no current employment contract with an Austrian institution three months before the submission deadline until the submission deadline, (ii) being employed at a foreign research institution for at least two years in the last three years counting from the submission deadline

# Submission deadline and formal eligibility check

W|W|T|F



## Submission

- Submission via WWTF **Online Submission System** → **no hard copy required**
- **Submission Guideline**
- No funding of private companies
  - Self funded business partners are possible and welcome
  - Project relevant services from companies can be calculated as consumables (if these services can not be provided within the projects with reasonable effort)

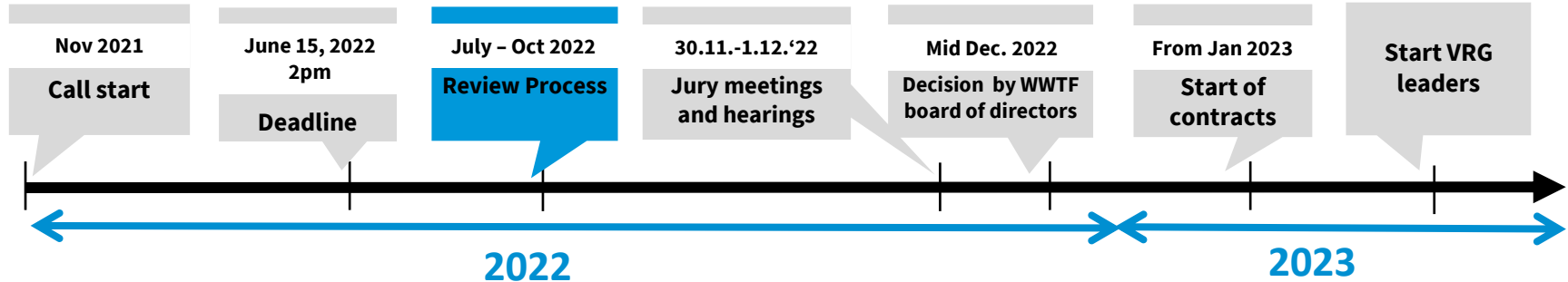
## Formal eligibility check

- Timely submission of proposal
- **Submission must include all relevant signatures = Proponent, Host Institution, Group Leader** (not on one page)
- In-kind contribution: >20% of total sum
- Overhead costs: the regulations of the host institutions must be observed
- Maximum number of pages (limited by characters and uploads)
- Compliance with the academic age limits
- From abroad
- Active promotion (eg. mailing lists,...)



# Review process and peer review

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## Review process

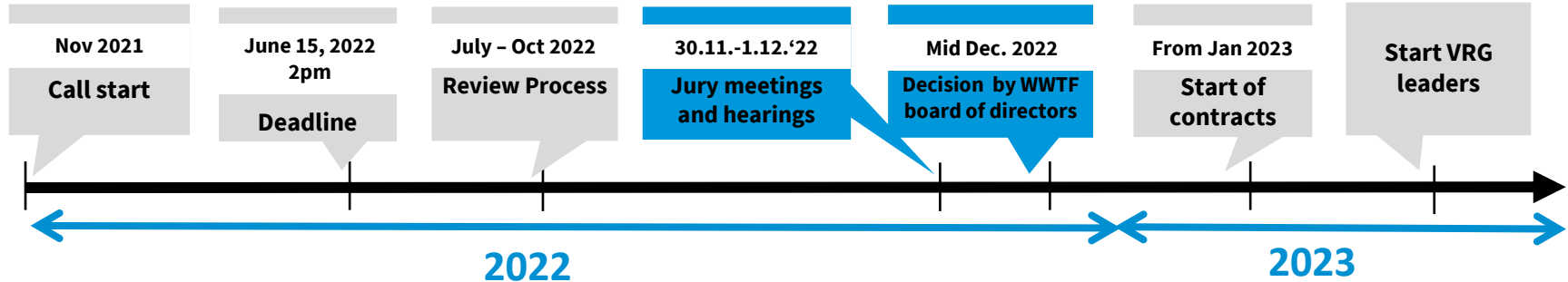
- Proposals that lie outside the subject area as well as those that do not meet quality standards are not recommended for the review process by the jury
- Unsuccessful applicants will be briefly informed
- In case proposals are admitted to the review process: reservation of both hearing days absolutely necessary (booking of a flexible ticket)

## Peer review process

- 2-4 written reviews per proposal will be obtained
- Reviews only by international peers; remain anonymous
- Review reports form the basis of the jury's discussion for the invitation to the hearing as well as the funding decision after the hearing

# Hearing, jury meeting and decision

W|W|T|F



## Hearing

- Invitation to hearing (selection after review process)
- Short-presentation in Vienna (if possible)

## Jury meeting

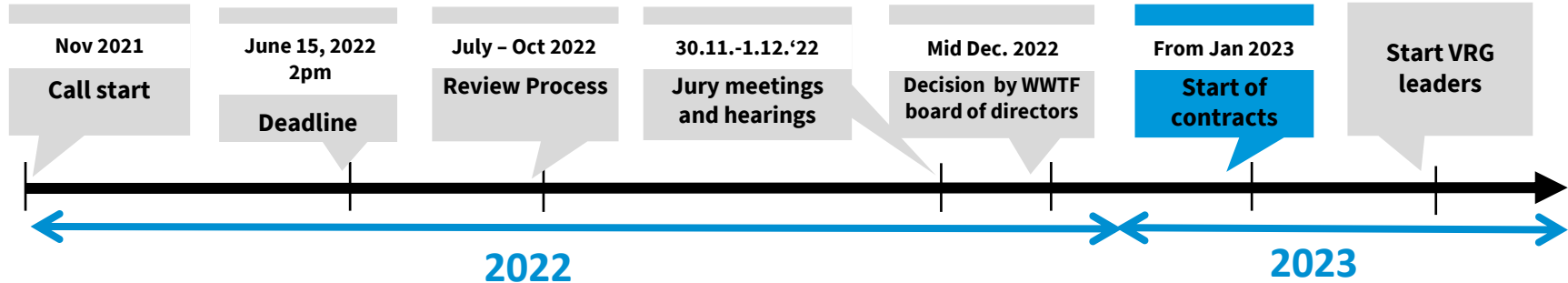
- Main evaluation criteria (see Call Specifications):
  - **Scope**
  - **Quality of the proposed VRG leader**
  - **Quality of the proposed research**
  - **Fit to the research environment offered**
  - **Other**
- WWTF does not cover travelling expenses. Compensation of travel expenses e.g. via FFG Career Grants

## Decision

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

# Employment contract and funding contract

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## Employment contract

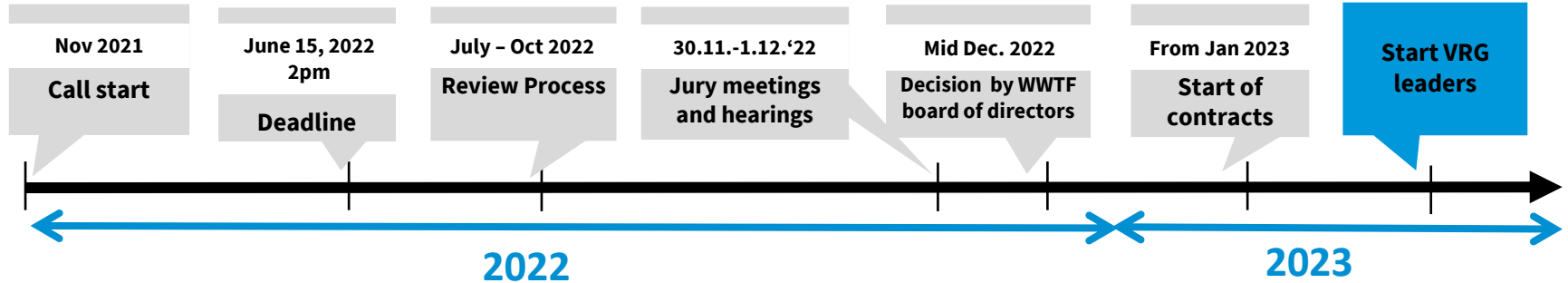
- The employment contract must be made available to WWTF no later than 2 months after the decision of the WWTF board of directors
- Clarification until when a qualifying agreement will be offered
- Agreement on a coordinated evaluation of the candidate between the host institution and WWTF
- If the employment contract cannot be achieved within 2 months, the funding will be offered to a reserve candidate

## Funding contract

- Funding contract between WWTF and the host institution of the VRG leader (\$ 27 according to UG2002 for universities)
- VRG leader has scientific and financial responsibility

# Project start, duration and completion

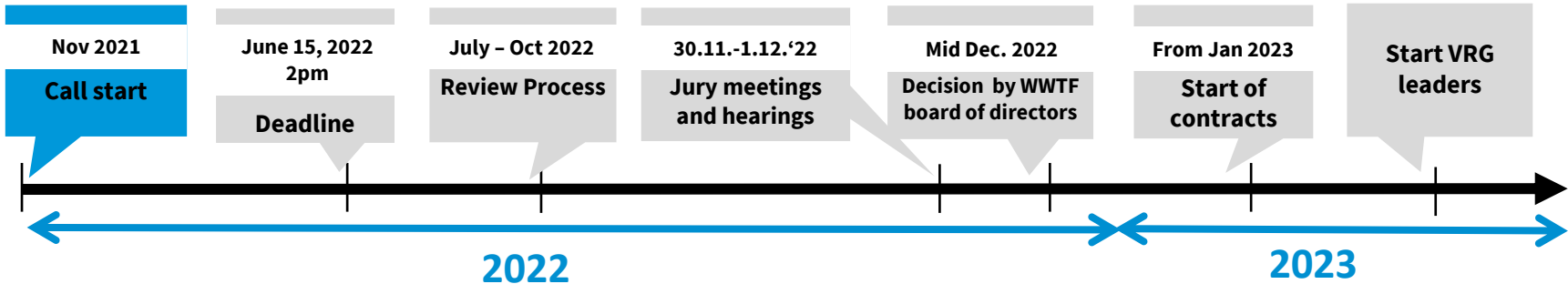
W|W|T|F



- **Project start:**
  - Latest start date: 18 months after decision by WWTF board of directors
- During **project duration:**
  - WWTF pays funding rates every twelve months in advance to the host institution
  - Short annual electronic reports to WWTF as prerequisite for payment installments
  - Site visit by WWTF
- After **project completion :**
  - Comprehensive final report

# Online submission system

W|W|T|F



- Registration with email address and name via <https://funding.wwtf.at>
- Login, select VRG-Call and click „create a new proposal“
- Fill in required data and upload documents (PDFs)
- Submit proposal (one PDF file with project number is generated automatically)
  - Only possible when the proposal is filled completely
  - No changes are possible after the submission
- A complete proposal consists of **7 parts: (1) Overview (2) VRG leader (3) Host & Partner Institution (4) Work Program (5) Integration (6) Resources (7) Appendix**

# Overview key facts (I)

- Complete PDF containing all entered information is generated automatically after the submission
- Signature sheet can be downloaded at any time (basic data of “Overview” must be inserted)
- For signatures, please follow your institutional policies (contact your “Forschungsservice”)

# Overview key facts (II)

- Signatures do not have to be all on one sheet! Max of 3 pages can be uploaded → signature pages are for WWTF office only to check formal eligibility; digital signatures possible
- Some useful rules:
  - Keep applications short and precise!
  - Use a language aimed at the scientific community
  - Ambitious but feasible
  - In English
  - Contact the research service at your institution in advance!

# WWTF | Gender Policy

WWTF aims to:

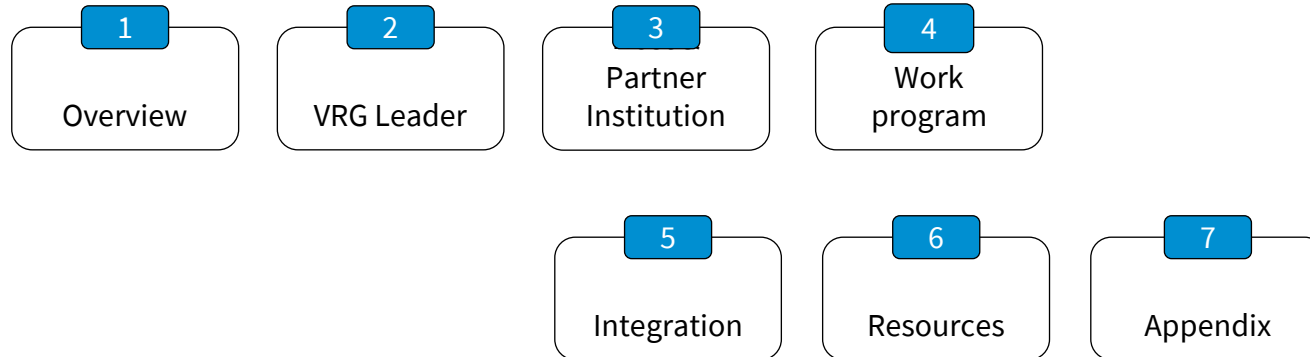
- ▶ implement gender-neutral processes
- ▶ raise awareness of gender bias (applicants, reviewers, panels)
- ▶ use evaluation criteria that account for career breaks and atypical career paths e.g. due to family circumstances

WWTF encourages **balanced teams** & more female researchers to apply as PIs of research projects

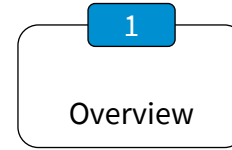




# Proposal Structure



# Overview



- **Basic information:** title of project (proposed field of research), keywords, duration, scientific disciplines
- **Proponent and host institution** details
- **Group leader** details
- **Partner institution(s)**
- **Excluded peer evaluators** (max. 3, optional), **suggested peer evaluators** (up to 5)
  - Only visible for WWTF and jury. Note: only peer reviewers with a non-Austrian affiliation will be considered for peer review
- **Scientific abstract:** will be the first impression jury members and peer reviewers read

Note: requested funding will be displayed based on the data in section 6. A project number will be provided automatically after submission

# VRG Leader

2

VRG Leader

W|W|T|F

- This section should be filled out by the envisaged VRG leader
- Details about
  - Previous career steps
  - Highlights of recent work
  - Description of (scientific) leadership potential
  - Motivation for application as Vienna Research Group Leader
  - Formal criterion „being from abroad“
- Upload CV of VRG leader
  - Page limit = 4: 2 pages biographical sketch, 2 pages of publications (max. 25 publications per page)
  - PDF format only

# Host / Partner Institution(s)

3

Partner  
Institution

W|W|T|F

- This section should be filled out by the host institution
- Details about
  - Description of host institution (specific department or institute)
  - Motivation of Host Institution to bring the proposed Group Leader to Vienna
  - Description and relevance of partner institutions
    - Role and cash in-kind contributions must be confirmed by a Letter of Intent (LoI) in the appendix
  - (if applicable) Description of Additional Institutions with which the Group Leader intends to collaborate

# Work Programme

4

Work  
program

W|W|T|F

- This section should be filled out by the envisaged VRG leader

Details about

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

In total 8 pages; **upload as PDF**, please use template

- Relevant references (max. 20, mark the 10 most relevant references)
- Disclosure of other applications for funding
- Ethical approval necessary or not?

# Integration of group leader (I)

5

Integration

W|W|T|F

- Description of the Vienna Research Group Leader's recruiting process including gender management
- Please include gender mainstreaming/affirmative actions here
- Advertisement procedures
  - The international **publication of a job announcement** and/or distribution via mailing lists/professional societies is obligatory
  - Please upload only one job announcement as an example

# Integration of group leader (II)

5

Integration

W|W|T|F

- Status of the group leader during the funding period
  - Please explain in detail the **steps leading to a tenure position** (for example the exact process of reaching a “Qualifizierungsvereinbarung” including time frames). These details will form the foundation of contractual elaborations in the case of funding
- Description of the interim evaluation of the group leader
- Career perspectives of the group leader after the funding period
- Integration of the group leader

# Resources (I)

6

Resources

W|W|T|F

- Details about
  - Description of the envisioned group
  - Description of the equipment and consumables
  - Statement of the monetary and in-kind contributions
    - Please be aware that the cash and in-kind contributions are just the contributions from the host institution. Cash in-kind contributions of potential partners (named in section 1 as additional institutions) need to be documented only in the appendix in the form of Letters of Intent covering items and amounts indicated
  - Overhead policy: max. 20% of the fundable direct costs



# Resources (II)

– Cost planning: 3 tables

1. Personnel costs
2. Non-personnel costs
3. Cost overview (no data entries)

6

Resources

W|W|T|F

# Resources (III)

6

Resources

W|W|T|F

Table 1: Planning of personnel costs (in k€) - Example

## Additional persons

In order to prepare the overall budget per Partner Institution in detail in Section 1.1, you might be added here.

Additional person 1

Name: *	Institution: *	Staff category *
<input type="text" value="N.N. 1"/>	<input type="text" value="-- please select --"/>	<input type="text" value="Post Doc"/>

Additional person 2

Name: *	Institution: *	Staff category *
<input type="text" value="N.N. 2"/>	<input type="text" value="-- please select --"/>	<input type="text" value="Diploma student"/>

add Additional person

Before you can fill in the personnel, you have to add a row for every person. Please enter the institution and the staff category. They will be automatically numbered (N.N. 1,...)

# Resources (IV)

6

Resources

W|W|T|F

Table 1: Planning of personnel costs (in k€) - Example

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									
Ms. Jane Doe	Group Leader	<input type="radio"/> WWTF	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	90.00	IN KIND							
		<input type="radio"/> in-kind	0	0	0	0	0	100	100	100		322.49							
		<input checked="" type="radio"/> in-kind & WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF		WWTF	477.82						
N.N. 1	Post Doc	<input type="radio"/> WWTF	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	67.00	IN KIND							
		<input type="radio"/> in-kind	50	50	50	0	0	0	0	0		103.55							
		<input checked="" type="radio"/> in-kind & WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF		WWTF	120.04						
N.N. 2	PhD student	<input checked="" type="radio"/> WWTF									46.00	WWTF							
		<input type="radio"/> in-kind																	
		<input type="radio"/> in-kind & WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF	WWTF		75	75	75	0	0	0	0	0
N.N. 3	Diploma student	<input type="radio"/> WWTF									32.00	IN KIND							
		<input checked="" type="radio"/> in-kind	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND	IN KIND		40	40	40	0	0	0	0	39.56
		<input type="radio"/> in-kind & WWTF																	
<b>Total personnel costs applied for funding from WWTF in k€</b>											<b>704.50</b>								

# Resources (V)

Table 1 : Planning of personnel costs (in k€)

6  
Resources

Name	Staff category	Funding source	Early time commitment (from 0 to 100%)								Y1 salary 100% in k€	Funding applied for WWTF in k€	
			Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8			
Ms. Jane Doe	Group Leader	<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	IN KIND 0	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	477
N.N. 1	Post Doc	<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	IN KIND 50	IN KIND 50	IN KIND 50	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	67.00	1
N.N. 2	PhD student	<input checked="" type="radio"/> WWTF <input type="radio"/> in-kind <input type="radio"/> in-kind & WWTF	WWTF 75	WWTF 75	WWTF 75	WWTF 0	WWTF 0	WWTF 0	WWTF 0	WWTF 0	WWTF 0	46.00	
N.N. 3	Diploma student	<input type="radio"/> WWTF <input checked="" type="radio"/> in-kind	IN KIND 40	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	32.00	39.56
<b>Total p</b>													

Will be set automatically

Please avoid short term employments

Minimum wage according to the „Kollektivvertrag“ (collective agreement) or following the standards of the Austrian Science Fund FWF!

Wages above Kollektivvertrag are possible and must be described. No additional wages for people who are already 100% employed. An increase of employment up to 100% through WWTF funding is possible.

Attention: Wage for „Studentische MitarbeiterIn“ is calculated by FWF for 20 hours and a „DoktorandIn“ for 30 hours per week

Total funding applied for will automatically be calculated including a **3% annual salary** increase

Increase in cash and in-kind contributions starting from year 5

# Resources (VI)

6  
Resources

Table 2 : Planning of non-personnel costs (in €)

**Funded via:**

- WWTF
- In-kind
- In-kind & WWTF

Costs stated per year

Description / cost category / Institution	Funding source	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	from WWTF in k€
<input type="checkbox"/> WWTF <input type="checkbox"/> in-kind <input checked="" type="checkbox"/> in-kind & WWTF	<input type="checkbox"/> WWTF <input type="checkbox"/> in-kind <input checked="" type="checkbox"/> in-kind & WWTF	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00
Equipment Vienna Universit	<input type="checkbox"/> WWTF <input type="checkbox"/> in-kind <input checked="" type="checkbox"/> in-kind & WWTF	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00
Consumables Vienna Universit	<input type="checkbox"/> WWTF <input type="checkbox"/> in-kind <input checked="" type="checkbox"/> in-kind & WWTF	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00
Total non-personnel costs												

**Category:**

- Equipment
- Consumables
- Travelling
- Publication costs
- Workshops/Conferences
- Other

Specify institution

# Resources (VII)

6

W|W|T|F

Resources

Table 2 : Planning of non-personnel costs (in €)

Description / cost category / Institution	Funding source	Y1	Y2	Y3	Y4
<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00
<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	<input type="radio"/> WWTF <input type="radio"/> in-kind <input checked="" type="radio"/> in-kind & WWTF	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00	IN KIND 0.00 WWTF 0.00

- Category:**
- Equipment
  - Consumables
  - Travelling
  - Publication costs
  - Workshops/Conferences
  - Other

- Equipment:
  - Devices, instruments, system components and other durable goods (providing the group leader with better infrastructure)
  - Special explanation if the purchases planned exceed the amount of € 20,000.- incl. VAT
  - Renting, leasing, adaptation also possible
  - For purchased equipment, pro **rata depreciation rates** can be funded
- Consumables: expendable material; appliances up to € 1,500.- € excl. VAT, software
- Workshops / conferences: organized internally
- Travelling: attending project-related scientific events and invitations
- Publication costs such as open access costs
- “Other”: This covers all other costs, for example service contracts (paid on a lump sum basis)

# Appendix

7

Appendix

W|W|T|F

- Letter(s) of intent
  - One letter of intent - signed by the responsible director/manager/head – of each partner institution who either receive parts of WWTF funding or provide in-kind contributions (**template available online**)
  - Max. 2 pages per partner/up to 5 partners
  - Do not upload main contents concerning the work programme here
- Letter of recommendation / additional information
  - Maximum of 4 pages
- Photo of candidate
  - For internal use only
- Affirmations and Authorization = signatures
  - Max of 3 pages, i.e. one signature each by host institution, proponent and group leader; can be on separate pages

# Contact and consultation

- All documents are available at [www.wwtf.at](http://www.wwtf.at)
- Personal consultation upon appointment:

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