



Vienna Science
and Technology Fund

Supplementing Measures

Submission Guideline

NEXT22 – New exciting transfer projects

Version 1: October 2022

Table of content

- 1. About this document 1**
- 2. How to use WWTF's Online Submission System 1**
- 3. Proposal structure 2**
 - 3.1 *Overview*2
 - 3.2 *Work Programme*.....2
 - 3.3 *Resources*4
 - 3.4 *Affirmations and Authorization*.....5

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 NEXT 2022 call. 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://wwtf.at/funding/programmes/ei/#NEXT22
Call Specifications	Detailed information about the call	https://wwtf.at/funding/programmes/ei/#NEXT22
WWTF Funding Guideline	General Guideline for WWTF funding activities	https://www.wwtf.at/upload/WWTF_Richtlinie_081121.pdf.pdf
Guideline for Good Scientific Practice	Guidelines by the Austrian Agency for Research Integrity	https://www.wwtf.at/upload/broschure_gwp-richtlinien_web_2017.pdf
Open Science Policy	Open Science Policy of WWTF	https://www.wwtf.at/upload/wwtf_open-science-policy_09032022.pdf
Gender Equality Strategy & Plan	Detailed information about gender mainstreaming at WWTF	https://wwtf.at/upload/wwtf-gender-equality-strategy-and-plan_final.pdf
Reporting and Accounting Guideline	Specifies reporting and accounting for funded projects	https://www.wwtf.at/upload/anhang_berichtswesen_und_abrechnungsmodalitaeten_04112020.pdf

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

2. How to use WWTF’s Online Submission System

All WWTF proposals must be submitted electronically via our submission system.

1. Go to funding.wwtf.at
2. **Log in**, go to “My Proposals”, choose the NEXT 2022 call from the drop-down, and the proposal will be shown.

3. **Write proposal:** fill in requested information in *online forms* and *upload requested files* (in PDF format). You can save the current status of your proposal at any time, access the system multiple times, and edit the content.
4. **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). Be aware that no more changes are possible after the submission.

Note: The submission system closes at 2 pm (Vienna local time) on the day of the deadline. The maximum total size limit of the proposal is 5 MB.

3. 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!**

3.1 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 18 months.

In this section, details of the institutions involved have to be stated (PI for the NEXT project, partner institutions; in total max. 3). For the PI of the NEXT-project, a CV must be uploaded (max. 2 pages, please use the provided standard template). Publications are restricted to the 10 most relevant to the project. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for the uploads. Additional persons can also be stated in this section.

3.2 Work Programme

Abstract (1.600 characters)

Please give a short outline of your NEXT-project.

Description of the background (1.500 characters)

Please briefly describe the initial WWTF funded research project. What is the original project about? At what stage is the initial WWTF research project at the moment?

Description of the idea (1.500 characters)

How is the proposed project related to the initial WWTF research project? What results can and will be used? How does this project differ from your original scientific project? How does this transfer project differ from your other transfer activities?

Outline of the new target group(s) and added value (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 the project should concentrate?

What is the added value for this/these group(s)? What kind of improvements can be achieved (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 reached by implementing the proposed transfer project?

Why is the new target group relevant? How does it differ from the target group of the original WWTF funded project?

There is an obligatory upload for at least one Letter of Intent of the target group to express their interest in the project and the outcomes. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for your uploads. A maximum of 3 LOIs (each can be up to 2 pages) can be uploaded.

Work plan of the transfer 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 the target group(s) be involved?

Expected impact and sustainability of the transfer project (2.500 characters)

What are the most important aims, expected outcomes and impact of the proposed work? How can these be sustainable? Please give an overview over societal and economic benefits of your proposed transfer project. Is there any commercialization potential, what is the quantitative assessment of market value (if applicable)? Give some basic details about the market structure and potential competitors. Please describe the indicators used to evaluate the expected success of the transfer project.

Qualifications of the team (including short description of potential partner institutions) (2.000 characters)

What kind of expertise 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 in more detail the team members involved in the project and their qualifications. If there are further partners involved, please briefly describe them, their institution and their role in the transfer project. Who else can and will contribute to 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 programmes may be relevant, if they are used or why they are not used (e.g. funding agencies like FFG, aws, Wirtschaftsagentur Wien, ...)? If the transfer project is successful, what will the next steps be?

IPR (1.000 characters)

Please also consider IPR (intellectual property rights), what does it mean and explain the necessary steps involved. Is there an Intellectual Property Right strategy in place? If not, should one be developed? How can you secure the intellectual properties that might arise out of the project? Please also contact your IP experts in-house for consultation. Please also specify the confidentiality of your idea.

Upload of additional material – Please upload additional material here that cannot be entered in the text boxes for example pictures or charts. The maximum upload is one page. Please do not upload content in regard to text of the work program here. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for your uploads.

Please also state if an **ethical approval** is necessary. The LOIs can be uploaded here as well.

3.3 Resources

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€.

[For details about eligible costs, indirect costs and in-kind contributions, please refer to the !\[\]\(e1d6102fe77919492c04879c8450f1f5_img.jpg\) Call Specifications.](#)

Table 1: Planning of personnel costs

Before you can fill in the personnel, you must 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.

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 6% annual salary increase**. At the bottom right field of Table 1 you will see the total personnel costs applied for from WWTF.

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.

Patent costs will not be funded – please check other funding opportunities (e.g. „Patentscheck“ FFG; WTZ/aws). If there are plausible reasons for which these other funding instruments cannot be applied for, an exception can be made. Please explain this in the section “Optional description of the budget”.

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.

A short **description of the budget and especially the in-kind contributions** as well as a **disclosure** of other applications for funding is necessary.

3.4 Affirmations and Authorization

Affirmation is the signature of the PI as well as one person from every involved institution. Additionally, WWTF requires collecting the signatures of the authorized person(s) of all participating institutions to which the persons signing the “Authorization” are affiliated in case of funding.

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.

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.