



Vienna Science
and Technology Fund

Full Proposal Submission Guideline

Environmental Systems Research Call 2024

“Urban Environments”

Version: 02/2024

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1. About this document

This document is a guide to using WWTF’s Funding Portal. It is aimed at applicants invited to submit a full proposal in the ESR Urban Environments Call 2024. For further information regarding the thematic scope of the call, funding guidelines, as well as references to WWTF policies, please also consider the following documents:

Call Specifications	Detailed information about the call.
WWTF Funding Guideline	General Guideline for WWTF funding activities
Guideline for Good Scientific Practice	Guidelines by the Austrian Agency for Research Integrity
Open Science Policy	Open Science Policy of WWTF
Gender Equality Strategy & Plan	Gender Equality Strategy & Plan of WWTF
Reporting and Accounting Guideline	Specifies reporting and accounting for funded projects. At this stage for informational purposes only as this guideline only apply to funded projects.

2. General information

All WWTF proposals must be submitted electronically via the [Funding Portal](#).

In 2022, WWTF implemented a new Funding Portal that will fully replace the previous Submission System in the long term.

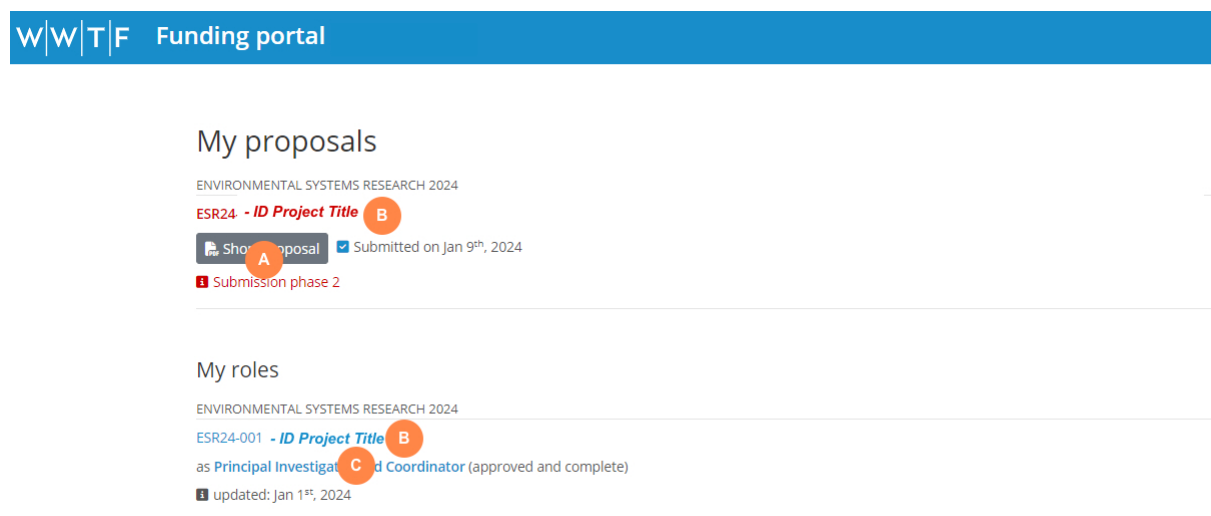
- In case of bugs and problems, do not hesitate to contact the programme manager. WWTF welcomes your feedback on the usability of the new system. The Funding Portal also includes a “Bug Report” Button to report errors.
- All entries are saved automatically. In case a “Save” button is not visible, please be assured that your data will have automatically been saved.
- The system constantly validates and saves data in background. If it appears that your entries have not been accepted, **please refresh the website**. This should resolve the problem and might help, when encountering other issues with the system.
- WWTF aims to expand the system’s features in due time to streamline the online application process. We ask for your patience if not all potential features are ready at this point in time.

- All core team members (i.e., coordinating PI and co-PIs) can contribute to and edit the proposal before its submission. However, only one person can edit the proposal in the Funding Portal at any time.
- **Please note that only the coordinating PI can submit the proposal.**

- As projects undergo assessment by international reviewers, all proposals must be **written in English**.
- The length of the proposal is determined by character counts and page limits in case of uploads in the Funding Portal. Character counts include spaces.
- Please write precisely and address the required criteria, while also providing sufficient detail to allow an evaluation by international peers.
- The proposal will be reviewed by 3-4 external international reviewers very specific to the topic of your proposal. Please keep in mind that you are writing the proposal for both the expert reviewers and a comprehensive interdisciplinary jury.

3. Electronic Submission via WWTF Funding Portal

1. Go to <https://fundingportal.wwtf.at/>
2. Login with your credentials
3. You will see an overview of your proposal(s) and role(s) [Menu: “My Proposals & Roles”]



A Click on “Short Proposal” to download a PDF of your submitted short proposal in case you need to return to the information in the short proposal.

B Click on the project title to edit the full proposal (see Section 6)

C Click on your role to edit your specific role in this proposal (see Section 5)

4. Update CV and data in your profile

Contact details, CV, and information about your role in the project have been automatically transferred from the short proposal to the full proposal.

To update your contact details or CV, first go to the “My Profile” tab.



- Please ensure your contact details are up to date.
- To update your CV, delete the previous document and upload a new CV as PDF. **Please use the correct template provided for this call** (“[wwtf_cvtemplate_project.docx](#)”). Do not use the template “VRG: wwtf_cvtemplate_vrg.docx”

5. Update proposal with data from “Profile” and edit “Role” in project

Under the “My Proposals & Roles” tab, click on your specific role to update and edit information.

- Click on **“Refresh from Profile”** to import the current data from “My Profile”. This is a very important step!
- Edit “Roles and responsibilities within project” and “Specific competencies for the project” if relevant.
 - Please describe convincingly your expertise in accomplish the work in the project. Make sure that the information provided here is in accordance with the according chapter of the Work Programme upload.

6. Full proposal

The full proposal is comprised of five sections:



A **green checkmark** indicates that the information in the section is complete.

A section with a **red symbol** indicates that it is incomplete. Within the marked section, click on the red symbol beside the individual fields to highlight the parts requiring attention.

A proposal can only be submitted once all sections are complete, i.e., have green checkmarks.

6.1 Basic Information

- Please note that the name, acronym, nominated scientific disciplines, project duration and type of project (regular WWTF Project or Joint Project) can **no longer** be changed.
- **Keywords:** Keywords may still be edited or added. These will help the WWTF identify appropriate reviewers for your proposal.
- **Please note that you cannot change the duration of the project.** In case that it is absolutely necessary to change the duration, please contact the programme manager. Please also note that the duration of the project can still be changed when concluding the contract. WWTF also allows for the cost neutral prolongation of the project once it is running for up to one year without any justification.
- **Suggested peer reviewers:** Applicants must suggest five international peers whom they deem qualified to review the proposal. To enable the selection of a balanced set of reviewers, please provide key words or phrases to describe the reviewers' fields of expertise. Suggested reviewers must be based outside of Austria and have no conflict of interests with project applicants (complete team and collaborators). Persons with whom the project applicants have worked together (joint publications, research cooperations, etc.) in the last five years will not be considered. Please note that the WWTF will decide if suggested peers will be contacted for reviewing and WWTF may take different reviewers to those you suggested. As a rule, WWTF will have a maximum of two reviewers that are suggested by you. The other reviewers are suggested by the jury / WWTF office to avoid bias.
- **Excluded peer reviewers:** Applicants may, without stating any reasons, exclude up to three individuals from reviewing their proposal.
 - Both sections – suggested and excluded reviewers – will not be disclosed to reviewers. The jury will be informed about suggested / excluded reviewers as they need to nominate reviewers by themselves and thus should be aware what reviewers have already been suggested.
 - Each proposal will be reviewed by 4, not less than 3, reviewers. A number of suggestions are necessary because only a fraction of the requested reviewers will agree to review (1/4 – 1/3 of the addressed reviewers).

6.2 Personnel and Institutions

- Please note that the addition, removal, or substitution of core team members (PI&C, co-PIs) are **not permitted** at this stage. WWTF may make exceptions in well-argued circumstances (e.g., co-PI goes to an institution abroad or leaves the academic field). Please contact WWTF in such a case. WWTF reserves the right to exclude projects from the evaluation process in case that PIs can no longer be part of the project team.
- **Further partner institutions:** Collaborating institutions beyond those of the core team members can be added in this stage. Please note that every person involved in the project must be linked to an institution in order to allow indication of time commitment and salary in the “Budget” section. A signature will be required from the authorizing persons at the core team members' institutions and at all further partner institutions. **A maximum of five different institutions (including those of the core team members) is permitted.** Of course, if the project is funded, it may add further collaborations.

6.3 Project

This chapter contains the part of the scientific work programme. Fill out the following fields (*please note that the character limit includes spaces*):

- **Lay summary:** Please provide a description of your proposed research that is suitable for the general public. This will primarily be used by WWTF for communicating your work to non-experts for fundraising and public relations purposes. *(1,000 characters)*
- **Scientific abstract:** Please provide a concise scientific abstract of the project. This will be used in approaching reviewers. *(2,000 characters)*
- **Work programme:** Please use the template provided for download in the WWTF Funding Portal. The headings in bold are mandatory (details and guiding questions can be found in the template). Upload the completed document as PDF *(max. 15 pages including figures)*
 - (1) Introduction and background
 - (2) State-of-the-art
 - (3) Innovativeness and original contribution
 - (4) Research questions, objectives and/or hypotheses
 - (5) Methodological approaches and workplan
 - (6) Expected outcomes and dissemination of results
 - (7) Project team and interdisciplinary collaboration
 - (8) References
- **Ethical considerations:** Indicate if ethical approval of an ethics committee or institutional review board is required for the project. If so, please describe the potential ethical aspects and upload the ethical approval(s) as a single PDF. There is no page limit for the approvals, but the document may not exceed 10 MB. If no ethical aspects are identified, please provide a brief statement. Describe the process and the involvement and awareness of the core team and staff. *(500 characters)*
- **Data Management:** In case of funding, a detailed data management plan must be submitted at the start of the project. At the full proposal stage, we encourage applicants to consider and briefly address the following points as appropriate *(500 characters)*:
 - What kind of accompanying metadata and documentation will help others identify, discover, reuse, and/or reproduce the research data?
 - How will data for sharing and preservation be selected?
 - When will data be shared?
 - In which repositories will data be archived? How long will data be retained?
 - What persistent identifiers (e.g., DOI) and usage licenses (e.g., CC BY) will be used?

Please note that **potential sex/gender aspects of the research topic** and **gender balance in the research team** should be considered throughout the application (see “Call Specifications” document, Section 10).

These should be briefly described where appropriate in the relevant sections. Further details will be required in the full proposal phase.

6.4 Budget

Please note the following guidelines for the budget:

- **Maximum 15% difference** between the budgets of the short and full proposals is permitted.
- For personnel costs, an annual 6% p.a. increase in salary over the lifetime of the project has been pre-programmed. This is intended to assist with planning only, and actual salaries should be paid according to institutional or collective agreements. Please use baseline salaries for your date you expect to start the project. The project should start the latest April 2025. Please contact your institutional Research Support in this matter.
- Non-personnel costs **should not exceed 30%** of the total requested budget.

Personnel costs

- Core team members of the short proposal are automatically listed in the respective table.
- Click “Additional person” to individually add all persons who will work on the project. Please provide their name or select “is N.N.” if the role is to be filled (e.g., PhD candidate, Post Doc). Indicate the affiliation and staff category of each person using the dropdown menu. If an affiliation is not listed, return to the section “Personnel and Institutions” (see *Section 6.2*) and add the respective institution. Each person must be assigned to an institution.
- Specify if the person will be financed by WWTF or contribute on an in-kind basis, and indicate their yearly time commitment to the project for each year (full time equivalents). A mixture of WWTF and in-kind financing is permitted.
- For persons financed by WWTF, enter the annual salary that corresponds to 100% employment in the first year of the project (keep that in mind in particular for PhD candidates whose position is often calculated on a 0.75 basis). The total funding requested for each person will be automatically calculated.

Non-personnel costs

- Add rows to provide a concise overview of all non-personnel costs directly related to the project. Please select the institution and cost category from the dropdown menus. If an affiliation is not listed, return to the section “Personnel and Institutions” (see *Section 6.2*) and add the respective institution.
- Costs for basic infrastructure (rent, telephone) are **not** permitted. Costs for larger equipment essential for the project may **only** be requested on a *pro rata* basis that also takes into consideration the proportion of time that the equipment will be used for this project.
- WWTF strongly encourages open access publications. Costs for Article Processing Charges (APCs) may be requested.
- Costs for data management purposes (e.g., curation, storage) are eligible.

Budget per region

- The share of the budget allocated to the regions “Vienna” and “Other” will automatically be shown for WWTF projects, and to the regions “Vienna”, “Lower Austria” and “Other” for Joint Projects.
- For regular WWTF projects, at least 80% of the requested funding must be allocated to the region “Vienna”. Up to 20% may be allocated to other partner(s), including partners in Lower Austria.
- For Joint Projects, the budget allocated to the region “Vienna” must be at least 51%. The share of the budget allocated to the region “Lower Austria” may range from 21% to 49%. Up to 20% may be allocated to any further partner(s) located in other regions (“Other”).

Cost overview

- Enter the overhead rate for each institution. WWTF permits a **maximum of 20%** overheads costs. Please consult each institutions’ research services to ensure compliance with all institutions’ internal regulations.

Explanation of cost planning

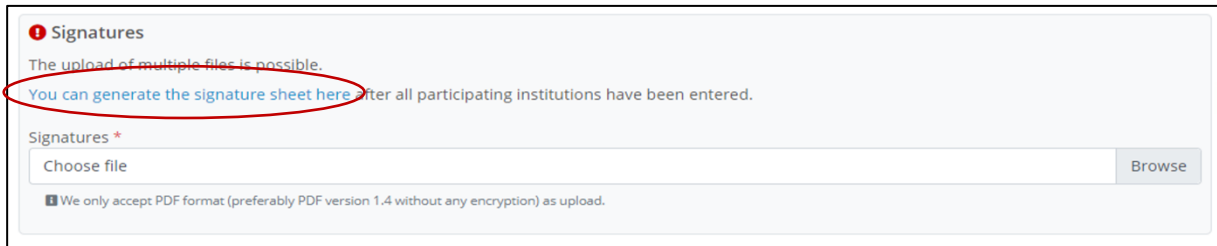
- Please provide an explanation of cost planning principles, also indicating access to resources that are already available.

Disclosure of other applications for funding

- If you have applied for funding for this project (or parts thereof) at other organisations, please indicate this here. This will not impact the evaluation of this proposal.
- WWTF permit for the simultaneous submission of proposal at other funding organisation, however, does not permit double funding. In case that both submissions of you receive funding, we will ask you for a decision what funding you will accept.
- We will perform a check with FWF on double funding. This means, FWF will receive the list of projects and check if a similar project is already submitted to FWF.

7. Signatures

- **Authorizations:** Submission of the proposal requires the signatures of the authorized **persons at all participating institutions**. This includes the host institutions of the core team members, as well as all further partner institutions. Please encourage your collaborators to contact their institutional research services regarding the person mandated to sign the proposals and allow sufficient time to obtain their signature.
- Make sure that you have **added all participating institutions** in the “Personnel and Institutions” section before downloading the signatures sheet, as these institutions will be included in the signatures sheet. Otherwise, the sheet might be incomplete.
- Make sure that you have entered all the names of persons authorized to sign the proposal on behalf of the institution into the online form so that the signature sheet includes this information.
- Download the PDF using the link “You can generate the signature sheet here”.



Signatures

The upload of multiple files is possible.

[You can generate the signature sheet here](#) after all participating institutions have been entered.

Signatures *

Choose file Browse

■ We only accept PDF format (preferably PDF version 1.4 without any encryption) as upload.

- Please ensure **signatures are dated**. Undated signatures and re-use of signatures from the proposal will not be accepted.
- WWTF accepts physical, scanned, and electronic signatures. **Please note that electronically signed PDFs cannot not be merged with other PDFs**. Therefore, you will find the signed signature pages in the Project PDF only as a link.
- Multiple signature forms may be uploaded.

8. Submitting the proposal

- Once all sections are complete, as indicated by **green checkmarks**, the proposal can be submitted. The “Submit proposal” button is at the bottom of the “Signatures” section.
- **Please note that only the coordinating PI can submit the proposal.**
- The coordinating PI will receive an automatic confirmation email when the Funding Portal receives the completed submission.
- **The deadline for the submission of full proposals is April 30th, 2024, 2pm (local Vienna time). No changes are possible after the project has been submitted.** After the deadline, submission is no longer possible. Unsubmitted proposals will be excluded from the ensuing evaluation process.
- You can access your submitted proposal (as PDF) on the page “My Proposals and Roles” at any time.
- Please do not provide WWTF with any hard copies. Please do not send the proposal to WWTF via email.

9. Contact

Programme Manager: Benjamin Missbach, T: + 43 676 498 46 44 / benjamin.missbach@wwtf.at

Please note that there will be no proposers’ event for the second phase of the call as call-related questions tend to be very specific. Please contact Ben at any time in case you have questions.