W|W|T|F

VIENNA SCIENCE AND TECHNOLOGY FUND

WIENER WISSENSCHAFTS-,
FORSCHUNGS- UND TECHNOLOGIEFONDS

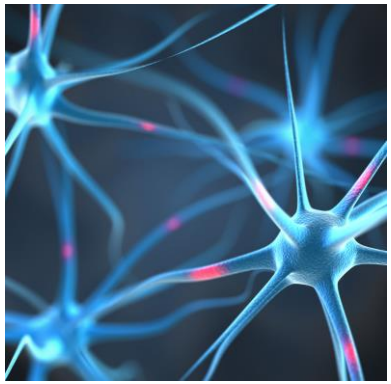
**WIR STÄRKEN EXZELLENZ
AM STANDORT WIEN**

**WE STRENGTHEN VIENNA'S
EXCELLENCE IN RESEARCH**

WIENER WISSENSCHAFTS-, FORSCHUNGS- UND TECHNOLOGIEFONDS

Cognitive Sciences

Call 2018



Proposers‘ Day – Full Proposal

Elisabeth Nagl
Johanna Trupke

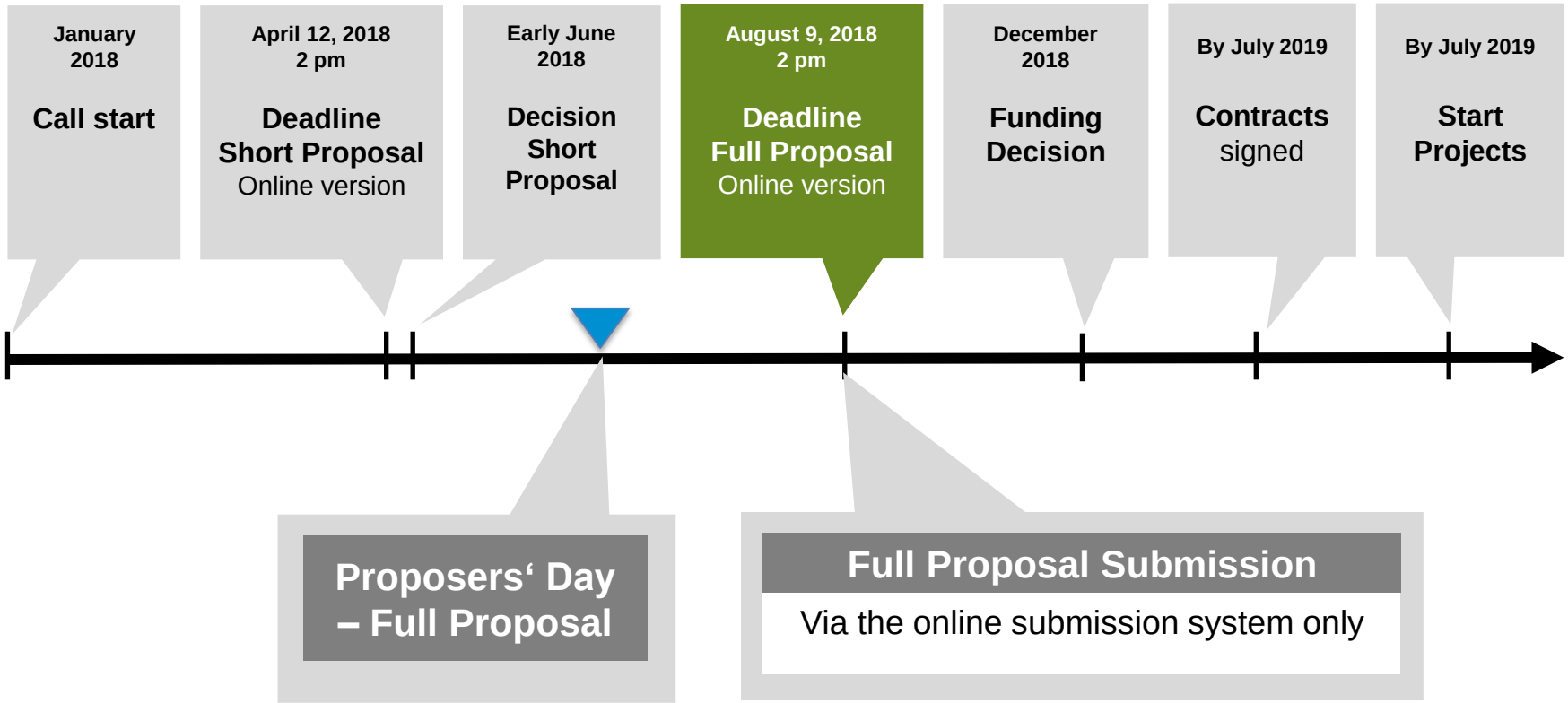
Agenda

- Presentation Call **Cognitive Sciences 2018** – Full Proposal Stage
- Live Demo Submission System
- Q & A

Content of the current call – CS 2018

- Total budget: 3 M €, Funding range: 200.000 € - 600.000 €
- 2 - 4 year research projects:
  - Top class, innovative research projects in the field of Cognitive Sciences
  - Research projects addressing the phenomena of cognition (including but not limited to perception, reasoning, thinking, behaviour) from an interdisciplinary perspective.
  - **Interdisciplinarity:** Proposals must bring together scientists from **2-3 different research disciplines** to advance the understanding of **cognition and behavior in humans, animals and/or artificial systems**
- Short proposal stage: 55 → 18 invited to full proposal stage!

Schedule of the current call



After the deadline

Full Proposal Formal check (WWTF)

Peer Review-Process

- Applicants must suggest 5 reviewers → conflict of interest check by WWTF
- Applicant may exclude up to 3 reviewers (confidential)
- A minimum of three reviews per proposal
- Reviews only by international reviewers

Funding Decision in December 2018

→ Funding recommendation to boards

Reviews as basis for discussion

Main evaluation criteria:

- **Scientific quality**
- **Collaboration** and **expertise** of the consortium members
- Clear and concise research questions and hypotheses
- Fit to scope of the call
- **Feasibility** of the presented working plan
- **Innovation** and **relevance** of the project

Funding Decision

Decision

- Formal decision by the board of directors
- All applicants will receive a decision letter (rejections and acceptances) with anonymous reviews

Funding Contract

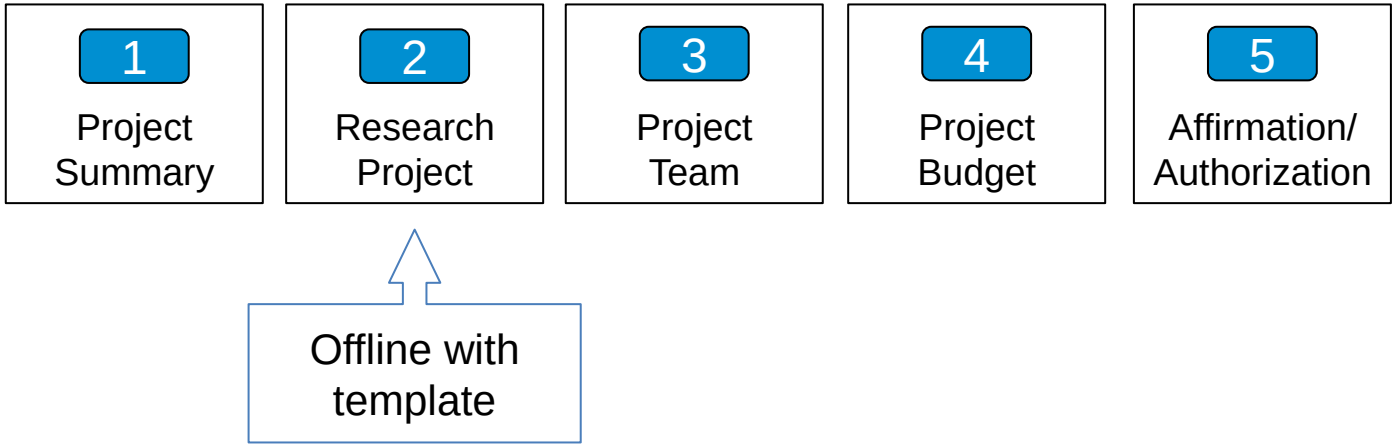
- Funding contract is between WWTF and the coordinator‘s host institution (according to § 27 of the 2002 University Law)
- Coordinator has scientific and financial responsibility for the project
- Project start and contracts signed by July 2019 at the latest

After funding

- During the project duration:
  - WWTF pays funding rates every six months in advance to the coordinator‘s home institution
  - The coordinator has to allocate the funding shares to the partners
  - Short annual reports to WWTF as prerequisite for the release of the yearly instalments
  - One site visit by WWTF
  - Cost neutral extension (max. 1 year)
- After project completion:
  - Comprehensive final report
  - Ex-post Evaluation (Peer Review)

Full Proposal Structure

The full proposal consists of **5 parts:**



Research Project Structure

Template for Research Project: (max 15 pages incl. figures and tables)

Download in submission system

1. **Project description (about 4 pages)**
   - Subject of the research
   - State of the art and key scientific challenges
   - Research questions and hypotheses

2. **Objectives and expected outcomes (about 1 page)**
   - Objectives of the project
   - Expected results and outcomes

3. **Innovativeness and relevance (about 2 pages)**
   - Contribution and relevance of the work to the cognitive sciences
   - Innovative aspects of the proposal
   - Interdisciplinarity

Research Project Structure

4. **Methodological approach (about 5 pages)**
   - Methodology
   - Research plan (including Gantt chart)
   - Feasibility and risk management

5. **Roles of personnel (about 1,5 page)**
   - Roles and competences of key researchers
   - Project management
   - Research environment

6. **Key references (about 1.5 pages)**

If applicable: Refer to jury feedback!

Submission system

- https://funding.wwtf.at
- Login - > my proposals
- Complete all parts of the proposal, upload necessary documents, and submit
  - Submission is only possible after the proposal has been completed in its entirety
  - No amendments can be made after the submission

Submission system: Project Summary

1
Project Summary

1. Project Summary

Extending Basic Information

Project number:	CS18-056
Project title:	Amazing Proposal
Keywords:	Really cool stuff
Project duration:	36 months
Requested funding (in k€):	will be calculated in Part 4

Scientific disciplines relevant to the project: At least one category; sum must equal 100 %; Updated version of July 2015. *

Main scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%
104004 - Chemical biology	60	104015 - Organic chemistry	20	106052 - Cell biology	20

Original project summary * (max. 1500 characters)

General description (in German) * (max. 1500 characters)

Duration can be changed

For peer reviewers and jury

For public and media

Submission system: Peer reviewers

1

Project Summary

International Researchers only!

Excluded peers (optional):

Excluded peer evaluator 1:	
Excluded peer evaluator 2:	
Excluded peer evaluator 3:	

Suggested peers:

	Name *	Email *	Keywords
Suggested peer evaluator 1			
Suggested peer evaluator 2			
Suggested peer evaluator 3			
Suggested peer evaluator 4			
Suggested peer evaluator 5			

Optional

Mandatory

Submission system

2

Research Project

2. Research Project

Potential ethical aspects * (up to 750 characters including spaces)

Ethical approval

We herewith confirm that for conducting the research associated with this proposal *

- ethical approval is not necessary.
- ethical approval by an ethics commission/institutional review board is required. We will obtain all necessary permits and follow all ethical regulations of our institution.

Download "Template Research Project" (.docx)

Upload Te te Research Project * (max. 15 p PDF upload)	Choose File No file chosen	perform upload

Approval has to be obtained and sent **at the latest** by 15.11.2018

Download template for main text describing the research in detail

Upload main text as PDF once finished

Submission system: Core Team Partners

3

Project Team

3. Project Team

Concise description of the project responsibilities and competences of the project team members.

Principal Investigator

Profile of principal investigator:

	Title:	First/given name(s):	Last name/surname:
	Year of birth:	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
	Employment at current institution by the time of submission of the proposal:		
Home institution:			
Institute/Department/Group:			
Address: *			
Zip code/city/country: *			
Website:			
E-mail:			
Telephone:			
Role and responsibilities within the project * (about 500 characters)			
Specific competencies for the project * (about 500 characters)			
Staff category *	-- please select --		

Roles and names cannot be changed

Core Team fill out

Select staff category – relevant for cost table

Submission system: Additional Institutions

3

Project Team

Will automatically be added to the „Authorizations“

Partner Institution(s)

Partner Institution 1

Partner institution: *			
Institute/department/group: *			
Address: *			
Zip code/city/country: *			

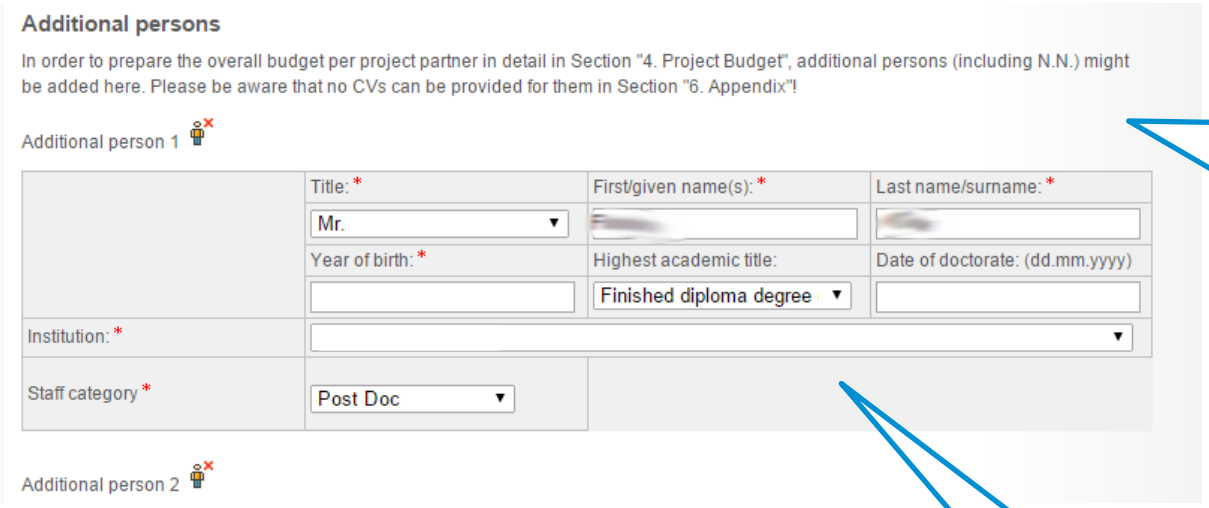
add Partner Institution

In this stage, institutions can be added (total max. 5)

Submission system: Additional persons

3

Project Team



Additional persons

In order to prepare the overall budget per project partner in detail in Section "4. Project Budget", additional persons (including N.N.) might be added here. Please be aware that no CVs can be provided for them in Section "6. Appendix"!

Additional person 1

	Title: *	First/given name(s): *	Last name/surname: *
	Mr.		
	Year of birth: *	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
		Finished diploma degree	
Institution: *			
Staff category *	Post Doc		

Additional person 2

In this stage, persons can be added

Will automatically be added to the cost table

Submission system: Gender & HR

3

Project Team

Gender management policy * (about 750 characters)

[redacted]

Human resources development * (about 750 characters)

[redacted]

Project Budget

- Min. 70% Personnel Costs + max. 30% Non-personnel Costs
- + max. 20% Overhead Costs

- 600k € = 120% !!! (500k € + 20% Overhead Costs)

- Max. 20% total budget may be allocated outside of Vienna

- Requested funding can differ from short proposal (explanation required)

Submission system: personnel costs

4

Project Budget

4. Project Budget

The numbers provided in Tables 1, 2 and 3 describe the funding applied for from WWTF.

Explanation of Cost Planning * (max. one page, 3000 characters)

Table 1: Planning of personnel costs

Costs in the rightmost column are calculated with a 3% annual salary increase.

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€
			M01-M12	M13-M24	M25-M36		
[redacted]	Post Doc	WWTF / in-kind / in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
[redacted]	PhD student	WWTF / in-kind / in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
[redacted]	Diploma student	WWTF / in-kind / in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
[redacted]	Diploma student	WWTF / in-kind / in-kind & WWTF	WWTF 0 %	WWTF 0 %	WWTF 0 %	0.0	0.0
Total personnel costs applied for funding from WWTF in k€							0.0

Time commitment in % of employment

Yearly salary (FTE Arbeitgeber- & Arbeitnehmer-beiträge)

3% annual salary increase included

Submission system: other costs

4

Project Budget

Table 2: Planning of project related costs for equipment, materials, travelling, publications, organization of workshops/ conferences/ ..., and other costs

Costs in the rightmost column are calculated for the whole project duration.

Description *	Cost category *	Institution *	Funding applied for from WWTF in k€ *	
	please select	please select	0.00	
Total non-personnel costs applied for			0.00	

please select
Equipment
Consumables
Travelling
Publication costs
Workshops / Conferences / ...
Other

add another row

Table 3: Total funding applied for per ins

	Personnel costs	ent, materials, travelling, other costs	Overhead percentage (max. 20%) *	Overhead in k€ (flat rate paid by WWTF to institution)	Funding applied for from WWTF in k€
Institution 1	0.00	0.0	0 %	0.00	0.00
Institution 2	0.0	0.0	0 %		0.00
Institution 3	0.0	0.0	0 %	0.00	
Total funding applied for from WWTF in k€	0.00	0.00		0.00	0.00

Select cost category & insert requested funding

Includes costs for open access → see WWTF open access policy

Overview table – calculated automatically

Insert overhead costs – up to 20%

Submission system

Overhead policy

I'm aware of the overhead policy of the involved institution(s) *

Disclosure of other applications for funding: Is the project (or parts of it) already subject to ongoing requests for funding? *

Submission system: Signatures

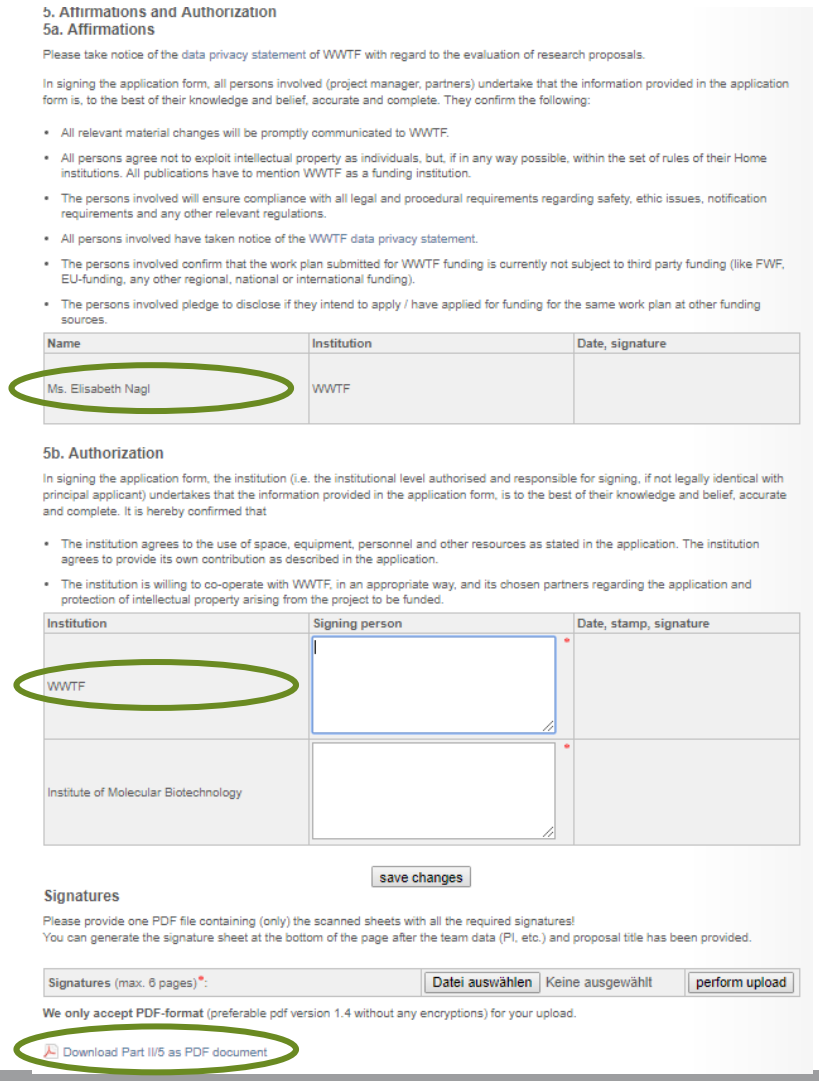
- WWTF-projects are § 27-projects (for universities)
  - A commitment from the involved universities or research institution is necessary, the coordinator's institution will be the contract partner
  - Affirmations: Signature of the PIs / Core team members
  - Authorization: Signature & Stamp of the authorized person from the involved institutions of the Pis / Core team members
  - Be aware of internal regulations of the respective institutions
  - Contact the research services unit/grant managers in advance

Submission system: Signatures

5

Affirmation/ Authorization

- PDFs will be generated automatically using the information about the core team and hosting institutions
- “Download Part II/5 as PDF document”
- Print for signatures
- Scan signed sheets and upload (up to 6 pages)



5. Affirmations and Authorization

5a. Affirmations

Please take notice of the data privacy statement of WWTF with regard to the evaluation of research proposals.

In signing the application form, all persons involved (project manager, partners) undertake that the information provided in the application form is, to the best of their knowledge and belief, accurate and complete. They confirm the following:

- All relevant material changes will be promptly communicated to WWTF.
- All persons agree not to exploit intellectual property as individuals, but, if in any way possible, within the set of rules of their Home institutions. All publications have to mention WWTF as a funding institution.
- The persons involved will ensure compliance with all legal and procedural requirements regarding safety, ethic issues, notification requirements and any other relevant regulations.
- All persons involved have taken notice of the WWTF data privacy statement.
- The persons involved confirm that the work plan submitted for WWTF funding is currently not subject to third party funding (like FWF, EU-funding, any other regional, national or international funding).
- The persons involved pledge to disclose if they intend to apply / have applied for funding for the same work plan at other funding sources.

Name	Institution	Date, signature
Ms. Elisabeth Nagl	WWTF	

5b. Authorization

In signing the application form, the institution (i.e. the institutional level authorised and responsible for signing, if not legally identical with principal applicant) undertakes that the information provided in the application form, is to the best of their knowledge and belief, accurate and complete. It is hereby confirmed that

- The institution agrees to the use of space, equipment, personnel and other resources as stated in the application. The institution agrees to provide its own contribution as described in the application.
- The institution is willing to co-operate with WWTF, in an appropriate way, and its chosen partners regarding the application and protection of intellectual property arising from the project to be funded.

Institution	Signing person	Date, stamp, signature
WWTF	*	
Institute of Molecular Biotechnology	*	

save changes

Signatures

Please provide one PDF file containing (only) the scanned sheets with all 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.

Signatures (max. 6 pages)*: Datei auswählen Keine ausgewählt perform upload

We only accept PDF-format (preferable pdf version 1.4 without any encryptions) for your upload.

Download Part II/5 as PDF document

Submit!

Online Submission System

by 2pm on August 9, 2018

Advice and contact

All documents are available at www.wwtf.at

Personal consultation upon appointment
Elisabeth Nagl
elisaberth.nagl@wwtf.at
Tel:01/ 402 31 43 – 19
WWTF
Schlickgasse 3/12
1090 Wien


thank you
danke
謝謝
ngiyabonga
teşekkür ederim
gracias
tapadh leat
спасибо
рахмат
Баярлалаа
dank je
mochchakkeram
go raibh maith agat
dziękuję
bedankt
obrigado
sukriya
kop khun krap
arigatô
takk
dakujem
merci
grazie
terima kasih
merci
мерси
хвала
asante
manana
obrigada
hvala
maruuru
köszönöm
sagolun
taiku
ありがとう
감사합니다
ευχαριστώ
xièxie
rahmat
rahmet
dhanyavadagalu
shukriya
trugarez
merce
diolch
najis tuke
didi madloba
kam sah hamnida
তোমাকে ধন্যবাদ
mesi
sobodi
dèkuji
enkosi
bayarlalaa
gràcie
nandri
nanni
kiitos
dankie
dhanyavad
faafetai lava
vinaka
спасибі
blagodaram
misaotra
matondo
paldies
grazzi
mahalo
tack
welalin
barka
kia ora
mersi
spas
akun
dankon
aciû
chnorakaloutioun
gratias ago
gràcies
sulpáy
djiere dieuf
tau
дякую
mamnun
murakoze
chokrane
tenki
manana

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