![WWTF – Vienna Science and Technology Fund logo]

Submission Guideline

ICT Call 2022

Full Proposals

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1. 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**, choose the call, and select your proposal
3. **Full 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 entered and uploaded (signalled by a green check mark next to the chapter title). Be aware that no further changes are possible after the submission.

Please note: The submission system closes at 2 pm (Vienna local time) on the day of the deadline. Consult our website for contact information of the responsible programme managers.

2. Required Structure of a WWTF Full Proposal

As applications undergo assessment by international scientists, all proposals must be written in **English**. The length of the full proposal is determined by character and upload limits in the online submission system.

Please **write precisely** in addressing the required criteria, while also providing **sufficient detail** to allow evaluation by international peers. The information for the full proposal consists of a part that is written "offline" (to be uploaded as a PDF document), as well as information to be directly entered into the online submission system.

2.1 Offline section

The full proposal should be an **extension of the short proposal** you have already submitted. Substantial changes in the project may impact the evaluation by the jury.

- Some parts of the full proposal must be written offline (e.g. with a word processing programme). This document will then be uploaded as a single PDF file to the WWTF submission system.
- Please download and **use the template** provided in the submission system. The template includes the required headings for each section in bold. Subheadings and lengths of each section are provided as suggested guidelines.
- Please use a **common font type** (such as Arial, Source Sans Pro) and **font size 11pt. Line spacing should be between 1.3 and 1.5**. The layout should support the readability of the proposal.
- Please **do not add any headers or footers** (such as page numbers, proposal number, title of proposal) since this information will be added automatically to the file upon upload of the PDF.
- You may include **figures, tables**, etc. to improve the scientific presentation. Please consider the resolution of figures, as the **size limit** for the proposal (excluding ethics) is **8 MB**.
- The length of this offline part of the full proposal **must not exceed 15 pages**. Please note that uploading a file greater than this length will not be permitted by the system.

2.2   Online sections

Please note that the title of research project, scientific disciplines, keywords and the core team members (i.e., coordinating PI, co-PIs) should be identical to those on the short proposal. **No substitutions, removal or additions of core team members are allowed at this stage.**

The online part consists of five sections:

(1)   Project Summary
(2)   Research Project
(3)   Project Team
(4)   Project Budget
(5)   Affirmations and Authorization

Please note: all character limits include spaces.

2.2.1   Project summary

- Project duration may be changed.
- **Scientific abstract** (1,500 characters) in English will be the first information jury members and peer reviewers read. The abstract is automatically taken from the short proposal.
- **General description** (1,500 characters) in German language is mandatory and will be used by WWTF for public relations work in case of funding. It will not be provided to the jury and peer reviewers. Please provide a description that is suitable for the general public, rather than translating the scientific abstract into German (In case this is difficult for language reasons, you may consult your colleagues).
- **Suggested peers** (for peer review): Applicants must suggest five international peers whom they deem qualified to review the proposal. To help enable the selection of a balanced set of reviewers, please provide up to five keywords or phrases to describe each reviewer's fields of expertise. Suggested reviewers must be based outside of Austria and exhibit no conflict of interests with any core team members. Project applicants with overlapping publication activity, research cooperation, etc. during the last five years will not be considered. Conflict checks will be conducted by WWTF Office. Please note that the WWTF will determine if suggested peers will be contacted for reviewing.
- **Excluded peers** for peer review (*optional*): Applicants may, without stating any reasons, exclude up to three peers from reviewing their proposal. These names will not be visible to external peer reviewers.

2.2.2   Research Project

For this section a **template is provided** in the WWTF submission system for download. Please address each main point in bold below. The page numbers serve as a guide for the lengths of each section, with some flexibility permitted to allow for more precise presentation of the project. Upload the completed document as a PDF (max. 15 pages including figures).

1.   **Introduction** (about 3 pages)
     a.   Subject of the research
     b.   State of the art and key scientific challenges (including own scientific work / past and currently running projects relevant to the proposed project)

2. **Hypotheses and objectives** (about 2 pages)
    a. Research questions and hypotheses
    b. Objectives of the project
3. **Novelty and expected results** (about 2.5 pages)
    a. Novelty of the proposed research
    b. Expected results and relevance to field of ICT
4. **Methodological approach** (about 4 pages)
    a. Research methods
    b. Research plan (including Gantt chart)
    c. Feasibility and risk mitigation
5. **Potential impact for uptake** (about 1 page)
    a. Impact for research outside of immediate scope of project
    b. Potential mid-term relevance for applications and possible societal/economic benefits
6. **Project team** (about 1 page)
    a. Roles and expertise of personnel
    b. Collaborative elements of project, including interdisciplinary aspects
    c. Project management and supervision
7. **Key references** (about 1.5 pages)

Potential ethical aspects (750 characters)

Indicate if the approval of an ethics committee or institutional review board is required. 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 5MB. This document is only for internal use and will not be sent to the external peer reviewers.

2.2.3 Project Team

Key information about the core team members has been transferred from the short proposal and cannot be changed or deleted at this stage. The following additional information is required:

- Please **specify the roles and responsibilities** of each core team member (500 characters), as well as their competencies (500 characters) with respect to the project.
- **CVs may be updated**. Use of the provided template remains mandatory.
- **Additional persons beyond the core team may be added.** This will be relevant for calculating the project budget.
- Placeholders for future team members can be added by selecting "N.N." from the "Title" dropdown box. Multiple N.N.s should be numbered in the "Last name" box.

—   **To add an additional person from an institution other than those of the core team members**, please first add an additional "Partner Institution". A maximum of six institutions in total (including the institutions of the core team members) may be entered. Any changes in the additional partner institutions from the short proposal should be explained in relevant section of the proposal (explanation of cost planning, etc.).

—   **Project team composition & gender equality** (500 characters):
   o   Describe how gender equality/balance in team composition and project execution has been addressed (e.g., in job announcements, staff recruitment, working environment).
   o   Do working conditions allow all members of staff to combine work and family life? Are there mechanisms in place to manage and monitor gender equality, e.g. workforce statistics? Are team members trained for gender competences in research and leadership?
—   **Career development prospects and potential to secure additional funding** (500 characters): Describe how the project contributes to the career development of the team members (e.g., providing opportunities for research, staff exchange, teaching and mentoring). Please also describe how funding from this programme will enable the applicants to secure additional/follow-up funding (e.g., Austrian funding agencies, Horizon Europe).

2.2.4 Project Budget

The budget in the full proposal should not differ significantly from the budget outline submitted in the short proposal. In case of major differences (>10%), justification is required under "Explanation of Cost Planning" (see below).

Table 1: Planning of personnel costs

—   Fill out the table for all involved persons over the project duration. The names and staff category of all persons listed in section "3. Project Team" are automatically transferred. Please first choose the "Funding source" (WWTF, in-kind, in-kind & WWTF) and then specify the average yearly time commitment for each year of the project.
—   For persons for whom WWTF funding is requested, enter the salary that corresponds to a 100% employment in the first year. The total funding for each person will then be automatically calculated, including a 3% annual salary increase.
—   Please note that the PhD salary listed by the FWF is for a 75% or a 30-hour position. Time commitment/salary should be adjusted accordingly to ensure PhD students receive at least the recommended annual salary.
—   Salaries are in k€ = 1,000 Euro.

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

- Please provide a concise description of all non-personnel costs directly related to the project. Costs for basic infrastructure (rent, telephone, shared equipment) are not permitted.
- As WWTF aims to fund scientific personnel, the share of **non-personnel costs should not exceed 25%** of the total budget.
- WWTF encourages open access publications. Costs for Article Process Charges (APCs) may be listed in this table.

Table 3: Total funding applied for per institution

- The direct personnel and non-personnel costs for each institution are automatically transferred from Tables 1 and 2.
- Insert the overhead percentage (i.e. indirect costs) for each institution as an integer **between 0%** (no overheads claimed) **and 20%** (maximum overheads permitted by WWTF).
- An overview of the total funding from the WWTF per institution will be displayed.

Table 4: Budget per region

- Using information from the above tables, this table provides an overview of the budget allocated to each region.
- For regular WWTF Projects, the table shows costs allocated to "Vienna" and "Other". Up to 20% of the budget may go to regions outside Vienna.
- For Joint Projects, the table shows cost allocations to "Vienna", "Lower Austria" and "Other". The budget allocation to the region "Vienna" must be at least 51%. The share of the budget allocated to the region "Lower Austria" may range between 21 – 49%. Up to 20% may be allocated to partner(s) in other regions.

Explanation of Cost Planning (3,000 characters)

- Please provide an explanation of cost planning principles and detailed calculations of personnel and non-personnel costs.
- Please note that personnel costs should comprise the major part of project-related costs.
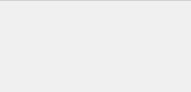
Disclosure of other applications for funding (750 characters)

- If you have applied for funding for this project (or parts thereof) at other organisations, please indicate this here. This will not impact your evaluation.
- In the case of funding, you will be asked by which institute you wish to be funded.

2.2.5 Affirmations and Authorization

Affirmations are the signatures of the **core project team members**. Additionally, WWTF requires the signatures of the **authorized person(s)** at all institutes to which persons signing the "Affirmations" are affiliated.

- First: Add the names of the authorized persons for each hosting institution here:

Institution	Signing person	Date, stamp, signature
University/Research Institute 1	*	
University/Research Institute 2	*	
University/Research Institute 3	*	

– Second: Download the resulting form from the bottom of the page ("Download Part II/5 as PDF document").

– Third: Collect the signatures, together with date and stamp (if applicable). WWTF accepts electronic signatures (Please do not send hard copies of signed sheets to WWTF).

– Multiple copies of the forms may be used for signing. If multiple signatures are required from one institution, you can either download the same form multiple times or add the additional signatures on the same page.

– Additional institutions must also sign the "Authorizations" section for the submission of the full proposal.

– **PDF Upload: Up to nine pages or PDF documents are permitted.**

3. In Case of Funding

The formal funding contract will be concluded between WWTF and the hosting institution of the Coordinating Principal Investigator or "PI&C" (for universities according to §27 of the Universities Act 2002). The PI&C has full scientific and financial responsibility.

Projects may start immediately but **no later than 6 months** after the formal funding decision has been made by the WWTF Board of Directors. During the project duration WWTF transfers payment instalments once a year in advance to the PI&C's hosting institution. The PI&C is then responsible for the distribution of funds to the partner institutions (if applicable).

WWTF monitoring during the runtime of the projects includes

– annual online reports delivered by the PI&C to WWTF.

– This should contain an overview on the scientific results achieved, personnel employed, and funding spent, as well as project outputs.

– WWTF office also undertakes site-visits to learn about the progress of the project and to meet the project team members.

– WWTF offers the possibility to adapt the work plan according to project needs.

After the project has ended, a comprehensive final report must be submitted online. WWTF may organize an **ex-post evaluation** by international peers for all projects funded within a specific call.

For further details, please refer to WWTF's reporting guidelines available online.