



Wiener Wissenschafts-, Forschungs- und Technologiefonds

Vienna Research Groups for Young Investigators Information and Communication Technology 2011

Guide for Writing a Proposal

Vienna – February, 2011

Vienna Science and Technology Fund (WWTF)

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| Vienna Research Groups for Young Investigators – some facts |
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This call is issued for up to two positions as part of WWTF's Information and Communication Technology Programme. It addresses Vienna-based research institutions that

- intend to hire an **excellent young researcher** from abroad for the set-up and management of an independent ICT research group.
- This group strives to understand substantial present scientific research questions in ICT.
- The fund takes unconventional research careers into consideration.
- WWTF in total grants Euro **1,5 Mio. per research group** for six to eight years. Overall budget is Euro 3 Mio.

This WWTF Call targets initiatives from various fields of ICT.

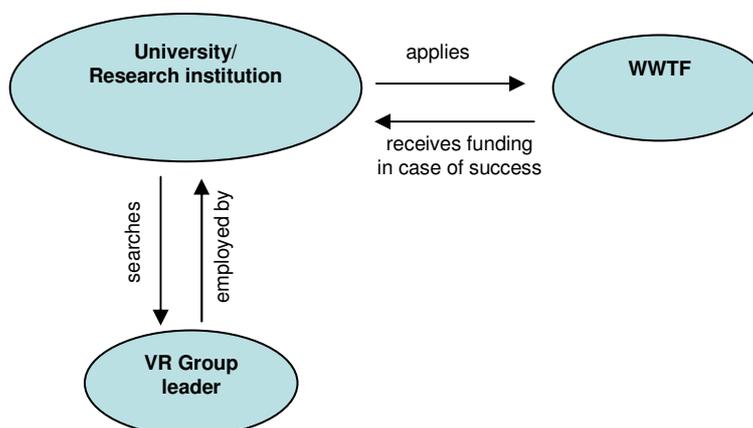
A Vienna Research Group is an assembly of researchers that launches individuals in their post-doc phase onto their next career step. Typically it is the **first “genuine” group** led by such a young researcher who undertakes leadership responsibility for several group members. Scientists who apply for this call are usually **two to eight years** after PhD; care duties may extend this period by up to four years. WWTF intentionally aims this initiative at very young researchers.

Vienna Research Groups operate for **six to eight years**. Key milestones are: (i) an **interim evaluation** after three to four years; and (ii) the end of the “first” phase, chiefly financed by WWTF, after five years. The second phase will depend on the framework and opportunities available at the home institutions and will run for one to three years. Funding by WWTF is supplemented, particularly in the second phase (i.e. years 6, 6-7 or 6-8), by a significant rise in financing by the home institution.

Vienna Research Group leaders are to be **independent** in designing their research work and recruiting their staff.

Deadlines

| | |
|--------------------------|----------------------|
| Deadline Short Proposal | 5 July 2011 |
| Invitation Full Proposal | 13 July 2011 |
| Deadline Full Proposal | 12 September 2011 |
| Hearings + Jury | 8 – 10 December 2011 |
| Publication of Results | Mid December 2011 |
| Deadline Negotiations I | 5 February 2012 |
| Deadline Negotiations II | 1 March 2012 |



- **Who is eligible to apply?** In compliance with the Funding Guidelines for the Vienna Research Groups for Young Investigators program this call is formally addressed to universities and non-university research institutions. Individual persons are not eligible to apply.
- **Formalities of writing the proposal:** Given the fact that the proposal will be assessed by an international jury and that international peers will provide written reviews it must to be submitted in English. Costs and financing figures have to be quoted in thousands of Euro.

Please note that **page limits** are maximum limits which do not need to be reached. Rather you are encouraged to write precisely and to the point. Present the most significant content in a readily understandable manner. Go into sufficient detail as far as it is needed for experts and the jury to obtain a clear picture of you and your planned activities.

First Steps & How to Use WWTF's Online Submission System

WWTF has an online submission system. Kindly follow these steps to submit a proposal. Please note: this call is formally addressed to universities and non-university research institutions. Individual persons are not eligible to apply:

Step 1 – Short Proposal:

1: Registration to the online submission system for WWTF funding applications

Please register at www.wwtf.at (click button *submission system*, then go to *registration*). You register with your e-mail address and your surname; the password will then be generated automatically and sent to you by e-mail.

Note that you only have to *register once* to the Submission System; afterwards you can submit proposals to any current and future WWTF Call.

2: Log in, choose your Call and create a new proposal

Log in (using your e-mail address and the password sent to you by e-mail) and change your password if you want to. Then you have to choose the Call you want to submit your proposal to (sub-menu 'my proposals').

Create a new proposal form and open the respective form by clicking on it. (Note: The proposal will be called 'unnamed project' until you fill in the title in the online form)

3: Write your short proposal

Fill in the requested information in the online form. Upload your CV as a PDF file.

- *You can save your entries and change them at any time until you finally submit the short proposal by pushing the submit button.*
- *The sub-menu 'my data depot' allows quick access to all documents you have uploaded so far.*

4: Submit your short proposal

The submit-button is available as soon as you have provided all requested information (signalled by a green check mark next to the chapter title; a single PDF proposal document is available). By pushing this button you finally submit your short proposal as it is.

Further you will have to submit one paper copy (incl. original signatures).

Step 2 - Full Proposal

1: Log in, open and write your full proposal

After having received the invitation to write a full proposal, log in and write your proposal. Fill in the requested information in the online forms for the respective chapters. Further, you have to upload the files for the appendix (i.e., detailed project calculations based on the table in the provided Excel file, a CV, Lols, LoRs), find the respective forms available for download.

- *Part of the information will already be pre-filled with data from phase 1. Please check carefully and adapt / complete where necessary.*
- *You can save your entries and change them at any time until you finally submit the short proposal by pushing the submit button.*
- *The sub-menu 'my data depot' allows quick access to all documents you have uploaded so far.*

2: Submit your full proposal

The submit-button is available as soon as you have provided all requested information (signalled by a green check mark next to the chapter title; a single PDF proposal document is available). By pushing this button you finally submit your proposal as it is.

Further you will have to submit one **complete paper copy** (incl. original signatures). Any chapter of the proposal that has been filled in online can be saved as PDF and printed any time.

Mind: The applicants have to take care, that data provided in the final online-version and data in uploaded proposal files equals the hard copy handed in at WWTF office. This will be part of the formal eligibility check

In case of any problems with the online submission system, please do not hesitate to contact WWTF office.

**The following pages provide a glimpse on the obligatory online forms.
Please note that you can only submit a proposal
via the online submission system!**

PROPOSAL PART 1

Deadline: 5 July 2011



Wiener Wissenschafts-, Forschungs- und Technologiefonds

Proposal to the Vienna Science and Technology Fund – Short Proposal Vienna Research Groups for Young Investigators

| | |
|---|--|
| Principal applicant (host institution): | <i>This flyleaf contains data on the institution acting as “principal applicant”, and on the person to be recruited as Vienna Research Group Leader.</i> |
| Address / Website | |
| Proponent: | <i>Who is the scientist at the host institution responsible for the coordination of the proposal (not the proposed person)?</i> |
| Phone/ Email: | <i>phone Number and email address of the proponent</i> |

| | |
|---------------------------------|--|
| Group leader (proposed person): | |
| Current home institution: | |
| Current institute / group: | |
| Address / Phone: | |
| Email / Website: | |

| | |
|--|--|
| Year of PhD: | |
| Number of journal papers (peer reviewed) | <i>To how many journal papers (peer reviewed) did you contribute?</i> |
| Number of citations | <i>Kindly use a software like ISI Web of Science or Scopus to identify this figure</i> |

| | |
|-----------------------------|---|
| Proposed field of research: | <i>This is the title of your proposal.</i> |
| Keywords: | <i>Please try to find significant keywords for your proposal.</i> |

| | |
|--|---|
| Outline of intended work (up to one page): | <i>Please give a short outline (not more than one page) on the envisaged scientific work plan of the Vienna Research Group Leader and his/her group</i> |
|--|---|

| | |
|---|--|
| Motivation of the host Institution to bring the proposed group leader to Vienna (up to 1/2 page): | <i>Please give a short outline (not more than half a page) on the primary/main motives of the host institution to bring the proposed group leader to Vienna.</i> |
|---|--|

| | |
|--|--|
| Motivation to apply for the position as a Vienna Research Group Leader (up to 1/2 page): | <i>Please give a short outline (not more than half a page) on the primary/main motives of the proposed group leader to come to Vienna and to apply for the position at the host institution.</i> |
|--|--|

CV: please upload the group leader's CV (not more than three pages plus publication list). *Please classify your publications in a suitable manner by using sub-categories like peer reviewed publications / Conference Presentations / Invited Talks / Others*

Affirmations

In signing the application form, all persons and institutions involved undertake that the information provided in the application form is, to the best of their knowledge and belief, accurate and complete.

| | |
|------------------------------|--|
| | Signing person |
| Principal applicant “...” | <i>A signature of the authorised person to sign on behalf of the principal applicant (i.e. host institution) is required, i.e. a person representing the management of the principal applicant (rector / manager).</i> |

PROPOSAL PART 2

Deadline 12 September 2011



Wiener Wissenschafts-, Forschungs- und Technologiefonds

Proposal to the Vienna Science and Technology Fund – Full Proposal

Vienna Research Groups for Young Investigators

| | |
|---|---|
| Principal applicant (host institution): | <i>See part 1. Information provided in the Short proposal will be automatically copied to the full proposal.</i> |
| Address / Website: | |
| Proponent: | |
| Phone / Email: | |
| Project duration: | <i>Vienna Research Groups are designed for a term of six to eight years. Please indicate here your choice: 5+1 year, 5+2 years, 5+3 years</i> |

| | |
|---------------------------------|--|
| Group leader (proposed person): | <i>See part 1. Information provided in the Short proposal will be automatically copied to the full proposal.</i> |
| Current home institution: | |
| Current Institute / group: | |
| Address / Phone: | |
| Website / Email: | |

| | | |
|--------------|---|---------------------|
| Year of PhD: | Number of journal papers (peer reviewed): | Number of citations |
|--------------|---|---------------------|

| | |
|-----------------------------|--|
| Proposed field of research: | |
| Keywords: | <i>Please try to find significant keywords for your proposal. These will be used to identify relevant peers to evaluate your proposal.</i> |

Optional:

| | |
|----------------------------|--|
| Excluded peer evaluator 1: | <i>You can name up to three persons and exclude them from reviewing your proposal without indicating any reason.</i> |
| Excluded peer evaluator 2: | |
| Excluded peer evaluator 3: | |

Affirmations

In signing the application form, the **applicant** certify that the information provided in the application form is, to the best of their knowledge and belief, accurate and complete. They confirm the following:

- The principal applicant / institution agrees to the use of space, equipment, resources and contribution as stated in the application.
- The institution agrees to provide its own contribution as described in the application.
- All relevant material changes will be communicated promptly to WWTF.
- All persons agree not to exploit intellectual property as individuals, but, if any way possible, within the set of the rules of their Home Institution.
- All publications have to mention WWTF as a funding institution and there will be strong interaction as regards public relations policies.
- The applicant will ensure compliance with all legal and procedural requirements regarding safety, ethical issues, notification requirements, immigration laws, public tender procedures and any other relevant regulations.
- The applicant confirm that the proposal submitted for WWTF funding is currently not subject to third party funding (like FWF, EU-funding, any other regional, national or international funding).
- The applicants pledge to disclose if they intend to apply/have applied for funding for the same proposal from other funding sources.
- WWTF is a member of the Austrian Agency for Scientific Integrity www.oeawi.at. The persons and institutions involved confirm that for treating any application related or project related scientific misconduct they will fully cooperate with this agency.
- The persons involved confirm that they are aware of overhead regulations of their institution and the resulting distribution of the 20% overhead paid by WWTF.

The contributions of partners or other third parties are documented in the appendix by Letters of Intent, each signed by the responsible rector/director/manager.

| | Signing person |
|---|---|
| Principal applicant “ ... ” | <i>A signature of a person representing the management of the principal applicant (rector/director/manager) is required.</i> |
| Proponent “ ... ” | <i>The proposal needs to be signed by the proponent of the proposal.</i> |
| Group leader (proposed person) “ ... ” | <i>The proposal needs to be signed by the proposed group leader.</i> |

1. Summary

Abstract (up to one page): *Please provide an abstract of your intended work. Put some effort in writing this abstract; it will also be used to identify suitable peers to evaluate your proposal.*

2. Vienna Research Group Leader

(Max. three pages excl. CV, should be written by the envisaged VRG leader)

Name / address / current position / financing

Please describe your current position. Please also add some information on the type of your position, eg. how this position is financed (permanent, via a grant...)

Career steps

Describe your career steps so far. Please add also in which groups you have been working up until now. Please note that WWTF takes unconventional research careers into consideration. You might add non scientific landmarks in your career as well.

Highlight of recent work

Describe the highlight of your recent work. This might be a publication, but also a major contribution to a scientific achievement in your labs.

Key publications

Rank your 3-5 most important publications and describe your contribution.

Describe your (Scientific) Leadership Potential.

Please describe here your (scientific) leadership potential. As you are in an early stage of your career, give the jury and the referees the possibility to assess your leadership potential, e.g. through a clear vision how to lead a group or through demonstrated leadership potential outside science ...or in any other way you prefer.

Motivation for your application as a Vienna Research Group Leader (up to 1/2 page):

Please describe your motivation to take on the job and outline your relocation plans .

CV: please upload your CV (not more than three pages + publication list).

Please classify your publications in a suitable manner by using sub-categories like peer reviewed publications / Conference Presentations / Invited Talks / Others

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3. Host Institution
(Max. three pages)

Describe the host institution

Please note that this part should be more than a general description of the host institution. Put emphasis on this entity of the institution that attracts the candidate to come to Vienna. Name the department(s) / institute(s), in which the project will be carried out. As a general rule, the host institution is the principal applicant.

(If applicable) Describe additional institutions

If you wish to build a consortium: Please describe here your partner institutions briefly. (no more than 10-15 lines per partner). Describe their role and how they interact with the new group. Partners are institutions apart from the principal applicant. Role and contributions have to be confirmed in a Letter of Intend (LoI).

Describe the group leader's future research environment

Describe how the new group is embedded in the existing research environment. How will the new group leader be concretely integrated, both as regards the chosen topic of research and management?

Motivation of the host institution to bring the proposed group leader to Vienna (up to half a page)

See part 1. Information provided in the Short proposal will be copied automatically to the full proposal.

4. Work programme

(Max. six pages, should be written by the envisaged group leader)

State of the art in the proposed field and scientific challenges in the next years (about half a page)

Give a concise review of the state of the art in the proposed scientific field and the scientific challenges the Vienna Research Group Leader wants to address.

Relevant References (about one page max)

List key publications representing the state of the art in the respective research area.

Research plan (4 pages)

Consider that this section should provide external peers and jury members with a concise and yet complete picture of the research plan envisaged by the group leader and his/her group. Formulate the concrete research question(s) you would like to address and specify the objectives to be achieved and your theoretical and methodological approaches. Try to outline your work programme as concrete as possible and give the jury a clear picture that you know which work packages to start with. Nobody expects a milestone planning for the next six to eight years, but a clear vision and outline of your future research.

Disclosure of other applications for funding: Is the proposed research plan (or parts of it) submitted for funding elsewhere?

WWTF reviews whether specific proposed work steps are already funded elsewhere or whether the proposal was submitted to another funding institution. In order to avoid dual funding continuous exchange among the WWTF and e.g. the FWF (the Austrian Science Fund) concerning funded projects is taking place. Applicants agree in writing to act accordingly and to provide full information in all related matters. Infringing upon this regulation can lead to termination of assessment and in case of funding extensive reimbursement of payment is demanded.

Optional: Upload additional materials to this chapter

If you wish to use diagrams, pictures... please upload them here.

5. Integration of the proposed group leader

(About three pages)

Description of recruiting procedures

Please describe the recruiting process for the proposed group leader (search process, principles of selection and criteria applied). If there was a search committee, briefly describe the role of the committee who was involved and the search criteria applied.

Gender management

Female scientists in Austria are clearly underrepresented in leading positions which is, among other reasons, due to gender biases in selection procedures (see e.g. Margo Brouns, Elisabetta Addis: Gender and Excellence in the Making, Synthesis report, European Commission 2004). It is a goal of the WWTF and of the Austrian scientific community to overcome these biases. Please describe your institution's policy to avoid gender biases as well as the concrete steps undertaken during recruiting and selecting the leader of the proposed Vienna Research Group.

Status of the group leader during the funding period

Describe the contractual relationship with the group leader and her/ his status within the home institution.

Time plan, evaluation process (1 page)

Evaluation plan: Vienna Research Groups are designed for an overall term of six to eight years. The first phase always takes five years, during which the Group is mostly financed by WWTF. After three to four years, an evaluation shall be performed. Please describe here your concrete schedule and the envisaged evaluation process. Please note that the evaluation has to be organised jointly by the principal applicant and WWTF.

Perspectives for the group leader after the funding period

WWTF believes that long term perspectives for researchers are a prerequisite to hire good people. What is the principal applicant's strategy about tenure track models? Is there potential for development of the group after the funding period and a successful evaluation, and if so, in what direction?

Support structure

What measures are set that the integration of the new group leader runs smoothly? When the group leader has arrived: Is there a support in terms of administration? How will the access to scientific personal (doctoral students, post docs) be organized?

6. Resources (Max. three pages)

Describe the envisaged group and its size

How will the group be set up? Which qualifications are needed and when?

Describe the equipment and materials needed

Shortly describe the equipment and materials needed to successfully perform the group's research. Describe the availability of these equipment and materials.. What should be funded by WWTF?

Contributions - statement

The applicant's contributions have to amount to at least 20% of the total amount applied for. These contributions have to be described in detail, and – if provided by partners – need to be documented in the Appendix in the form of Letters of Intent covering items and amounts indicated.

Often, basic infrastructure and basic equipment are classified as contribution: Basic infrastructures as office premises equipped with telephone, internet, laboratory etc., must be available anyhow, so that work in the given research area can be taken up upon signing of the contract. Other categories are internal labour, materials/software or cash.

Overhead policy

WWTF pays overheads of up to 20% of the fundable direct costs (being personnel costs and other costs). Please indicate the institution's overhead policy with regard to this proposal.

Personnel costs and internal labour

| | |
|---|--|
| Personnel costs (requested WWTF funding) | See excel table Costs&Finance field J 5 |
| Personnel costs (contribution/ internal Labour) | See excel table Costs&Finance field J 12 |
| Overall | |

Equipment/ materials / others

| | |
|--|--|
| Equipment / materials / others (requested funding) | See excel table Costs&Finance field J 6 |
| Equipment / materials / others (on own account) | See excel table Costs&Finance field J 13 |
| Overall | |

Overheads

| | |
|-----------|--|
| Overheads | See excel table Costs&Finance field J 10 |
|-----------|--|

Overall project costs

| | |
|------------------------|--|
| Requested WWTF funding | See excel table Costs&Finance field J 4 |
| Contribution | See excel table Costs&Finance field J 11 |
| Total project costs | See excel table Costs&Finance field J 17 |

→ Please fill in Excel Table Personnel and Costs&Finance

| |
|-------------------------------------|
| Some Words on Eligible Costs |
|-------------------------------------|

Funding can be extended to any costs that are assignable to the project and are reasonable in terms of the project and scientific field:

- labour cost of the Vienna Research Group leader;
- labour cost of project staff;
- cost of project-related materials, events, travelling or specific organisational activities within the scope of the funded project, including a contribution towards the cost, if any, of moving and setting up the Group;
- third-party costs, specifically for external contributions, consulting, human resources development, studies and software;
- cost of laboratory and other equipment for the Vienna Research Group;
- overheads of up to 20% of the directly fundable costs.

WWTF has not set any unit rates for the **personnel costs** of the group, but suggests that the Austrian Science Fund's rates can be used as minimum reference rates. As the Group will start in Vienna 2011 at the earliest, we suggest to use 2010 rates plus an annual increase of 3% for 2011. The staff categories are defined as follows (international degrees have to be adjusted to these definitions):

| <i>Year 2012</i> | <i>Minimum salary p.a. according to FWF standards</i> |
|--------------------------|---|
| <i>Senior Staff</i> | <i>68.000 €</i> |
| <i>Post Docs</i> | <i>61.700 €</i> |
| <i>Doc Students</i> | <i>35.200 €</i> |
| <i>Diploma Students</i> | <i>5.600 €</i> |
| <i>Technician/Office</i> | <i>40.900 € (depending on qualification)</i> |

Equipment: This covers devices, instruments, system components and other durable goods that have to be purchased **in addition to** the available initial equipment and basic infrastructure, with a view to providing the group leader and his/her group with better infrastructure. If the purchases planned exceed the amount of € 20,000.- incl. VAT, the following questions need to be answered:

1. Is there any available, comparable equipment which could be modified for the tasks envisaged? If so, what would be the cost of modification as compared with that of purchase?
 2. Is comparable equipment available within a reasonable distance (i.e. in Vienna)? If so, is there a chance of shared use?
 3. What are the expected follow-up costs (recurring maintenance and repair, upkeep, consumption of energy, water, gases, coolants, etc.)? Costs accruing after the end of the WWTF funding period will, naturally, have to be covered by the principal applicant.
 4. Note: If WWTF funding is desired, this equipment can be rented, leased, adapted, or bought. If devices are bought, pro rata depreciation rates can be funded. If special equipment is used on own account, pro rata depreciation rates should give the value of contribution.
- **Material(s) and Software:** This covers expendable material; appliances up to € 1,500.- € excl. VAT. Please provide a realistic estimate. Software: Requisite software that is not yet available can be purchased if no suitable software can be provided by the incorporating group(s).
 - **“Other”:** This covers, for example, the costs of travelling to scientific congresses or the costs of events and workshops organised internally or service contracts (paid on a lump sum basis).

Appendix

For uploading documents please make sure that in sum documents uploaded as appendices do not exceed 10MB and that all files must be uploaded in PDF format.

Letters of Intent (LoIs) of any participating institution with in-kind contributions to the project. Such a Letter of Intent is not needed from the group leader's host institution.

Letters of Recommendation (LoRs) may be provided (max. 2).

Draft for a Letter of Intent

Name
Address

Letter of Intent (LoI) to cooperate in Application

Date

To whom it may concern:

Herewith we confirm our commitment to the research project entitled
. and submitted to the call “Vienna
Research Groups for Young Investigators 2011”.

We will provide access to all necessary resources outlined in the project proposal.

As outlined in the proposal, the total financial resource commitment (i.e., in-kind contribution)
by our institution is:

- ... personal costs: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
- | | |
|--------|--------------------|
| Total: | value (in € 1,000) |
|--------|--------------------|

Sincerely yours

Signature

Stamp of the Institution