WWTF

VIENNA SCIENCE AND TECHNOLOGY FUND

Submission Guidelines

ICT Call 2022

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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. **Register** with your e-mail address and name: the password will be sent to you by e-mail. If you have registered in a previous call, you can re-use your login credentials.
3. **Log in**, choose the call, and create a new proposal.
4. **Short 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.
5. **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 short proposal is 5 MB. No diagrams or pictures are allowed in this stage, with exception of the Gantt chart.

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

2. Required Structure of a WWTF Short Proposal

Applications to WWTF undergo assessment by international scientists, therefore all proposals must be written in **English**. The length of the short proposal is determined by character and upload limits in the online submission system (about 5-6 A4 pages). Please write precisely and address the required criteria, while also providing sufficient detail to allow an evaluation by international peers. The short proposal comprises of the following parts, which must be completed in the online form:

2.1 Type of Project

Is this a Joint Project (JP) with substantial funding going to partners in lower Austria?

Please see the specifications of a JP in the "Call Specifications" document.

Please note that regional branches of Viennese Institutions (e.g. BOKU, VetMed, AIT) located in Lower Austria are considered Viennese partners.

Is this a Joint Project with substantial funding going to partners in Lower Austria? *
- ◉ Yes (Joint Project)
- ◯ No (WWTF Project)

2.2 Principal Investigators and Core Team Members

Name and **full contact information** of the core team, including the host institutions where each member intends to conduct the project. Please note that important communication from WWTF will be sent to the coordinating PI's address provided in this section.

For each of the three institutions added, the region of the institution must be selected.

For JPs there are three options:

For regular WWTF projects there are two options:

Note: Branches of Viennese institutions in Lower Austria (such as BOKU Tulln or AIT Tulln) are considered Viennese institutions. For institutions based in Lower Austria participating in regular WWTF Projects , select "Other".

The "Core Team" is composed of the Coordinating Principal Investigator (PI&C), and up to two co-Principal Investigators. Altogether, no more than three team members may be listed in this section. The designated PI&C will be the sole person with responsibilities to the WWTF. For each core team member, the following details are required (mandatory fields are marked with an asterisk):

- Highest academic degree (drop-down)
- Staff category (drop down)
- Type of employment at the time of submission (drop-down)
- Year of birth, date of doctorate (if applicable)
- ORCID (or equivalent researcher ID)
- Affiliation and mailing address
- Email and telephone contact
- Institutes/research group's website, and if available, the personal scientific website.
- Brief description of the team members' scientific expertise should be provided.

2.3 Biographical Sketch (2 pages, PDF upload, mandatory use of the provided CV template)

Curriculum Vitae (1 page):

- Personal information
- Higher education, including degrees obtained and dates when these were received
- Appointments/positions: a list, in reverse chronological order, of all the individual's academic/ professional appointments or other work experience
- Fellowships and awards
- Selected memberships
- Selected third party funding: a list of selected funded projects incl. project duration, funding source, granted amount of money and the role in each project
- Most relevant collaborations, with names and nature of the cooperation indicated

- Other relevant activities/ experience: a list highlighting the broader impact of professional and scholarly activities, which focus on the generation, integration and transfer of knowledge
- If applicable, a list of career breaks

List of Publications (1 page):
A summary of the publication record.

Please provide a list of up to ten selected peer-reviewed publications. Mark publications most relevant to the proposed research with an asterisk.

2.4 Partner Institutions

In proposals that include more than three collaborating institutions, an option is provided to add two more Partner Institutions (up to 5 institutions in total) in order to allow for comprehensive planning of costs (below). Names of additional team members affiliated to these institutions can be added in the full proposal phase.

2.5 Basic Information of the Porject

Title* of the project, **Keywords*** and **Disciplines*** must be provided. A standardized list of disciplines can be downloaded here. Furthermore, the **intended project duration** (between 2 and 4 years) must be stated. The **budget** will be calculated below.

*Note: Items marked with an asterisk cannot be changed after the short proposal stage

2.6 Project Summary/Abstract (max. 1500 characters)

Please provide an overall project summary. Clearly state the research question and the aims of the team. Describe the most innovative aspects of your proposal, and its potential relevance and impact.

2.7 Short Proposal

Introduction, background and state of the art (max. 2500 characters)

What is the topic and broad background of this research project? What is the state of the art in this field?

Research questions, hypotheses and objectives (max. 2000 characters)

What are the fundamental research questions/hypotheses that the project seeks to address? What are the goals the project seeks to achieve? Provide an outline of the scientific approach that will be used to address the questions and reach the objectives. The objectives should be achievable within the duration of your project. Please provide preliminary data and any relevant research experience.

Expected results, novelty and relevance (max. 2000 characters)

What kind of advancements are expected to be gained from the research project? Which aspects of the proposed project are especially innovative? Describe the scientific relevance and the timeliness of the research project. Please note that the development of source code, systems or protocols should not be the main goal of the project; however, they are encouraged in the context of demonstrating the practical applicability of new scientific results.

Methods and feasibility (max. 2000 characters)

Specify the methodology intended to be used in order to answer the research question(s) and objective(s). Describe the basic working principles and concepts, and why the chosen approach/ specific mix of approaches is the most suitable for the research question. Include a short assessment on the feasibility of the approach.

Role of team members and collaborative aspects (max. 1500 characters)

Each team member should describe his/her role in accomplishing the goal of the team. If applicable, which different disciplines are represented in the project and which partnerships across research groups and institutions will result from the project? Which collaborative elements are essential for the project to succeed; what makes the team more than the sum of its individual contributions? A team member's contribution should be integrated into the overall plan and should not appear merely as a resource.

Potential for interdisciplinarity and application to other research fields (max. 1000 characters)

How will the scientific advancements gained through this project benefit other research fields that are beyond the immediate scope of the project? Describe how the knowledge, methods or technology developed in this project could further understanding or contribute to applications in other research disciplines.

Potential medium-term economic / societal benefits (max. 500 characters)

Provide a brief statement how the results from this research project could contribute towards solving a recognised problem that affects broader society or the economy.

Key references (max. 10 citations, max. 1250 characters)

Cite a maximum of 10 of the most relevant background publications for the proposal. There is no required citation format, nevertheless publications should be cited in a way that allows the reader to easily retrieve the key information.

Schedule/ Project overview (1 page Gantt chart, PDF upload)

Upload a Gantt chart to give an overview of the milestones to be achieved during the project period. Specify the time periods and the respective PIs responsible for each milestone.

Potential ethical aspects (max. 500 characters)

If required, information should be given with respect to the ethical approval. Is an ethical approval available that covers the prospective use of data and the planned analysis? If not, state whether an additional approval is required.

2.8 Budget

A table with a brief budget listing the main cost categories (personnel, non-personnel, and overhead costs) should be completed. A cost planning tool (spreadsheet) can be downloaded from the submission system and should be used to calculate personnel, non-personnel and overhead costs. Please refer to the "Call Specifications" document for details regarding which costs may be requested. Do not submit the spreadsheet. Fill in the amounts requested for personnel costs, non-personnel costs and overheads for each partner institution (these will be listed automatically for each core team member and additional partner institutions) in the online table.

Budget per Region

Based on the information provided in the table "Budget", the share of budget allocated to the regions "Vienna" and "Other" will be shown for regular WWTF projects. For JPs, the regions shown are "Vienna", "Lower Austria" and "Other".

For JPs, the budget allocated to the region "Vienna" must be at least 51%. The share of budget allocated to the region "Lower Austria" may vary between 21% and 49%. Up to 20% may be allocated to any partner located in other regions ("Other").

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 any partner (including partners in Lower Austria).

The submission system will display an alert if the inserted amounts exceed the permitted funding distribution between regions.

Explanation of cost planning (max. 750 characters)

WWTF provides substantial funding for scientific projects to cover all project-related direct costs, in addition to a maximum of 20% overheads (i.e., "indirect costs"). Therefore, WWTF requires a brief explanation of the cost planning at the short proposal stage. This should include explanations for the major expenditures planned within the project. A more comprehensive explanation of costs must be submitted together with a detailed project budget in the full proposal. In the case of an invitation to submit a full proposal, there should not be significant changes in the requested budget in comparison to the short proposal. Exceptions are permitted but require justification.

2.9   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 participating institutions to which the core project team members are affiliated. Electronic signatures are also permitted.

- Multiple copies of this form may be used for signing.
- Hard copies of the proposal or the signatures are not required.

Please note that a total maximum of six PDF pages may be uploaded.