



Vienna Science
and Technology Fund

Full Proposal Submission Guideline

Life Sciences Call 2023

“Understanding biology with AI/ML”

Version: 14.06.2023

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1. About this document

This document is a guide to using WWTF’s Funding Portal. It is aimed at applicants submitting a full proposal in the Life Sciences Call 2023. 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 Fiche	Summarizes the most important aspects of the call
Call Specifications	Detailed information about the call
WWTF Funding Guideline	General guideline for WWTF funding activities
Guideline for Good Scientific Practice	Guidelines from 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

2. General information

As projects undergo assessment by international reviewers, all proposals must be written in **English**.

All WWTF proposals must be submitted electronically via the Funding Portal: <https://fundingportal.wwtf.at/>.

The Funding Portal will save your entries and changes automatically. You can pause data entry at any time. All information will be available again upon your next login.

The length of the full proposal is determined by upload and character limits (including spaces) in the Funding Portal.

3. Login to 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)



My proposals and projects

LIFE SCIENCES 2023

LS23-001 Title of project c

a Short Proposal Submitted on Mar 13th, 2023

My roles

LIFE SCIENCES 2023

LS23-001 Title of project c

b as **Principal Investigator and Coordinator** (approved and complete)

i updated: Feb 14th, 2023

- a) Click on “Short Proposal” to download a PDF of your submitted short proposal
- b) Click on your role to edit your specific role in this proposal (see [Section 4](#))
- c) Click on the project title to edit the full proposal (see [Section 5](#))

4. Role in project

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.



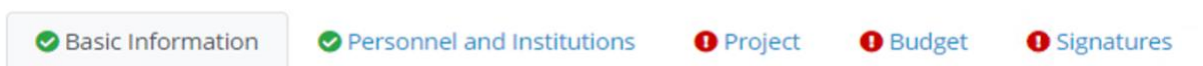
- Please ensure your contact details are up to date.
- To update your CV, delete the previous document and reupload a new CV as PDF. Please use the correct template provided for this call (“wwtf_cvtemplate_ls23.docx”).

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”.
- Edit “Roles and responsibilities within project” and “Specific competencies for the project” if relevant.

5. 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.

5.1 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:** These will help the WWTF identify appropriate reviewers for your proposal. Keywords may still be edited or added.
- **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. 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 determine if suggested peers will be contacted for reviewing.
- **Excluded peer reviewers:** Applicants may, without stating any reasons, exclude up to three individuals from reviewing their proposal. These names will not be visible to external peer reviewers.

5.2 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.
- **Further partner institutions:** Collaborating institutions beyond those of the core team members can be added. 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.

5.3 Project

This is the main section of the proposal that requires elaboration of the project's scientific content.

- **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:** This will be used for approaching reviewers for your project. The abstract has been taken automatically from the short proposal, but may be edited for the full proposal. (*2,000 characters*)
- **Work programme:** Please use the template provided for download in the WWTF Funding Portal. The headings in bold are mandatory, while sub-headings are recommendations. 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. 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. Upload the completed document as a PDF (max. 15 pages including figures).

1. Introduction

- a. Subject of the research
- b. State of the art and key scientific challenges

2. Hypotheses and objectives

- a. Research questions and/or hypotheses
- b. Objectives of the project
- c. Preliminary data and/or results relevant to the project (if available)

3. Methodological approach

- a. Experimental/clinical methods
- b. Description of data (including acquisition strategy, size, type, availability status)
- c. AI/ML methods
- d. Evaluation strategy

4. Project management

- a. Data management (*see below for more information*)
- b. Research plan (including Gantt chart)
- c. Feasibility and risk management

5. Scientific innovativeness, impact, and contribution

- a. Innovativeness of the proposed research
- b. Potential impact of findings for biological/biomedical/clinical research
- c. Relevance of AI/ML method development for life science research, including outreach or dissemination strategy

6. Project team

- a. Roles and expertise of key personnel
- b. Collaborative elements of project, including interdisciplinary aspects
- c. Project management, supervision, and training of junior research team members

7. Key references

- **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:

- What kind of accompanying metadata and documentation will help others identify, discover, reuse and/reproduce the research data?
- How will data for sharing and preservation be selected?
- When will data be shared?
- In which repository 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?
- **Ethical considerations:** Indicate if the approval of an ethics committee or institutional review board is necessary. 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 explanation. (500 characters)

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 described where appropriate in the relevant sections.

5.4 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.
- Non-personnel costs **should not exceed 40%** of the total requested budget.

Personnel costs

- Core team members are automatically listed.
- 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 5.2](#)) and add the respective 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. 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. 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 5.2](#)) 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

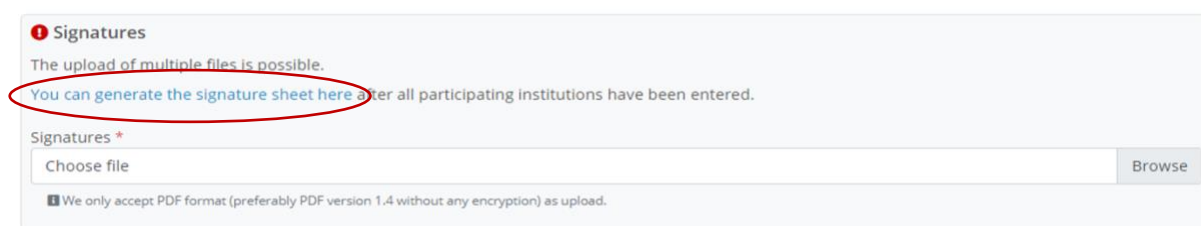
- Please provide an explanation of cost planning principles, also indicating access to equipment or resources that are already available.

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.
- Please note that WWTF does **not** permit double funding.

5.5 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.
- Once all participating institutions have been added in the “Personnel and Institutions” section, the signatures sheet can be generated. Download the PDF using the link “You can generate the signature sheet here”.



- WWTF accepts physical, scanned, and electronic signatures. Please note that electronically signed PDFs should not be merged.
- The upload of signature sheets is only possible when the names of all signing persons has been entered into the system.
- Please ensure signatures are dated. Undated signatures and re-use of signatures from the short proposal will **not** be accepted.
- Multiple signature forms may be uploaded.

6. 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. The coordinating PI will receive an automatic confirmation email when the Funding Portal receives the completed submission.

No changes are possible after the project has been submitted. After the indicated deadline, submission is no longer possible. Unsubmitted proposals will be excluded from the ensuing evaluation process.

You can access your submitted proposal on the page “My Proposals and Roles”.

Please do not provide WWTF with any hard copies.