

Submission Guideline

Vienna Research Groups for Young Investigators Information and Communication Technology 2025

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1. About this document

This document is a guide to using WWTF’s Funding Portal. It is aimed at applicants who wish to submit a proposal in the Vienna Research Groups for Young Investigators 2025. For further information regarding the thematic scope of the call, funding guideline, as well as references to WWTF policies, please also consider the following documents:

Call Specifications	Detailed information about the call
WWTF Funding Guideline	General guideline for WWTF funding activities
Guideline for Good Scientific Practice	Guidelines by 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. Essential information

All proposals must be written in English and must be submitted electronically via the [WWTF’s Funding Portal](#):

The Funding Portal allows you to manage your personal information independently of proposals and calls. If you are involved in multiple proposals or have applied to a call before, you can draw upon this saved personal information. Make sure to update your information accordingly.

The VRG leader must invite the proponent to the proposal. Both the VRG candidate and the proponent will be able to edit the proposal. **Please note that only the VRG leader can submit the proposal.**

A chapter with a **red alert symbol** (🚫) indicates that it is incomplete. Within the marked chapter, click on the red symbol(s) beside individual sections to highlight the fields requiring attention. A **green checkmark symbol** (✅) indicates that the information in the chapter is complete.

Note: The funding portal closes at 2 pm (Vienna local time) on the day of the deadline. The maximum total size limit of the proposal is 5 MB.

3. Register at WWTFs' Funding Portal

1. Go to <https://fundingportal.wwtf.at/>
2. Go to “Register” in the top menu
3. Enter your registration data (* indicates mandatory fields)
4. You will receive an email to confirm your registration

To log-in with an already existing account: go to <https://fundingportal.wwtf.at/> and enter your information.

4. Create a new proposal

1. Go to “Calls” in the top menu
2. Select the respective call
3. Click “Create new proposal” → a new proposal will be created
4. Once created, you will find all your proposals under “My Proposals & Roles” in the top menu.
You can delete proposals at any time. Proposals that are not submitted will be deleted automatically after the submission deadline.

Note: 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 system constantly validates and saves data in background. Please refresh the website when you think your entries have not been saved. This will fix the problems.

5. Complete your profile

To be filled out by the VRG candidate and the proponent, for their individual profiles.

In the proposal, WWTF requires information about the Vienna Research Group Leader and the proponent. This information should be provided as individual profiles. We recommend first completing profile information before proceeding with the project. Further partners may also contribute to the project (either in-kind or funded by WWTF means).

Upon login, you can fill out your profile or update it (if existing user) in the top menu “MY PROFILE”.

Participants need to enter their profile information only once. You may then use this information for multiple proposals (or future calls).

1. Enter your personal data.
2. Fill out and upload the CV template provided for the Vienna Research Groups call (“wwtf_cvtemplate_vrg.docx”). The CV has two parts: the Curriculum Vitae (around 1 page) and a list of your publications (around 1 page). Do not exceed this page limit as the system will not accept documents longer than 2 pages.

- List all items in reverse chronological order.
- “Publication summary”: provide a narrative description of your research output, i.e., development in thematic focus of publications (e.g., aiming for journals or aiming for monographs), publications across various disciplines, impact for research community, target audiences (also potentially outside academia), etc.?
- “Top 10 selected publications”: include, if possible, a link to a more detailed list of your publications (e.g. institutional website, personal website, ORCID or Google Scholar profile, etc.)
- Please insert your current, primary affiliation (“home institution”). In case you have multiple affiliations these also can be added.

Important: The “home institution” is the current institution of the VRG candidate at time of the application (i.e. abroad). The “host institution” is the future Viennese institution.

6. Fill out the proposal

Go to “My proposals and roles” in the top menu and click on the incomplete proposal. The proposal is organized in seven chapters (as tabs):

Basic Information

VRG Leader & Proponent

Host and Partner Institution(s)

Work Programme

Integration of the Proposed Group Leader

Budget

Uploads

6.1 Basic Information

To be filled out by the VRG candidate.

Scientific Disciplines: When entering the scientific disciplines, fields will be suggested as you type. “At least one category” is not necessary.

Suggestion and option of exclusion of peer reviewers: Please suggest five reviewers whom you deem suitable for reviewing your proposed work. **Important:** Persons with whom you or your proponent have closely collaborated, and persons based at Austrian research institutions will not be considered as reviewers. Check the Call Specifications for further information on Conflicts of Interest. You have the option to exclude up to three reviewers (not entire institutions or departments). This information provided is only visible to WWTF office.

6.2 VRG Candidate & Proponent

To be filled out by the VRG candidate. This chapter requires information regarding the main applicants of the proposal (i.e. VRG candidate and proponent). **Please complete this section early on, as information regarding the proponent and host institute is required for the “Budget” chapter.**

1. **The VRG candidate invites him*herself to the proposal by clicking “I am the VRG leader”.**
Make sure you have updated your personal profile in “My Profile” beforehand.
2. **Fill out “My Roles”:** go to the section “My Proposals and Roles”, and under “My roles” click on the red “Vienna Research Group Leader”. Click “Refresh from profile” to import information from “My profile”.

My proposals

CALL 2025 - INFORMATION & COMMUNICATION TECHNOLOGY 2025

VRG25-***: Incomplete proposal 

 created on Nov 7th, 2024 Reference ID: 016382

My roles

CALL 2025 - INFORMATION & COMMUNICATION TECHNOLOGY 2025

VRG25-***: Incomplete proposal

as **Vienna Research Group Leader** (approved, but incomplete)

 updated on Nov 7th, 2024

Then, fill out the missing sections:

- Staff category
- Confirm that you are eligible within this call
- Insert your current home institution (your current affiliation), including your current type of employment and current position
- Check the box under “Affirmation” to confirm acknowledgement of and compliance with guidelines from WWTF and additional relevant organisations.

Once you have completed your role, navigate back to “My proposals and roles”. The link to your role is now blue and shows “approved and complete.”

3. Enter the proposal again and fill out the following sections :
 - Carrer Steps so far: elaborate on your most important career steps and achievements so far (e.g. groups where you have worked). Non-scientific landmarks might be added as well.
 - Highlights of recent work: e.g. findings, publications, patents, invited talks, collaborations, etc.

- Description of (scientific) leadership potential: describe your (scientific) leadership potential based on previous experience in and outside the academic context. Include your vision of how you plan to lead and manage your future group in Vienna.
 - Applicant’s motivation to apply as VRG leader: e.g, contribution to the research field, fit to ecosystem in Vienna, collaborations, infrastructure, etc.
4. The VRG candidate adds and **invites the proponent** to the project. The proponent is the scientist at the Vienna host institution responsible for the coordination of the proposal at the host institution, and who supports the applicant at every stage of the application. He*she is also responsible for the integration of the applicant in case of funding. Upon providing the contact details, the proponent will receive an email with an invitation to the application, which they actively have to accept. Only then, the proponent can contribute to the proposal.

6.3 Host and Partner Institution(s)

To be filled out by the future Viennese host institution and the VRG candidate.

- Description of host institution (specific department/institute): describe in detail the future host institution, including the department / institute, at which the VRG candidate will be based.
- Motivation of host institution/proponent to bring the proposed Group Leader to Vienna: amongst others, describe (complementary) competencies and research interests the VRG candidate will bring to the department.

The following sections are optional:

- Partner institutions: These are institutions different from those of the VRG candidate’s and proponent’s host institution, who will play a substantial part in the project (e.g. giving or receiving (monetary) contributions/funds). By entering an additional institution here, you have the option to allocate budget to this institution in the “Budget” chapter. This is particularly relevant in the case of a cooperation with a researcher at this partner institution.
- Wider Research Network: include information on the VRG candidate's wider research network and describe additional institutions with which the VRG candidate intends to collaborate.

6.4 Work Programme

To be filled out by the VRG candidate:

- **Scientific abstract:** provide a concise scientific abstract. The scientific abstract will be used in contacting potential reviewers.
- **Work programme:** use the template provided (“vrg_work-programme.docx”) and upload it as a single PDF file with a maximum of eight pages including references. The work programme includes 1) the state of the art in the proposed field and scientific challenges in the next years as well as the 2) research plan. Give a concise review of the subject of research, of the state of the

art in the proposed scientific field and the scientific challenges you want to address. Formulate the concrete research question(s) you would like to address and specify the objectives to be achieved and the theoretical and methodological approaches. Outline your work programme as concise as possible and give the jury a clear picture that you know which work packages to start with. A clear vision and outline of future research are expected. The file may include figures, charts, etc. Also make clear **how your research fits the current call topic** (as stated in the Call Specifications).

- Upload a **GANTT chart** outlining your project (1 page).
- **Ethical considerations:** elaborate on the ethical considerations of your planned research, taking into consideration the research ethics guidelines of your future host institution. Check section 9 of the Call Specifications for further information and obligations.
- **Open science statement:** Please explain your plans regarding provision of access to publications and to shareable research data (e.g. sharing, accessibility, metadata, sustainability, ownership). For more information refer to the Open Science Policy.
- **Use of generative AI in the application:** Please describe if and how GenAI has been used in developing your research proposal. Check the Call Specifications for a definition of substantial use of GenAI.
- **Disclosure of other applications for funding:** Applicants agree to provide full information in all related matters. WWTF does not permit double funding of research projects and reserves the right to check for double funding with other funding organizations.
- **Relevant references:** List the key publications representing the state of the art in respective research areas relevant for your proposed work. Please be aware of the maximum of 20 references. Mark the 10 most relevant references by clicking on the check box “Most relevant”.

Please note that this is not your personal publication list (your personal publication list should be included in the CV).

The system can import publication data from external databases, e.g., by DOIs. For PubMed: use the number of pubmed.gov. For arXiv, use only the numbers without “arXiv:” Use a uniform reference style. If you import references through the database lookup, please use the style of the imported reference for the references entered manually.

6.5 Integration of the Proposed Group Leader

To be filled out mainly by proponent at the future Viennese host institution:

- **VRG candidate selection process:** Describe the selection process for the VRG candidate (search process, principles of selection and criteria applied). If there was a search committee, briefly describe its role, the persons involved, and the search criteria applied. Please include gender mainstreaming / affirmative actions here. What measures were applied to attract women as VRG candidates? Describe your institution’s policy to avoid gender biases in recruitment processes.

- **Advertisement procedure:** describe your institution's active recruitment procedures for the VRG candidates, and list where the ad has been published and which further channels have been used to disseminate the job announcement. Upload one exemplary advertisement (PDF).
- **Status and career advancement steps of the VRG candidate:** Describe the contractual relationship with the VRG candidate and his/her status within the host institution throughout the whole funding period. The provision of a clear-cut career plan is mandatory. Explain in detail the steps leading to a tenured position (for example the process of receiving a "Qualifizierungsvereinbarung" including time frames). The details provided here will be the foundation for contractual negotiations in the case of funding.
- **Interim evaluation:** The host institution is obligated to conduct an **interim evaluation** of the VRG leader. This evaluation should take place towards the middle of the Vienna Research Group funding period, and no later than at the beginning of the fifth year. An international element in the evaluation is necessary (e.g., the involvement of a reviewer from abroad). The publication record and the research profile must be subject of the interim evaluation. Further aspects might be included by the host institution. Please describe here the concrete schedule and the planned evaluation process. **Please note that the interim evaluation should be organized together with WWTF** as specified in the Call Specifications.
- **Long-term career perspective:** WWTF is convinced that long-term perspectives for researchers are a prerequisite to hire excellent researchers. What is **the long-term career perspective** of the VRG candidate (e.g., path to full professor) after the funding period? Describe the host institution's structures and policies for achieving this. What is the host institution's strategy for a long-term perspective/tenure track? What is the prospective development of the group after the funding period?
- **Integration of the VRG group leader:** What measures will be taken to facilitate the integration of the VRG candidate into the host institution/department and between other partners such as universities/institutes/departments? What support will the VRG candidate receive upon arrival (administration, accommodation, induction, ...)? How will access to administrative resources be organised?

6.6 Budget

To be filled out mainly by the VRG candidate. For details about eligible costs, indirect costs and in-kind contributions, please refer to the Call Specifications. All institutions added in the chapters "VRG Leader & Proponent" and "Host and Partner Institutions" will be listed automatically in the budget table. All figures are in €. Note that in general about 70-80% of the WWTF funding needs to be spent in the first phase of the VRG project (years 1-5). In-kind contributions from the host institution need to amount to at least 20% of the total project budget. The system automatically adds a salary increase of 3.5% per year.

Planning of personnel costs

- The VRG Leader will be inserted automatically.

- Before you can start the calculations about personnel, you must add a row for every person by clicking “Additional persons”.
- Select the funding source (WWTF, in-kind, WWTF & in-kind) and then add the average yearly time commitment for each project year. The column with the years (“Y1, Y2, …”) will be automatically updated as soon as you have entered the project duration in “Basic Information”. Finally, for those persons where WWTF funding is requested, fill in the salary corresponding to a 100% employment in the first project year. This is the “**Brutto-brutto-Jahresgehalt**”, i.e., gross yearly salary including all expenses for the host institution as well. Please be aware of the Austrian labour cost system. *For the VRG candidate: please inform yourself what your actual salary will be beforehand!* The total funding applied for each person will then automatically be calculated **including a 3.5 % annual salary increase**. At the bottom right you will see the total personnel costs applied for from WWTF.
- Please be aware that the wage for “Studentische Mitarbeiter*in” (i.e. Diploma student etc.) is calculated by FWF with 20 hours and a “Doktorand*in” (i.e. PhD student) with 30 hours per week.
- If you want to include a pay raise of the VRG candidate, you have to add another row to depict the pay raise.

Planning of non-personnel costs: Provide a concise description of costs per cost category/institution as well as the amount of funding applied for. Click “add another row” to include another cost factor. Be as specific as possible (e.g., list devices etc.). The same category may be used multiple times. More information about cost categories can be found in the Call Specifications.

Budget per Region: calculated automatically.

Cost overview: The sums will be automatically calculated and displayed in the table “Cost overview” and “Budget per region”. At least 80% of the requested funding must be allocated to the region “Vienna”. Up to 20% may be allocated to other partner(s), both in Austria and abroad.

Resources:

- **Envisioned group:** Which roles, positions and qualifications are needed and when, to conduct the research? How will the group be set up?
- **Equipment and consumables:** describe the equipment and consumables needed to successfully perform the research. Describe the availability and accessibility of the infrastructure and equipment. What will be funded by WWTF, what will be provided by the host institution?
- **Overhead policy:** Confirm that you are aware of the host institution’s overhead policy (max. 20%).
- **Statement of monetary and in-kind contributions:** describe the monetary and in-kind contributions in detail. In-kind contributions from the applicants should amount to at least 20% of the total project budget. Generally, it should include the salary of the VRG leader after a positive interim evaluation. Basic infrastructure (e.g., office premises, telephone, internet, laboratory space etc.) do not count as in-kind contributions. As these are not specific to the project, they

should be covered by overheads. Other in-kind contributions may be in the form of in-kind involvement of project staff, consumables/software or monetary contributions.

7. Uploads

Signatures / Authorizations

Submission of the proposal requires the signatures of the authorized person(s) at the future host institution of the VRG candidate (“Authorization”). Please consult your institutional research services regarding the person mandated to sign the proposals and allow sufficient time to obtain their signature.

- Enter the name of each authorized person in the online form. This information will be included in the PDF to be signed.
- Download the PDF using the link “You can generate the signature sheet here”.
- Signatures may be provided in various formats:
 - Add a scanned or physical signature, and upload the form; or
 - Insert an electronic signature (e.g., A-Trust, Handysignatur) and upload the form. *Please note that electronically signed PDFs cannot be merged into a single document.*

Contrary to the previous years, signatures from the VRG candidate and proponent are no longer required. Consent to the proposal submitted is given via affirmations in the Funding Portal profiles.

Photo of the candidate

Upload a picture of yourself for internal use only during hearing preparation.

Letter of reference for VRG candidate (optional)

You can invite up to three experts to upload a Letter of Reference for your VRG proposal. Max. 2 pages per LoR, no experts from the future host institution. The letter will not be accessible to the VRG candidate, they will only get a notification in case a letter has been submitted.

If relevant, you may upload further information (e.g., patents, LoIs) as PDFs. Please note that a maximum of 5 documents are permitted, with a maximum of 3 pages per document.

8. Submit the proposal

Once all symbols are green, the proposal can be submitted. The submit button is in the last chapter at the bottom.

No changes are possible after the project has been submitted. After the indicated deadline, submission is not possible anymore. Hence, unsubmitted proposals will be excluded from the following evaluation process. You can access your submitted proposal on the page “My Proposals and Roles”.