



VIENNA SCIENCE
AND TECHNOLOGY FUND

WWTF supplementing measures

“NEXT 2019”

– **New EXciting Transfer projects –**

Call specifications and guide for writing a proposal

Vienna Science and Technology Fund (WWTF)

Schlickgasse 3/12, 1090 Vienna

VERSION 1.1

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1. Background

WWTF calls often require societal and economic relevance in addition to scientific excellence. This call provides the opportunity to further explore this avenue.

“Take your WWTF project to the NEXT level”. This is the aim of the current small funding call of the Vienna Science and Technology Fund (WWTF). The goal of the NEXT call is to help create ideas which show how results from WWTF funded research can be transferred to the next level of exploitation and utilization. The call supports one of WWTF’s missions: to foster and increase the spread of exploitable research results in Vienna. This small extra funding call addresses previously funded WWTF researchers who want to implement innovative activities with the goal to reach new stakeholders. It should help research organizations (and researchers) to better valorize their ideas and intellectual property.

NEXT-funded activities...

- ...go beyond the scientific project and results that were generated via WWTF funding (with or without commercialization),
- ...have the potential for additional societal and/or economic benefit,
- ...include the description of a new target group that could be interested in the exciting scientific results (not the scientific community itself), the benefit to this new target group and how this target group can be addressed.

The rules of the overall guidelines of WWTF funding apply (WWTF Richtlinien für die Förderung, issue 2011). The NEXT call is based on the scheme of supplementing measures (“Ergänzende Instrumente”) as described in the WWTF funding guidelines.

2. Aims of the “NEXT” call

The overall aim of the NEXT call is to give previously WWTF funded researchers the possibility to develop a concrete concept to transfer and spread the acquired scientific knowledge to a broader audience. A NEXT project should focus on one main transfer activity. The potential activity depends on the nature of the research (field), the status quo of research results, the individual expertise and the qualifications of the project members. The NEXT call addresses WWTF funded projects that are in the middle or at the end of their project time and tries to open up new ways of using their results.

3. Object of funding

NEXT-projects are small projects that raise established know-how to the next level towards application, including:

- economically exploitable ideas such as prototypes, spin-offs, patents, licences, new industry cooperations... as well as ...

- ...projects that aim at disseminating the acquired knowledge to new societal players and user groups such as trainings, guidelines, counselling, and social businesses...

Not within the scope of the call are...

- classical science communication projects (open lectures, media coverage, media co-operations,...)
- mere continuation of existing activities and the scientific project itself and already established collaborations.

Furthermore, there should be an awareness of existing funding schemes of other agencies like FFG or AWS (Patentscheck, Prototypenförderung,...). The same activities cannot be subject to double funding.

4. NEXT 2019 – call specifications

Eligible for submission are WWTF funded Principal Investigators (PIs) upon invitation only. Their original WWTF funded projects must half-way through the project duration or shortly after the end of the project. For the 2019 NEXT call, this applies to the project calls in Life Sciences, Information- and Communication Technology, and Mathematics *and ...* and Cognitive Sciences for the years 2015-2016 and the Vienna Research Groups Leaders of the years 2010-2016 that are still based in Vienna. This includes the calls ICT15, CS15, LS16, MA16 as well as VRG10, VRG11, VRG12, VRG13, VRG14, VRG15 and VRG16.

Primarily PIs are eligible to submit a NEXT-project. The PI can transfer this right to the Co-PI or one Core-Team member. However, in this case an agreement with the PI is necessary and the new PI needs to register in the system separately. In this case, please contact WWTF office. Only one NEXT-project can be submitted by each funded WWTF project. Collaborations with other institutions or partners (e.g. companies) are welcome. However, no direct funding for companies is available.

The timetable for the NEXT 2019 call is the following:

- Call-start of NEXT 2019: February 2019
- Deadline for online submission: 18 April 2019, 2pm
- Final decision will be announced in June 2019 after the WWTF Boards of Directors meeting

NEXT projects should take place in 2019/2020 and last 6 to 12 months.

5. Funding volume and eligible costs

The total WWTF funding volume of the NEXT call is € 200,000. The maximum funding volume per project is € 50,000 and the minimum is € 25,000. Additionally, in-kind contributions of 35% of the total costs are mandatory. A maximum of 20% of the total funding volume can be allocated outside of Vienna.

WWTF funds costs that are directly attributable to the described NEXT-project. WWTF covers costs personnel costs, third-party costs (e.g. external employment, counseling, surveys, software), costs for consumables and equipment, costs for project related events, invitations and travel costs.

Companies are not eligible for funding. Furthermore, funding for costs that are not project-related, costs that incurred before the funding was granted and overhead costs cannot be applied for.

6. Selection procedure and schedule

6.1. Submission

As described above in section 4, only invited PIs can submit an application. The submission is via our online-submission system only. It has to be communicated to the WWTF beforehand, if the PI nominated another team member to submit the proposal. Only then WWTF can guarantee access to the online form. Proposals must be written in English. **Proposals can only be submitted electronically** before the given deadline.

For universities, WWTF NEXT-projects are activities according to §27 of the 2002 Austrian University Act, that is, contract partner is the institution. Authorizing signatures from the institution of the PI of the NEXT-project are mandatory at the submission stage.

6.2. Evaluation and funding decision

All proposals submitted to WWTF are subject to a formal eligibility check. Criteria for formal eligibility are submission in due time; eligible PI or nominated project member (only one application per project); completeness of the proposals; length of the proposal not exceeded; minimum in-kind contribution fulfilled; complete set of required signatures.

A jury is responsible for the evaluation of the applications. Members of the jury are national and international experts **in the field of transfer activities**.

The main evaluation criteria of the jury are:

- **Concrete transfer activity:** This criterion includes three aspects:
 - NEXT-project based on an already funded WWTF project, i.e. results can be used for a transfer activity. The NEXT-project is NOT a continuation or add-on of the already funded scientific WWTF project.
 - Focused next step towards valorization given: the NEXT-project, based on a concrete project idea, the detailed work plan and time schedule
 - Additional benefits arising from the WWTF funding (increase in quality, scope,...)

- **Resources:** adequacy of the plans in regard to personnel and non-personnel costs. Evidence of minimum amount of in-kind contributions (<35% of total project costs). Fit of the qualification of the team members to the project
- **Target groups:** ability to reach a concrete new target group with the NEXT-project and if possible to foster and increase the spread of exploitable research results. The scientific community is NOT a possible target group in this sense.
- **Feasibility and implementation:** adequacy of the stated goals and traceability of the process to reach them (reality check)
- **Impact and sustainability:** impact of the proposed work on the target group and/or generally on society and economy (commercialization potential, market value,...) and the grade of sustainability

The jury will formulate a funding recommendation during the jury meeting. The WWTF board of directors will make the formal decision about funding based on the recommendation of the jury. The decision will be communicated afterwards to all applicants. There will not be a detailed jury feedback.

6.3. Funding contract

The funding contract will be made right after the applicants are informed about funding. In case of funding, the institution will be the formal contract partner with the PI of the NEXT-project taking full scientific and financial responsibilities.

A separate project account / SAP number for bookkeeping is necessary for each NEXT-project and the direct costs must be reported to WWTF.

The name of the project team, the title and a short description of the NEXT-project will be published on the WWTF website and will be eventually used for PR work.

7. Assurance of Confidentiality

WWTF assures confidentiality of all data for the whole evaluation and funding process. Any information about projects (including project results) will be kept strictly confidential and can only be accessed by the evaluation jury that is bound to WWTF confidentiality rules. Project contents (for example on the WWTF homepage) will only be published in agreement with the Principal Investigator (PI).

8. Guide for writing a proposal

To submit a complete application:

- I. Go to <https://funding.wwf.at>
- II. Log in, go to “My Proposals”, choose the NEXT 2019 call from the drop-down, and the proposal will be shown.
- III. Write proposal: fill in requested information in online forms and upload requested files. You can access the system multiple times and modify the content at anytime before the deadline.
- IV. 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); after submission no changes are possible anymore.

Character limits are stated in the online system and include spaces. A proposal consists of the following parts:

8.1. Overview

This section includes basic information of the transfer project (project title, keywords,...). The following information will be inserted automatically:

- the requested funding will be calculated in section 3. Resources
- the project number after submitting the proposal
- the initial WWTF project number as well as initial PI and Co-PI

The project duration can be six months up to one year (12 months).

In this section, details of the institutions involved have to be stated (PI for the NEXT project, partner institutions; in total max. 3). For the PI of the NEXT-project, a CV must be uploaded (max. 2 pages, please use the provided standard template). Publications are restricted to the 10 most relevant to the project. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for the uploads. Additional persons can also be stated in this section.

8.2. Work Programme

Abstract (1.600 characters)

Please give a short outline of your NEXT-project.

Description of the background (1.500 characters)

Please briefly describe the initial WWTF funded research project. What is the original project about? At what stage is the initial WWTF research project at the moment?

Description of the idea (1.500 characters)

How is the proposed project related to the initial WWTF research project? What results can and will be used? How does this project differ from your original scientific project? How does this transfer project differ from your other transfer activities?

Outline of the new target group(s) and added value (2.500 characters)

Which new target group(s) can be reached with the proposed transfer project? Please describe it/them in more detail. If there are more target groups, which are the most important ones, on which the project should concentrate?

What is the added value for this/these group(s)? What kind of improvements can be achieved (increase in quality, solve a problem, increase in performance, reduction of costs/work load, reduction of risk, better presentation of results/work, accessibility,...)? Which innovative aspects could be reached by implementing the proposed transfer project?

Why is the new target group relevant? How does it differ from the target group of the original WWTF funded project?

There is an optional upload for up to 2 Letters of Intent of the target group to express their interest in the project and the outcomes. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for your uploads.

Outline of the transfer project (5.000 characters)

Please describe in detail the process to bring your initial research one step further into the applied sphere, using work packages and milestones answering the following questions:

How will the transfer take place? What kind of approach(es) is/are used to reach this new audience (free of charge, against payment,...)? In which ways will the communication to the new target group take place? What means/channels are going to be used and why? How will the target group(s) be involved?

Expected impact of the transfer project (2.500 characters)

What are the most important aims, expected outcomes and impact of the proposed work? Please give an overview over societal and economic benefits of your proposed transfer project. Is there any commercialization potential, what is the quantitative assessment of market value (if applicable)? Please describe the indicators used to evaluate the expected success of the transfer project.

Qualifications of the team (including short description of potential partner institutions) (2.000 characters)

What kind of expertise are needed to realize the proposed transfer project? Are there any experiences in transfer activities in the group (e.g. spin-off, patent,...)?

Please describe in more detail the team members involved in the project and their qualifications. If there are further partners involved, please briefly describe them, their institution and

their role in the transfer project. Who else can and will contribute to the transfer project?

Additional benefits (1.500 characters)

What is the additional benefit of the WWTF funding? Why would the transfer project not be possible without the WWTF funding? Please explain which other funding programmes may be relevant, if they are used or why they are not used (e.g. funding agencies like FFG, aws,...)? If the transfer project is successful, what will the next steps be?

IPR (1.000 characters)

Please also consider IPR (intellectual property rights), what does it mean and explain the necessary steps involved. Is there an Intellectual Property Right strategy in place? If not, should one be developed?

Upload of additional material – Please upload additional material here that cannot be entered in the text boxes for example pictures or charts. The maximum upload is one page. Please do not upload content in regard to text of the work programme here. Only PDF-format is accepted (preferably PDF version 1.4 without any encryptions) for your uploads.

Please also state if an **ethical approval** is necessary.

8.3. Resources and Budget

WWTF funding may be used for all project-related costs; however, the main focus should be on funding personnel. Patent costs **will not be funded** – please check other funding opportunities (e.g. „Patentscheck“ of FFG; WTZ/aws). If there are plausible reasons for which these other funding instruments cannot be applied for, an exception can be made. Please explain this in the section “Optional description of the budget”.

Please be aware that costs are calculated in k€. The system does not accept decimal places (Eurocent). Use “.” as the decimal separator in k€.

Everybody employed in a WWTF-funded project should be employed fairly and with a minimum wage according to the “Kollektivvertrag” (collective agreement) of the Austrian Universities or – for staff employed at non-university institutions – according to the standards of the Austrian Science Fund (FWF, www.fwf.ac.at/de/projects/personalkostensaetze.html). Note: be aware that the wage for “Studentische MitarbeiterIn” (i.e. Diploma student etc.) is calculated by FWF with 20 hours and a “DoktorandIn” (i.e. PhD student) with 30 hours per week. **A maximum total employment is set at 100% (“Brutto-brutto Jahresgehalt”).**

Before you can fill in the personnel costs, you have to add a row for every person “add Additional persons”. Please note that the “Average yearly time commitment” has to be entered. E.g., if the project duration is 6 months, and the person works part-time, enter $50 \cdot 0.5 = 25\%$.

For 9 months, the calculation is $50 \times 0.75 = 37,5\%$. A minimum of 5% (in-kind contributions) employment and/or time commitment is required.

In-kind contributions have to be a minimum of 35% of the total project volume! There is the possibility to make short statement of the budget of the NEXT-project.

A disclosure of other applications for funding is necessary.

8.4. Affirmation and Authorization

Affirmation is the signature of the PI as well as one person from every involved institution. Additionally, WWTF requires collecting the signatures of the authorized person(s) of all participating institutions to which the persons signing the "Authorization" are affiliated in case of funding.

Multiple copies may be used for signing. Scanned pages are accepted. Please upload one PDF containing all the required signatures (maximum 6 pages in total). Please do not upload any other content in this section other than the signed forms.