



WIENER WISSENSCHAFTS-,  
FORSCHUNGS- UND TECHNOLOGIEFONDS

# Guide for Writing a Full Proposal

## Environmental Systems Research – Urban Regions

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Vienna Science and Technology Fund (WWTF)  
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<http://www.wwtf.at>

## About WWTF

The Vienna Science and Technology Fund (WWTF) is the only larger Austrian private non-profit organization established to promote science and research. WWTF started its funding activities in 2003. According to its statutes, WWTF aims to fund excellent scientific research(ers) following the highest international standards in order to promote Vienna as a city of science and research.

WWTF provides substantial funding for larger multi-annual research projects at home institutions located in Vienna (“Project Funding”), as well as striving to attract excellent researchers from abroad to Vienna (“Vienna Research Groups for Young Investigators”). WWTF runs calls resulting in a strong competition for funding.

Currently, WWTF runs the following thematic programmes: “Life Sciences” (\*2003), “Information and Communication Technology” (\*2008), “Cognitive Sciences” (\*2011), and “Environmental Systems Research” (\*2016). The financial resources of WWTF originate from the “*Privatstiftung zur Verwaltung von Anteilsrechten*” and from the City of Vienna.

While the thematic funding programmes are established in close coordination with Viennese RTD policy and initiatives, the review and selection processes lie strictly in the hands of international scientists not employed in Austria. For each call, an appropriate international expert jury is formed. Additionally, for each application entering the full proposal stage a number of written peer reviews are obtained.

## Supporting excellent science in Vienna and Lower Austria

Vienna as an innovation area does not end at the city limits, and a "Vienna Innovation Area" is important and useful in our efforts to be one of the most important European research and innovation centers. This includes the networking of research communities. WWTF has well developed tools for competitive research funding in Vienna. There is a strong desire from researchers in Vienna and Lower Austria for stronger cooperation. Therefore, models that enable a greater participation of Lower Austrian research institutions in WWTF calls were examined.

A new agreement enables this cooperation between research institutions in Vienna and Lower Austria in the WWTF competitions. It is a valuable gain for all involved parties.

In a framework- initially limited to three years- the province of Lower Austria dedicates a maximum total of € 3 million in fiduciary support to WWTF, i.e. up to € 1 million per year. This is also the maximum amount of project funding that can go to Lower Austrian project partners as part of cooperation projects per year.

Both sides can decide whether or not the opportunity for these cooperation projects should exist for a specific call. After three years, the continuation and its design will be decided.

## Specifics of Joint Projects (JP)

WWTF now also accepts joint projects between Viennese and Lower Austrian universities and research institutions in its regular project calls. The aim is to receive applications in which the partners cooperate on comparable terms.

The incentive for cooperation projects is a slightly higher total maximum funding amount which consortia applying for a Joint Project can request (+ € 100.000 compared to the regular maximum funding amount).

The Vienna share (at least 51% of the project sum) is paid by WWTF from its own resources, while the Lower Austrian share (49% maximum) is financed from the Province of Lower Austria.

In a nutshell, a JP differs from a standard WWTF project in the following points:

- The maximum funding volume is € 750,000 for a JP.
- The PI and Coordinator has to be affiliated to a university or non-university research institution in Vienna. Co-PIs can be affiliated to research institutions in Lower Austria.
- The budget allocated to partners in Vienna has to be at least 51% of the total budget; the share of budget going to partners in Lower Austria has to be higher than 20% and can be 49% at most (cooperations with partners in Lower Austria up to 20% are not considered joint projects but can be submitted as regular WWTF projects). Partners outside Vienna or Lower Austria are optional and may request up to 20% of the total budget.
- Regional branches of Viennese Institutions (e.g. BOKU, VetMed, AIT) located in Lower Austria are considered as Viennese partners.

The Lower Austrian project partner has to comply with the Lower Austrian Culture Promotion Act 1996 and the directives issued on the basis thereof ([Richtlinien für Förderung nach dem NÖ Kulturförderungsgesetz 1996](#)).

## Important Issues

The **Call Fiche** including contact information of the WWTF call managers is available at [www.wwtf.at](http://www.wwtf.at).

The **Principal Investigator and Coordinator (PI)** of a WWTF project must have a Viennese home institution to which the project is affiliated to. This includes researchers moving to Vienna who will have a Viennese affiliation and work place in case of funding. Project **partners** outside of Vienna may receive up to 20% of the total funding applied for. Partners outside Vienna are optional.

For **universities**, WWTF projects are treated according to §27 of the Universities Act 2002. Therefore, authorizing signatures from the university / scientific institution acting as hosting institution are required for the submission. In case of funding, the home institution will be the formal contract partner for WWTF with the PI taking full scientific and financial responsibility.

WWTF funding may be used for all project-related costs; however, the main focus should be on funding scientific personnel. Everybody employed through a WWTF-funded project should receive a fair contract with at least 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, available online). The maximum employment is set to 100%. When planning the budget, please use full-time equivalent (FTE) salaries and be aware that the PhD salary listed by FWF is for a 75% position.

Personnel costs cannot be claimed for permanent senior staff that is fully financed by the institution. Exceptions are made for institutions whose basic institutional block funding is less than 40% of the overall budget of the organisation. In these cases, permanently employed senior staff may claim up to 20% of their annual salary from WWTF.

The personnel categories are:

- **Senior Personnel:** highly qualified scientists, usually already permanently employed
- **Post Doc:** or equivalent qualification, including Senior Postdocs
- **PhD Student:** or equivalent qualification
- **Diploma Student:** Bachelor or Master students
- **Office/Technician:** office staff or technical staff (proportional funding only)

The funding by WWTF under this scheme is not intended to cover investment in general infrastructure, however pro rata depreciation rates for the project duration are fundable for **equipment** necessary for the project. WWTF funding also covers **materials**, consumables and software (as well as small devices up to 1,500 € each), **travelling costs** (incurred for attending project related scientific events and meetings), **publication costs** (including costs for patent filing and open access publication), **workshops / conferences** and **other project related costs**. However, non-personnel costs must be balanced, as WWTF focuses on funding people, and should not exceed the limit stated on the call fiche of the funding volume applied for.

WWTF pays a **maximum of 20% overhead**. Overhead (“indirect costs”) is calculated as 20% of the direct costs of the project. The total funding volume is calculated as direct + indirect costs. Kindly comply with the overhead regulations of the involved institutions.

**Compliance with the rules for good scientific practice including the appreciation of ethical aspects in research** is mandatory even at the proposal stage.

- If approval from the ethics committee/institutional review board is required for the planned project this has to be clearly stated at the short proposal stage and the approval (“Votum”) **has to be submitted online with the full proposal (PDF upload)**.
- The approval by the ethics committee has to be specific for the planned WWTF project; therefore, the title of the project should be the same as on the approval (minor deviations are possible). If the title of the approved research differs significantly from the proposed project, the PI has to include a statement (in the online submission system) confirming that the approval covers the planned research.
- Should it be impossible to have a final approval before the full proposal deadline due to reasons which are beyond the control of the applicant, such as constraints imposed by the local ethics committee, the applicant must explain the reasons in the provided textbox in the submission system and send the preliminary approval the call manager at the latest two months after the full proposal deadline.
- If the main applicant for the ethical approval is not the PI or co-PI/Core-Team Member of the WWTF proposal, a clear statement has to be included in the online proposal whereby the PI or co-PI/Core-Team Member confirms that he/she is authorized to conduct the planned research within this ethical approval.
- If the planned research is covered by an existing approval, the applicants have to submit the extension of the approval (“Verlängerung der Gültigkeit des Votums”). The above also applies for extensions.

**Non-compliance will result in a rejection of the proposal on formal grounds and will therefore not be further processed or sent for evaluation.**

Please also consider WWTF’s open access policy available online.

## Funding Criteria

This WWTF call aims to support teams of scientists that would like to conduct multi-annual innovative interdisciplinary scientific research projects.

The key selection criterion for this call is **scientific quality**, i.e., both the applicant and the submitted proposal must be scientifically outstanding. The **innovative aspects** of a project are also major criteria in the review of the proposals.

Please note that a researcher can appear in a key role (that is, as PI, Co-PI or Core Team Member) in two proposals at most.

## Evaluation Process

### Evaluation procedure in detail:

#### 1. Formal eligibility check by WWTF:

The proposals will be screened for formal eligibility by the WWTF office to check if the following criteria are met:

- a. Eligibility: the principal investigator must be affiliated to a Viennese university or non-university research institution; the research institutions of the applicants must be eligible for this type of funding
- b. Applicants may not be in a key role (that is, as PI, Co-PI/Core Team Member) in more than two proposals
- c. Duly submitted via the online submission system
- d. Requested funding within the defined range
- e. All parts of the proposal completed, including the required uploads
- f. All required signatures (and stamps) uploaded

#### 2. Evaluation of the full proposals:

The evaluation of full proposals is carried out through a combination of remote written assessment by international peers and a jury of international experts who convene in Vienna. At least **two jury members** are assigned to each proposal which at first undergoes **written peer review** by at least three international reviewers. The content of the full proposal must be consistent and in accordance with the successful short proposal, extending it by providing full details about the approach, state of the art, etc.

**3. Jury meeting** in Vienna: This is the most significant step in the assessment. There will be a comprehensive evaluation of all proposals on the basis of written peer reviews and the jury's own expertise resulting in a recommendation “to be funded” or “not to be funded” for each proposal.

**4. Formal funding decision** (confirmation of jury recommendation) by WWTF Boards in October 2020.

*Applicants that have submitted a full proposal will receive anonymized full text reviews and a summary of the jury discussion after the formal funding decision.*

## How to use WWTF’s Online Submission System

1. Go to <https://funding.wwtf.at>
2. **Log in**, choose the call, and select your proposal.
3. **Full 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 and access the system multiple times and edit the provided information!
4. **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); Please be aware that after submission no changes are possible!

*Note: The submission system closes at 2 pm on the day of the deadline. The upload limit of the “Research Project” and additional PDF uploads is 8MB (excluding the ethical approval(s)).*

## Required Structure of a WWTF Full Proposal

Applications to WWTF undergo an assessment by international scientists, therefore all proposals must be written in **English**, except the “General Description” in German. Please write precisely and to the point but include sufficient detail to allow an evaluation by international peers.

The information for the full proposal consists of a part that is written “offline” and has to be uploaded as one PDF document as well as information that has to be filled in directly in the online submission system.

**Offline / word processing part** of the proposal:

- Some parts of the full proposal must be written offline with a word processing programme to allow images, tables, etc. and then uploaded (as a PDF file) to the WWTF submission system. A template is provided for this part of the proposal, which you can find in section 2. Research Project in the submission system.
- You may use the word-processing software of your choice but we kindly ask you to use a **common font type such as Arial and a font size of 11pt. Line spacing should be between 1.3 and 1.5.** If these style recommendations are drastically changed, thereby causing legibility issues, this might be cause for formal rejection of the proposal.
- Please **do not add any headers or footers** (such as page numbers, proposal number, title of proposal) to the file since this information will be added automatically upon upload of the PDF.
- You **may include figures, tables**, etc. to improve the scientific presentation. Please note that the **size limit for the proposal is 8 MB.**
- The length of the offline part of the **full proposal may not exceed 15 pages.** Please note that the system blocks the upload if this page count is exceeded.

- Bear in mind that the **full proposal is an extension of the short proposal** you have already submitted. Thus, substantial changes of the project may impact the evaluation of the project by the jury.
- **Consideration of biological sex and/or gender aspects:** Sex-specific and gender-related aspects may potentially be relevant in every stage of the proposed projects. As sex/gender aspects have an impact on the research quality these **must** be considered and explained within the respective sections of the full proposal. Reflect on the research questions and approaches in the planned project in terms of sex-specific and gender-related aspects, e.g. is the research question or the approach likely to introduce sex-specific and gender-related biases in findings? Explain if all genders benefit from the research outcome equally or why not?  
Please also **provide a brief explanation** in case there is no potential biological sex and/or gender dimension to be considered in your proposed research.  
Please also refer to the document **“Including sex and gender considerations in WWTF proposals and research teams”** available online.

**Online part** of the proposal:

- The title of the research project, keywords and the key applicants (PI, Co-PI, core team members) cannot be changed. No substitution, deletions or additions of key applicants are allowed.
- All character limits include spaces.

## 1. Project Summary (online)

- **Basic information** of the project such as the title are transferred from the short proposal. The project duration can be changed, however major deviations from the short proposal must be thoroughly justified. An acronym or short title up to 20 characters must be added.
- **Scientific abstract** (up to 1,500 characters including spaces) in English will be the first information jury members and peer reviewers read.
- **General description** (up to 1,500 characters including spaces) in **German** is mandatory and will be used by WWTF for public relations work (such as the WWTF webpage), but will not be visible in the final electronic proposal and print-out (for the panel and peer reviewers). We ask you to write a simplified summary and not simply translate the scientific abstract into German.
- **Suggested peers** (reviewers): Applicants must suggest five international peers from fields of competences who are able to review the proposal. Suggested reviewers who you have previously worked with (publication activity, research cooperation, etc.) will not be considered due potential conflicts of interest. Please provide up to five keywords or phrases that describe the reviewers' fields of competence to allow for a balanced set of reviewers to be chosen. Please note that we will review internationally only,



hence, no reviewer with an Austrian affiliation or with very close links to Austrian research will receive the proposal.

- **Excluded peers** (reviewers) (optional, max. 3): Applicants may, without stating any reasons, exclude up to three peers (i.e. individual researchers and not institutions) from reviewing your proposal. The names will be stored in the WWTF database and will not be visible in the electronic proposal or print-out.

## **2. Research Project (max. 15 pages including figures, PDF upload, a template is provided in the submission system)**

Page numbers are indications about the expected length of each part, however, we allow for some flexibility between subchapters if this allows for a more precise presentation of the project. Please note that the omission of individual parts may result in a negative evaluation.

- I. Project description** (about 4 pages)
  - a. Subject of the research and fit to the call
  - b. State of the art and key scientific challenges
  - c. Research questions and hypotheses
- II. Objectives and expected outcomes** (about 1 page)
  - a. Objectives of the project
  - b. Expected results and outcomes
  - c. Dissemination (academic and non-academic) and stakeholder engagement
- III. Innovativeness and relevance** (about 2 pages)
  - a. Innovative aspects of the proposal
  - b. Contribution and relevance of the work to the field of urban environmental systems research
  - c. Interdisciplinarity
- IV. Methodological approach** (about 4 pages)
  - a. Research methods
  - b. Research plan (including Gantt chart)
  - c. Feasibility and risk management
  - d. Potential ethical aspects
- V. Potential sex/gender considerations** (about 1 page; reflecting on all other parts)
- VI. Roles of personnel** (about 1.5 page)
  - a. Interdisciplinary collaborative aspects

- b. Project management
- c. Research environment

## VII. Key references (about 1.5 pages)

### Online form

Upload “Research Project”

### Letters of Support

There is the possibility to upload letters of support from involved stakeholders, non-academic partners or experts. Letters of support are only to be submitted if there is a clear commitment to provide resources such as data, personnel resources, expertise or monetary contributions. General letters of support only conveying enthusiasm for the proposed work or applicants should not be submitted. The number of letters is not limited, but the length of the individual letters is restricted to five pages.


### Potential ethical aspects (max. 750 characters)


Confirmation if an approval of an ethics committee / institutional review board is required or not. If yes, upload the ethical approval(s) as a single PDF. There is no page limit, but the document may not exceed 5MB. This PDF is only for internal use and will not be sent to the panel or the peer reviewers.


## 3. Project Team

Persons and their roles filled into the system for the short proposals (PI, Co-PI, core team members) cannot be changed or deleted. The roles and responsibilities of each of these persons as well as their specific competencies for the proposed project can be described in detail (max. 500 characters). The CV uploaded in the short proposal stage can be replaced; however, the use of the WWTF CV Template is mandatory also at this stage. The template can be downloaded in this section of the proposal in the submission system.

Further persons not in a “key role” (all but PI, Co-PI, core team members) can be added. This is relevant to calculate the project budget. Placeholders for future team members can be added by selecting “N.N.” from the *Title* drop-down and allocated a budget in the next section, multiple N.N.s should be numbered in the surname box.

Additional person 1 

	Title: *	First/given name(s): *	Last name/surname: *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Year of birth: *	Highest academic title:	Date of doctorate: (dd.mm.yyyy)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution: *	<input type="text"/>		
Staff category *	-- please select -- 		

 add Additional person

Staff categories: “Senior personnel”, “Post-Doc”, “PhD student”, “Diploma student”, “Office, technician”

To add an additional person from a different institution other than the institutions of the three persons from the core team, you first have to add an additional partner institution. In total, a maximum of 5 institutions can be entered. A **change** in the additional partner institutions compared to the short proposal has to be **explained** in the respective parts of the proposal (explanation of cost planning, interdisciplinary collaborative aspects).

Partner Institution 3 

Partner institution: *	<input type="text"/>		
Institute/department/group: *	<input type="text"/>		
Address: *	<input type="text"/>		
Zip code/city/country: *	<input type="text"/>	<input type="text"/>	please choose 

- **Project team composition & gender equality** (up to 750 characters including spaces): Please describe how you address gender equality/balance in your team composition and in decision making processes? Do working conditions allow all members of staff to combine work and family life? Are there mechanisms in place to manage and monitor gender equality, e.g. workforce statistics? Are team members trained for gender competences in research and leadership?
- **Career development prospects and potential to secure additional funding** (up to 1000 characters including spaces): Please describe how your project contributes to career development of the team members (e.g., providing opportunities for research, staff exchange, teaching and mentoring). Also, please describe how funding from this programme will enable the applicants to secure additional/follow-up funding. Which funding opportunities do you consider as potentially promising (e.g. programmes of Austrian funding agencies, COST Actions, Horizon Europe)?

#### 4. Project Budget

- **Planning of personnel costs (Table 1)** includes the names and staff category of all persons listed in part “3. Project Team” which are automatically filled in. First choose the funding source (WWTF, in-kind, WWTF & in-kind) and then add the average yearly time commitment for each project year. The average yearly time commitment for the

funding source category “in-kind” is set to a minimum of 5%. Finally, for those persons where WWTF funding is requested, fill in the salary corresponding to a **100% employment**<sup>1</sup> (full time equivalent) in the corresponding column. The total funding applied for each person will then be automatically calculated, including a 3% annual salary increase. At the end of Table 1 you will see the total personnel costs applied for from WWTF. Costs are calculated in **thousands of Euro**, e.g. 305.60 k Euro = 305,600 Euro.

- **Planning of non-personnel costs (Table 2)**, project related costs for equipment, consumables, travelling, publications, organization of workshops/ conferences/ ..., and other costs) has to include a concise description of costs per cost category/ institution as well as the funding applied for. The budget for non-personnel costs is limited to max. 25% of overall WWTF funding.
- **Total funding applied for per institution (Table 3)** details the direct costs that will be automatically filled in using the information provided in tables 1 and 2. Add the overhead percentage (i.e., indirect costs) per involved institution as an integer between 0 (no overheads claimed) and 20 (20% overheads claimed). Finally, Table 3 will give you an overview on the total funding applied for from WWTF per involved institution. Up to 20% of the budget may be allocated to institutions outside of Vienna. *There should not be any significant deviations in the requested volume in the short proposal. Exceptions are accepted but require an explanation in the section “Explanation of Cost Planning”.*
- **Budget per region (Table 4)** is based on the information given in the tables 1-3. The share of budget allocated to the regions “Vienna” and “Other” will be shown for WWTF projects and to the regions “Vienna”, “Lower Austria” and “Other” for Joint Projects (JPs). For JPs, the budget allocated to the region “Vienna” has to be at least 51%. The share of budget allocated to the region “Lower Austria” can vary between 21% and 49%. Up to 20% can be allocated to any partner located in other regions (“Other”). For WWTF projects, at least 80% of the requested funding have to be allocated to the region “Vienna”. Up to 20% can be allocated to any partner (including partners in Lower Austria). The submission system will alert you if the inserted amounts exceed the permitted funding distribution between regions.
- **Explanation of Cost Planning** (max. 3.000 characters): WWTF provides substantial funding for scientific projects covering all project related direct costs plus a maximum of 20% overheads (i.e., “indirect costs”). Therefore, WWTF requires an explanation of your cost planning and detailed calculations of personnel costs (which should comprise the major part of the project related costs) as well as planning of project related costs for equipment, consumables, travelling, publications, organization of workshops/ conferences/ ... and other project related costs.

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<sup>1</sup> Please be aware that the PhD salary listed by the FWF is for a 75% or a 30 hours position.

- Last but not least you must **disclose other applications for funding** of the same project: Is this project (or parts of it) already subject to ongoing requests for funding?

## 5. Affirmations and Authorization

Affirmations are the signatures of the core project team members. Additionally, WWTF requires collecting the signatures of the authorized person(s) of all participating institutions to which the persons signing the “Affirmations” are affiliated to in case of funding.

Multiple copies may be used for signing. Scanned pages are accepted. **Please upload one PDF containing all the required signatures.**

Hard-copies of the proposal or the signatures are not required.

Institution	Signing person	Date, stamp, signature
University/Research Institute 1	<input type="text"/>	*
University/Research Institute 2	<input type="text"/>	*
University/Research Institute 3	<input type="text"/>	*

The names of the person(s) signing the authorization for each hosting institution have to be inserted into the provided textboxes in the system.

Then download the forms (“Download Part II/5 as PDF document”) and have these **signed**, together with the **date** and a **legible stamp**. If multiple signatures are required from one institution you can use the same form multiple times or add the additional signatures below the provided boxes. Multiple copies of the forms may be used for signing. A maximum of 6 pages may be uploaded in this section.

**Additional institutions** also have to sign the section “Authorizations” for the submission of the full proposal.

## In Case of Funding

The **Formal Funding Contract** will be made between WWTF and the Home Institution of the Principal Investigator (for universities according to §27 of the Universities Act 2002), the PI has full scientific and financial responsibility. For Joint projects, the funding contract will be made between WWTF, the Home Institution of the Principal Investigator and the Home Institution of the Lower Austrian Co-PI. Projects may start immediately but should **not start later than 6 months** after the formal funding decision has been made. During the project duration WWTF pays funding rates once a year in advance to the PI’s Home Institution. The PI is then responsible for the distribution to the partner institutions (if applicable). For Joint Projects, WWTF directly pays the instalments to the Lower Austrian partners.

**WWTF monitoring** during the runtime of the projects includes annual online reports delivered by the PI to WWTF with an overview on the scientific results achieved, personnel employment and funding spent as well as project outputs. WWTF office also makes site-visits to learn about the project progress and working environment of the personnel employed. WWTF offers the possibility to adapt the work plan according to project needs.

After the project has ended a comprehensive final report must be submitted online. WWTF may organize an **ex-post evaluation** by international peers (“Evaluation Day”) for all projects funded within a specific call.