

# Guide for Writing a Proposal

## VRG Call 2021 – Cognitive Sciences

*Twelfth call within the framework of the funding programme  
'Vienna Research Groups for Young Investigators'*

November 2020, v1.0



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## 1. 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 Vienna based institutions (“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), “Environmental Systems Research” (\*2017) and the University Infrastructure Programme (endowment by the City of Vienna, \*2006). The financial resources of WWTF originate from the “Privatstiftung zur Verwaltung von Anteilsrechten”. In addition, WWTF runs the “Vienna Research Groups for Young Investigators” (\*2010) programme, funded by the City of Vienna

While the thematic funding programmes are established in close coordination with Viennese RTD policy and initiatives, the review and selection process lies strictly in the hands of international scientists not employed in Austria. For each call, an appropriate international expert jury is established. Additionally, written peer reviews are obtained internationally for each proposal. During a meeting in Vienna and hearings of the candidates the juries formulate a funding recommendation based on the reviews and on their own expertise. This recommendation is then formally accepted by the WWTF Board of Directors.

The governing body is the WWTF Board of Directors. WWTF office manages all funding activities and is the contact point for all applicants and funded persons.

For more information see <https://www.wwtf.at>

## General Information

### 1. Characteristics of a Vienna Research Group

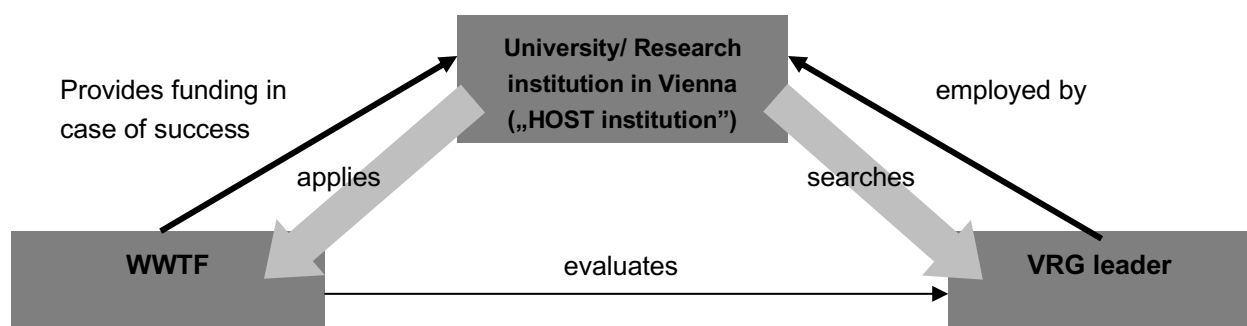
Vienna Research Groups are a possibility for young researchers to advance their career in an early post-doc phase. Typically it is the **first “genuine” group** led by such a young researcher who assumes leadership responsibility for several group members. Researchers who apply for this call are in general **two to eight years** after PhD; care duties may extend this period by up to four years. Vienna Research Group leaders are **independent** in designing their research work and recruiting staff.

Vienna Research Groups operate for **six to eight years**. Key milestones are: (i) an **interim evaluation** until the end of the first five years or earlier and (ii) the integration of the group leader into the Vienna host institution. The second phase will run for one to three years. Funding by WWTF is supplemented, particularly in the second phase (i.e. years 6, 6-7 or 6-8), by a significant increase of financial contributions from the host institution/other third party funding.

This “Vienna Research Groups for Young Investigators” call is issued for up to **two positions**. WWTF in total offers grants up to € 1.6 m per research group.

### 2. Applicants

In compliance with the Funding Guidelines for the Vienna Research Groups for Young Investigators program<sup>1</sup>; this call addresses **universities and research institutions in Vienna (“host institution”)** that intend to hire an excellent young researcher from abroad (from the so-called “home institution”). Individual persons are not eligible to apply.



Active recruitment procedures with the aim of finding potential VRG leaders by the university/research institution are mandatory. **The international publication of a job**

<sup>1</sup> [https://www.wwtf.at/programmes/vienna\\_research\\_groups/index.php?lang=EN](https://www.wwtf.at/programmes/vienna_research_groups/index.php?lang=EN)

**announcement – e.g. in a high impact journal that is relevant for the topic and/or via professional societies/ mailing lists – is obligatory.** Please forward the link or a digital copy of the job announcement to WWTF as soon as it is published. WWTF is glad to post it on its homepage.

**WWTF encourages Vienna-based research institutions to identify women to act as potential group leaders.** The successful appointment of a woman can be rewarded with a financial benefit for the Vienna host institution in order to support their gender mainstreaming activities. WWTF also offers support in dual career advice for partners of the awarded researchers.

### 3. Details of the current call

The twelfth call of the Vienna Research Groups programme encourages scientific research within the field of Cognitive Sciences. This group must address substantial state-of-the-art scientific research questions in the area of Cognitive Sciences incl. Neurosciences and advance the systematic understanding of cognitive processes in humans, animals and/or artificial cognitive systems. The call is open for projects that address the phenomena of cognition (including but not limited to perception, reasoning, thinking, behaviour). The projects should include empirical data (i.e. purely theoretical approaches will be excluded). Research from the fields of (Molecular) Neurosciences or Brain Research that investigate the neural substrate underlying cognition and behaviour is also strongly encouraged. Research proposals may come from all fields and subdomains of the Cognitive Sciences. Interdisciplinary approaches and collaborations with other fields are highly welcome.

The call is organized as follows:

1. All projects submitted within the application deadline will undergo a formal eligibility check by the WWTF office. Projects that do not meet the formal criteria (required signatures, in general 2-8 years after PhD, coming from abroad,...) will be rejected at this stage. For details please consult the section “Proposal structure” of this guide.
2. First qualitative assessment by a comprehensively composed international jury. Proposals not in the thematic focus of the call and proposals that do not meet international scientific quality standards will be rejected at this stage and will not be considered for the review process.
3. Applicants will be promptly informed about rejections in step 1 or 2 and will be provided with a short jury statement explaining the decision.
4. The remaining proposals will be assessed by at least two international written peer reviews.
5. The jury will invite a selection of candidates to the hearings in Vienna on the basis of written peer reviews and the jury's own expertise. Applicants will be informed about rejections.

6. All remaining candidates are comprehensively evaluated in hearings in a jury meeting in Vienna, resulting in a funding recommendation. Please note that the attendance of the hearing in Vienna is mandatory in order to be considered for funding.
7. The assessment process is completed by the formal funding decision of the WWTF Board of Directors.
8. Candidates/proponents whose proposals have undergone the written peer review process will receive a letter informing about the decision (including the anonymized reviews) after the formal funding decision.

#### 4. Facts about writing the proposal

Proposals can only be submitted through WWTF's **online submission system** (<https://funding.wwtf.at/>). Detailed information before you start your registration can be found in the section "How to Use WWTF's Online Submission System" in this guide.

All proposals must be written in **English**. The length of the proposal is determined by character counts of the submission system and the upload limit for PDFs. Therefore, we encourage you to write concisely and to the point. Present the most significant content in a readily understandable manner. Keep in mind, that the jury is composed of scientists from the call domain, however, not necessarily for the exact subject of your research. Go into sufficient detail as far as it is needed for peer reviewers and the jury to obtain a clear picture of the candidate and the planned activities. **Compliance with the rules for good scientific practice, as well as the consideration of potential ethical issues, is mandatory already at the proposal stage.**

One important step in writing the proposal is to describe the contractual relationship of the host institution with the group leader, her/his status within the host institution and her/his career perspectives. **Please explain in detail** (at the corresponding section in the online submission system) **the steps leading to a tenured position (or an equivalent career path)** (for example the exact process of getting a so-called "Qualifizierungsvereinbarung" including time frames). It is important that the **prospective host institution in Vienna provides a clear-cut career plan for the candidate**. These details will be the basis for contract in the case of funding.

For universities, funding contracts are concluded according to §27 of the Austrian "Universitätsgesetz 2002" (University Law). Therefore, **authorizing signatures** from the university / scientific institution acting as the host institution are mandatory at the submission stage. In case of funding, the institution will be the contractual partner. The VRG leader has the full autonomy and responsibility in regard to the scientific, financial and human resource tasks which are regulated in the funding contract.

**Please note that you have to hand in only the electronic version of the proposal (scanned signature sheets) via the online submission system. Hardcopies will not be considered in the evaluation process.**

## 5. Deadlines

### Proposal Deadline

June 17, 2021, 2 p.m.

### Hearings & Jury Meeting

November/December 2021

### Information of Candidates

December 2021

**Please be aware that there might be earlier deadlines for internal processes at the host institutions and inform yourself beforehand directly.**

The dates for the hearings and the announcements of results will be communicated as soon as possible. The candidates will be informed after the decision by the WWTF Board of Directors. Please be aware that WWTF does not reimburse travel costs to and from the hearing. For more information regarding travel grants please consult for example <https://www.ffg.at/en/career-grants> (Career grants of the Austrian Research Promotion Agency FFG).

If the planned project requires **ethical approval**, it is the obligation of the group leader to acquire it as soon as it is needed. Please describe the necessity of ethical approvals, the process of acquiring it and possible challenges in the application.

## 6. In case of funding

The funding contract will be concluded between WWTF and the host institution of the group leader (for universities, according to §27 of the University Law 2002) and the group leader. Note that a signed employment contract between the VRG leader and the host institution (“Dienstvertrag”) must exist and sent to WWTF not later than two months after the formal funding decision has been made (by the WWTF Board of Directors). Only then the funding contract with WWTF will be finalised and the names of the successful candidates will be published.

WWTF monitoring during the running time of projects includes annual short reports delivered by the VRG leader to WWTF with an overview of the scientific results achieved, cost sheets as well as project outputs. WWTF will also make site-visits to learn about the project’s progress and working environment of the personnel employed. WWTF offers the possibility to adapt the work plan according to project needs. A comprehensive final report must be submitted online after the project has ended.

## How to Use WWTF's Online Submission System

In order to apply, the use of the WWTF online submission system is mandatory. Kindly follow these steps to create, fill and submit a proposal:

1. Go to <https://funding.wwtf.at>
2. **Register** with your e-mail address and name: a password will be sent to you by e-mail. Note that you only have to register once to the Submission System; afterwards you can submit proposals to any current and future WWTF Call.
3. **Log in**, choose the respective call, and create a new proposal. Note: The proposal will be called 'unnamed group leader' until you fill in the title in the online form. You can create several proposals, and also delete them.
4. **Write proposal**: Fill in requested information in *online forms* and *upload the requested files* as mentioned in the system (details about formats and versions are listed online). You can save the current status of your proposal at any time and can access the system multiple times and edit the information.
5. **Submit proposal**: The submit button will be enabled only after all requested information has been filled in and is uploaded (signalled by a green check mark next to the chapter title). The submission is possible until the submission deadline. Please be aware that after submission no changes are possible anymore! Your submission will be saved as PDF and can be accessed at any time.

# Proposal Structure

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The following pages provide an overview of the obligatory online forms. Please note that you can only submit a proposal via the online submission system!

**Please note that the character count includes spaces!**

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## Proposal to the Vienna Science and Technology Fund Vienna Research Groups for Young Investigators 2021

### Cognitive Sciences

#### 1. Overview

##### Basic Information

Project number:	<i>Will be set automatically after submission</i>
Proposed field of research:	<i>This is the title of your proposal</i>
Keywords:	<i>Please try to find significant keywords for your proposal. These will be used to identify relevant peers to evaluate the proposal</i>
Project duration (in years):	<i>Drop-down: Please specify the duration: 5+1, 5+2 or 5+3 years</i>
Requested funding (in k€):	<i>The amount is set automatically (taken from part 6 Resources, Table 3: Cost Overview, "Total funding applied for from WWTF (k€)")</i>

##### Scientific disciplines

*Scientific disciplines relevant to the project (at least one category; sum must equal 100%)*

*Please fill in at least one category. Possible disciplines will pop up as soon as you enter the first letters. The sum must equal 100 %. The full list of disciplines can be found here: [https://www.wwtf.at/upload/Fields\\_of\\_Science.pdf](https://www.wwtf.at/upload/Fields_of_Science.pdf)*

Main scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%	Other scientific discipline:	%



## Proponent and host institution

*Proponent of the Vienna host institution: Who is the scientist at the Vienna host institution responsible for the coordination of the proposal? Note: this is not the proposed Vienna Research Group leader! The proponent will support the applicant at every stage of the application and is responsible for the integration of the applicant in case of funding.*

	Title:	Academic title:	First/given name(s):	Last name/surname:
	Drop-down menus		Insert name, do not insert academic titles	Insert name, do not insert academic titles
Home institution:	Possible home institutions can pop up as soon as you enter the first letters. If your institution is not available, please insert it manually			
Institute/department/group:	Please include all the contact information as precisely as possible. WWTF will use this information for any correspondence with the proponent			
Address:				
Zip code/city:				
E-mail:				
Telephone:				
Website:				

## Group Leader

*Please fill in the details of the proposed group leader.*

	Title:	First/given name(s):	Last name/surname:
	Drop-down menu		Insert name, do not insert academic titles
	Year of birth:	Academic title:	Date of doctorate:
		Drop-down menu	The date when the PhD degree has been awarded (dd.mm.yyyy)
	Employment at current home institution (by the time of submission)		
	Please chose from a drop-down menu: permanent, temporary, none		
Home institution:	Current home institution of the proposed candidate		
Number of journal papers (peer-reviewed):	To how many peer-reviewed journal papers (peer-reviewed) did the candidate contribute to?		

Number of citations:	Kindly use sources like Web of Science, Scopus or other relevant sources for your research topic to identify the “number of citations”...	Source:	...and state the source you received the number from here (e.g. Scopus, Google Scholar, ...)
Institute/department/group:	Please include all the contact information as precisely as possible. WWTF needs it for correspondence		
Current position:			
Financing of current position:			
Address:			
Zip code/city/country:	Please choose the country from a drop-down menu		
E-mail:	Please include all the contact information as precisely as possible. WWTF needs it for correspondence		
Cell phone number:			
Website:			

Note: The names of the proponent and the VRG leader indicated above will be automatically filled in part “7. Appendixes” for the mandatory signatures.

### Partner institution(s)

Please fill in the information below if other institutions than the host institution are involved in the project (i.e. that substantially work within the project, e.g. receive or give money). Up to five partner institutions can be added by clicking the button “add Partner Institution”.

Please describe the collaboration with these institutions in section 3. “Host and Partner Institution(s)”.

Home institution:	Some Viennese institutions can pop up as soon as you enter the first letters. For any other institutions (especially outside Vienna), type in its designation.
Institute/department/group:	Please include all the information as precisely as possible.

The institutions will be available in section 6 “Resources” via drop-down menu when you add additional persons to the cost table. If the institutions are only network partners, please use Section 3 under “Additional institutions”.

### Suggested peer evaluators

You have to suggest to five reviewers (not entire institutions / departments; please take care that these persons do not have a conflict of interest with the group leader / the proponent such as co-publications and collaborations in the past five years). The information provided is only visible to WWTF and jury

members. Do not include persons at Austrian institutions as the proposals will be reviewed internationally only.

**Excluded peer evaluators**

*Optional: You exclude up to three reviewers (not entire institutions / departments) without indicating reasons. This information provided is only visible to WWTF office and jury members. Do not include persons at Austrian institutions as the proposals will be reviewed internationally only.*

**Scientific abstract**

*Please give a short outline of the envisaged scientific work plan of the Vienna Research Group Leader and his/her group. The scientific abstract will be the first information jury members get. It is also used when asking reviewers if they are willing to assess the proposal.*

## 2. Vienna Research Group Leader

*This section should be filled out by the applying VRG leader*

### **Previous career steps**

*Describe your career steps so far. Please add the information in which groups you have been working up until now. Please note that WWTF takes unconventional research careers into consideration. You might add non-scientific landmarks in your career as well.*

### **Highlights of recent work**

*Describe the highlights of your recent work. This might be a publication, but also a major contribution to a scientific achievement in your lab.*

### **Description of (scientific) leadership potential**

*Please describe your (scientific) leadership potential. As you are in an early stage of your career, give the jury and the reviewers the possibility to assess your leadership potential, i.e. - based on your previous experience (in and outside the academic context). Please describe also your vision how you want to lead and manage the prospective group in Vienna.*

### **Motivation for application as Vienna Research Group Leader**

*Please give a short outline of the primary/main motivation of the applying group leader to come to Vienna.*

### **Formal criterion "being from abroad"**

*Please confirm the fulfilment of the criterion of "coming from abroad" to the Viennese host institution, i.e. the candidate spent at least two years during the last three years at a foreign research institution and is currently (submission deadline) not employed in Austria.*

### **Upload CV of VRG leader**

*Please upload the CV of the envisaged VRG leader. Keep the page limit of four pages in mind, with a bio sketch of not more than two pages and a maximum of two pages publication list (max. 25 publications per page. Please classify your publications in a suitable manner by using sub-categories like "peer reviewed journal publications", "conference contributions", "others"...). Only PDF-files are accepted (preferably PDF version 1.4 without any encryptions) for upload.*

### 3. Host and Partner Institution(s)

*This section should be filled out by the Vienna host institution/proponent.*

#### **Description of host institution**

*Please note that this part should be more than a general description of the host institution. Put emphasis on the institute/department/... of the institution that attracts the candidate to come to Vienna. Name the department(s)/institute(s), in which the project will be carried out.*

#### **Motivation of host institution to bring the proposed group leader to Vienna**

*Please give a short outline on the main motives of the host institution to bring the proposed group leader to Vienna.*

#### **Description and relevance of partner institution**

*If you wish to build a consortium: Please briefly describe here your partner institutions and state their relevance to the project. Describe their role and how they interact with the new group. Partners are institutions apart from the Vienna host institution. **Role, monetary and in-kind contributions have to be confirmed by a Letter of Intent (LoI) in the Appendix (section 7).***

#### **(if applicable) Description of Additional Institutions with which the Group Leader intends to collaborate**

*Please describe the additional institutions the group leader intends to collaborate with. Describe why they are relevant to the project.*

## 4. Work Programme

*This section should be filled out by the applying VRG leader in accordance with the Vienna host institution. Both parts (state of the art & research plan) must be uploaded as a single PDF file with a maximum of six pages. The file may include figures, charts, etc.*

### **State of the art in the proposed field and scientific challenges in the next years**

*Give a concise review of the subject of research, of the state of the art in the proposed scientific field and the scientific challenges the Vienna Research Group leader wants to address.*

### **Research plan**

*This section should provide external peers and jury members with a concise and yet comprehensive picture of the research plan envisaged by the group leader and his/her group. Formulate the concrete research question(s) you would like to address and specify the objectives to be achieved and the theoretical and methodological approaches. Try to outline your work programme as concretely 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. Please also line out your strategy/planned activities in regard to strengthening interdisciplinary research and collaboration with other fields in and beyond the Cognitive Sciences (mid- to long term perspective) in Vienna.*

**If the planned project requires ethical approval, it is the obligation of the group leader to acquire it as soon as it is needed. Please describe the necessity of an ethical approval, the process of acquiring it and possible challenges in the online submission**

### **Relevant references**

*List the key publications representing the state of the art in the respective research area. Please be aware of the maximum of 20 references. Mark the 10 most relevant references by clicking on the check box "Most relevant". Please use a reference style that allows for an identification of the publication (not just DOI numbers).*

### **Disclosure of other applications for funding: Has the proposed project (or parts of it) been submitted elsewhere?**

*Applicants agree to provide full information in all related matters. If you mark the check box "yes", an additional box will appear after you saved the section. Please include further details. WWTF reserve its rights to check for double funding with other funding organisation (in particular FWF).*

### **Ethical approval**

*Please state if ethical approval is required for the research associated with this proposal. If so, please indicate how and when you will obtain the necessary approvals. Please follow the research ethics guidelines of your host institution. Please indicate via the radio buttons.*

## 5. Integration of the Proposed Group Leader

*This section should be filled out by the Vienna host institution in accordance with the applying VRG leader*

### **Description of the Vienna Research Group Leader's recruiting process including gender management**

*Please describe the recruiting process for the proposed group leader (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.***

*Female scientists in Austria are clearly underrepresented in leading positions which is, among other reasons, due to gender biases in selection procedures. It is a goal of WWTF and of the Austrian scientific community to overcome these biases. What measures were applied to attract women as potential group leaders? Please describe your institution's policy to avoid gender biases..*

### **Job advertisement procedures**

*Active recruitment procedures with the aim of finding potential VRG leaders of the university/research institution are mandatory, e.g. by **an international publication of a job announcement – e.g. in a high impact journal that is relevant for the topic and/or via professional societies/ mailing lists.** Please indicate via the check box if you have done so. Please indicate in what journal(s) the ad has been published, and which further channels have been used. Upload one job announcement (as JPEG) as an example. The uploaded file will not count for the overall page budget and is for WWTF office only. **Please forward the link or a digital copy of the job advertisement to WWTF as soon as it is published. WWTF is happy to post it on its homepage.***

### **Status of the group leader during the funding period**

*Describe the contractual relationship with the group leader and her/ his status within the host institution during the whole funding period. It is important that the prospective host institution in Vienna provides a clear-cut career plan for the candidate. **Please explain in detail the steps leading to a tenured position** (for example the process of receiving a "Qualifizierungsvereinbarung" including time frames). **These details will be the foundation of contractual negotiations in the case of funding.***

### **Description of the interim evaluation of the group leader**

*The host institution is obligated to conduct an interim evaluation of the group leader. This evaluation should take place in the middle of the Vienna Research Group funding period, but not 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 your concrete schedule and the planned evaluation process. **Please note that the interim evaluation should be organized together with WWTF.***

### **Career perspectives for the group leader after the funding period**

*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 group leader (e.g. path to full professor)? Please 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 group leader**

*What measures are taken for the integration of the group leader into the institute/department of the host institution and between other partners like universities/facilities/departments/institutes? What support will the group leader receive upon arrival (administration, housing, onboarding, ...) How will the access to administrative resources be organized?*



## 6. Resources

*This section should be filled out by the Vienna host institution in accordance with the applying VRG leader.*

### Description of the envisioned group

*How will the group be set up? Which positions/qualifications are needed and when to conduct the research?*

### Description of the equipment and consumables

*Briefly describe the infrastructure, equipment and consumables needed to successfully perform the group's 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?*

### Statement of monetary and in-kind contributions

*The applicant's in-kind contributions have to be at least 20% of the total project sum. These in-kind contributions have to be described in detail. Please be aware that the monetary and in-kind contributions are the contributions from the host institution only. Monetary and in-kind contributions of potential partners (named in section 1 and detailed in section 3 as partner institutions) need to be documented only in the appendix in the form of Letters of Intent covering items and amounts indicated.*

*Basic infrastructure as office premises equipped with telephone, internet, laboratory etc. do not count as in-kind contributions and are covered by overheads. They must be available anyhow, so that work in the given research area can be taken up upon signing of the contract. Other categories are in-kind working capacity, consumables/software or monetary contributions.*

### Overhead policy

*WWTF pays overheads of up to 20% of the fundable direct costs (personnel costs and other costs). Please indicate by clicking the check box that you are aware of the host institution's overhead policy.*

### Cost planning

*WWTF funding can be used for all project-related costs that are reasonable in terms of the project and scientific field; however, the main focus should be on funding scientific personnel.*

- *personnel costs of the Vienna Research Group leader;*
- *personnel costs of project staff;*
- *cost of project-related consumables, event organization, travelling or specific organizational activities within the scope of the funded project, including a contribution to the cost, if any, of moving and setting up the group in Vienna;*

- *third-party costs, specifically for external contributions, consulting, human resources development, studies and software;*
- *publication costs such as article processing charges. WWTF strongly invites to publish open access and covers the costs (preferably “gold” open access).*
- *cost of the laboratory and other equipment for the Vienna Research Group, except basic infrastructure;*
- *overheads of up to 20% of the directly fundable costs (including indirect costs). Therefore, **no indirect costs such as power, room rent, etc. are fundable.***

Kindly pay attention that **funding of companies or other profit-oriented organizations is not possible with project means**. However, to a limited extent they can be involved as service providers, manufacturers or contractors if the service cannot be accomplished in-house; Collaborations with industry on the basis of in-kind contributions are possible. When in doubt please contact WWTF office. **A maximum of 20% of the funding volume by WWTF can be used for financing research partners outside of Vienna.**

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

#### **Table 1: Planning of personnel costs**

Everybody employed in a WWTF-funded project should get a fair contract 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, <https://www.fwf.ac.at/de/forschungsfoerderung/personalkostensaetze/>). **Note: 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.**

A maximum total employment is set at 100% (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 potential VRG-candidate: please inform yourself what your actual salary will be beforehand!**

The personnel categories are:

Senior Personnel	highly qualified scientists, usually already in permanent employment
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)

## Add persons

Before you can fill in the personnel, you have to add a row for every person by clicking “Additional persons”. Please select the institution (added in part 1 “Overview”) and the staff category from the drop-down menu. They will automatically be given a number (N.N 1, N.N 2, N.N 3,...) but you can change this manually.

Name:	Institution:	Drop-down menu (according to your information regarding the host institution and partner institutions in 1. Overview)	Staff category:	Drop-down menu
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In Table 1 the name of the group leader listed in part “1. Overview” is automatically filled in. Please first choose 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 “1. Overview”. You can add another person by clicking at the button “add another person” above at any time. Finally, for those persons where WWTF funding is requested, fill in the salary corresponding to a 100% employment in the first project year (Please keep in mind the note above in regard to the collective agreement / FWF standards!). The total funding applied for each person will then automatically be calculated **including a 3% annual salary increase**. At the bottom right field of Table 1 you will see the total personnel costs applied for from WWTF.

			Average yearly time commitment (from 0 to 100 %)			
Name	Staff category	Funding source	Y1	Y1 salary 100%	Total sum of funding applied from	In-kind contributions
Group Leader, N.N 1, N.N 2, N.N 3,...	Will be set automatically	WWTF in-kind in-kind & WWTF				

**Please be aware:** If you want to calculate a **pay raise for the group leader**, please follow the example below. The group leader can in summary only have 100% in total of average yearly time

commitment.

Additional person 8

Name: *	Institution: *	Staff category *
Group Leader (Y6-8)	insert host institution	Post Doc

add Additional person

Name	Staff category	Funding source *	Average yearly time commitment (from 0 to 100%) *								Y1 salary 100% in k€ *	Funding applied for from WWTF in k€ *
			Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8		
Group Leader	Senior personnel	<input checked="" type="radio"/> WWTF <input type="radio"/> in-kind <input type="radio"/> in-kind & WWTF	HHTF 100	HHTF 100	HHTF 100	HHTF 100	HHTF 100	HHTF 0	HHTF 0	HHTF 0	80.00	HHTF 424.73
Group Leader (Y6-8)	Post Doc	<input type="radio"/> WWTF <input checked="" type="radio"/> in-kind <input type="radio"/> in-kind & WWTF	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 0	IN KIND 100	IN KIND 100	IN KIND 100	90.00	IN KIND 322.49

In this example there is a pay raise of the group leader planned in the fifth year. This means that two lines for the group leader are necessary in the table "Planning of personnel costs". In the first line please enter the average yearly time commitment of the first years and the expected salary for 100% in € for year 1. Years 5 to 8 remain with 0%. Then please add another person at "Additional person" and once again choose a staff category and enter his/her name. Now only enter the average yearly time commitment of the other years (years 1-5 remain with 0%) and the respective salary in 100% of year 1 (please be aware that the 3% increase will be calculated automatically for the years 1-5).

## Table 2: Planning of non-personnel costs

In Table 2 please provide a concise description of costs per cost category/institution as well as the funding applied for. Click "add another row" to include another cost factor. These are:

- Equipment:** This covers devices, instruments, system components and other durable goods that have to be purchased in addition to the available initial equipment and basic infrastructure, with a view to providing the group leader and his/her group with better equipment. If the purchases planned exceed the amount of € 20,000.- incl. VAT, the following questions need to be answered:
  - Is there any available, comparable equipment which could be modified for the tasks envisaged? If so, what would be the cost of modification as compared with that of purchase?
  - Is comparable equipment available within a reasonable distance (i.e. in Vienna)? If so, is there a chance of shared use (shared facilities)?
  - What are the expected follow-up costs (recurring maintenance and repair, upkeep, consumption of energy, water, gases, coolants, etc.)? Costs occurring after the end of the WWTF funding period have to be covered by the host institution.

**Note:** If WWTF funding is requested, this equipment can be rented, leased, adapted, or bought. If devices are bought, **pro rata depreciation** rates can be funded. If special equipment is used on own account, pro rata depreciation rates should give the value of contribution.

1. **Consumables:** This covers expendable consumables; appliances up to € 2,000.- excl. VAT.
2. **Workshops / Conferences / ...:** This covers the costs of conference participation or the costs of events and workshops organized by the group leader.
3. **Travelling:** incurred for attending project related scientific events and invitations
4. **Publication costs:** including cost for patent filing and open access publication (see also WWTF open access policy, available at [https://www.wwtf.at/upload/WWTF\\_Open\\_Access\\_Policy\\_DE.pdf](https://www.wwtf.at/upload/WWTF_Open_Access_Policy_DE.pdf))
5. **“Other”:** This covers all other costs, for example service contracts (paid on a lump sum basis).

Description / Cost category / institution	Funding source	Y1	Funding applied for from WWTF in k€
Drop-down menu for category and institution	WWTF in-kind in-kind & WWTF		
<b>Total non-personnel costs applied for funding from WWTF in k€</b>			

*Please be as specific as possible (e.g. list devices etc.)! You can use the same categories multiple times!*

### Table 3: Cost overview

In Table 3 the direct costs and the in-kind contributions will be automatically calculated using the information provided in Tables 1 and 2. Finally, Table 3 will give you an overview of the total funding applied for from WWTF and also per institution.

**The maximum amount of total funding applied for from WWTF is exactly 1.600 k€.**

	Personnel costs	Non-personnel costs	Overhead rate in %	Overhead costs	Total sum of funding applied from WWTF	In-kind contributions
Institution 1						
Institution 2						
Institution 3						
Institution 4						
<b>Total (k€)</b>						
<b>Total cost of VRG</b>						

<b>Percentage of in-kind contributions</b>	

*Funding in year 6 to 8 should not exceed 15% of total requested funding.*

## 7. Appendixes

### Letter(s) of intent

Will parts of the requested WWTF funding be used for other institutions than the host institution? Do partner institutions provide in-kind contributions? If yes, please specify the institution(s), the amount and the usage of the funding volume(s) (personnel, non-personnel, consumables...). **Please upload a Letter of Intent for each of your partners (max. 2 pages/up to 5 partners) that will either receive parts of the WWTF funding or provide in-kind contributions. Please be very detailed and specific (e.g. what is included in detail, who is paying what...)!**

You may use the template that can be downloaded directly in the submission system. The in-kind contributions of all partners and third party institutions must be signed by the responsible director/manager/head. Only PDF-format (preferable PDF version 1.4 without any encryptions) is accepted.

### Letter of recommendation / additional information

**Please upload letter of recommendations or additional documents here.**

The upload limit (including letter of recommendation and additional documents) is 4 pages. Please do not upload main contents in regard to the work programme here. Only PDF-format (preferable PDF version 1.4 without any encryptions) is accepted.

### Photo of candidate

The picture is for internal use only. The height of the picture should not be less than 1000 px. Both b/w and colour photos are accepted. The file format must be JPEG.

### Affirmations and Authorizations

	Signing Person	Signature	Date
Host Institution	A signature of the person representing the management of the host institution/rector/director/manager) is required		
Proponent	The proposal needs to be signed by the proponent of the proposal		
Group leader (proposed person)	The proposal needs to be signed by the proposed group leader		

The signature table will be generated after the names and institutions are provided in "1. Overview". Multiple copies (max. 3) may be used for signing. Please upload the signed sheets as PDF. WWTF does not require to be provided with the original signature sheet, but keep it for your record.

Please be aware of the rules for signatures at the host institution and/or ask the "Forschungsservice" (Research Services) of the host institution.