

# **RTI-DISSERTATIONS 2021**

## **APPLICATION GUIDE**

**18.10.2021**

This guidebook serves as support for the application for the call "RTI Dissertations 2021 " in the submission system of GFF NÖ.

## **PART A GENERAL PROJECT INFORMATION**

- **PROJECT TITLE (GERMAN AND ENGLISH)**  
Choose a meaningful project title and refrain from using only capital letters.
- **LANGUAGE OF APPLICATION**  
The general language of application is English. If the project intends to only work with texts in German, then the language of application may also be German.
- **ALLOCATION TO FIELDS OF ACTION OF THE RTI STRATEGY LOWER AUSTRIA 2027**  
Depending on the thematic focus of the call, the project proposal can be assigned to one or more fields of action of the RTI Strategy Lower Austria 2027. In the case of a thematic focus of the call, this assignment is done automatically.
- **ASSIGNMENT TO SCIENTIFIC DISCIPLINES**  
You have the possibility to select the main scientific discipline and other scientific disciplines (according to Statistics Austria) that match your project proposal (max. 4) and to assign a percentage weighting.
- **KEYWORDS**  
In addition to the scientific disciplines, you can enter additional key aspects as keywords.
- **MINIMUM DURATION OF THE INTENDED PHD STUDIES**  
Enter the minimum duration of the intended PhD studies in months.
- **HAS THE MASTER'S DEGREE ALREADY BEEN COMPLETED?**  
If yes, please upload the confirmation.  
If no, submit the confirmation by May 31, 2022 at the latest.
- **CONFIRMATION ABOUT ADMISSION TO PHD STUDIES**  
If already available, please upload the approval decision.  
If no, submit the confirmation by May 31, 2022 at the latest.
- **HAVE THE PHD STUDIES ALREADY BEEN STARTED?**  
If yes, please indicate the start date and the intended completion date.
- **MOTIVATION LETTER**  
Upload the motivation letter of the PhD student for the dissertation project you are applying for.
- **CV OF THE PHD STUDENT**  
Please upload the CV of the PhD student in English.
- **RESUBMISSION**  
Let us know if this application is a resubmission of a rejected application from a previous call from GFF (NFB).

➤ **APPLICATIONS TO OTHER FUNDING AGENCIES**

Let us know here if you have already submitted this project application to another funding agency or will be submitting it in the near future.

## **PART B PROJECT TEAM**

This part provides more detailed information about the project owner(s) and the PhD student. The institution where the employment for the dissertation will take place acts as project owner. In case of a cooperative employment, both institutions will be project owners. Please note the provisions in the call document.

➤ **DO YOU APPLY FOR A COOPERATIVE EMPLOYMENT?**

If yes, both institutions will be project owners. Please note the provisions in the call document.

If no, only one institution will be project owner and principal applicant.

### **B.1 PROJECT OWNER 1 (AND 2)**

Please enter the contact details of the participating institution(s).

➤ **GENERAL DATA**

If available, these data can be automatically transferred and, if required, also be edited.

➤ **CONTACT PERSON**

The project owner's contact person is responsible for communication in connection with the administration, funding decisions, review results, etc. of the proposed project.

### **B.2 PHD STUDENT**

Enter the data of the PhD student.

## **PART C PROJECT DESCRIPTION AND WORK BREAKDOWN STRUCTURE**

### **C.1 PROJECT DESCRIPTION**

The project description describes the objective and significance of the project in terms of content, the implementation plan and the potential impact. It forms the core of the project proposal and is the main focus of the evaluation. Please present the contents in a way that is comprehensible to external reviewers and, especially in the case of interdisciplinary project proposals, make sure that reviewers from different disciplines can review your project proposal and therefore ensure that the project description is comprehensible beyond the respective scientific disciplinary boundaries.

The project description should not exceed 10 pages excluding the bibliography and must be written in English. The structure is predetermined (see C1.1-C1.3) and the formatting requirements

(justification, font: Arial, font size: 11pt, line spacing: 1.15, indentation 2.5cm from all sides) must be adhered to. The insertion of graphics and tables is possible and desired.

### **C.1.1 OBJECTIVES AND SIGNIFICANCE OF THE PROJECT**

(Corresponding evaluation criteria -> K1 according to call document)

- **ABSTRACT IN ENGLISH**  
Create an abstract of your project in English that is also suitable for publication. (up to 400 words)
- **ABSTRACT IN GERMAN**  
Create an abstract of your project in German that is also suitable for publication. (up to 400 words)
- **PROJECT IDEA AND CURRENT STATE OF RESEARCH**  
Describe your project idea. What makes your planned project particularly original and innovative? What is the expected knowledge gain and how is the scientific significance to be evaluated? In addition, give an overview of the current state of research in the addressed topic area and the current scientific challenges.
- **SCIENTIFIC PROBLEM / WORKING HYPOTHESES**  
Describe your research questions / working hypothesis(es) as the basis for the planned project.
- **RESEARCH METHODS**  
Describe and justify the research methods chosen.
- **GENDER-RELEVANT ASPECTS**  
Present potentially gender-relevant aspects in the research project. What precautions will be taken to reduce or exclude possible gender bias effects? It is also necessary to state and justify if, in the applicants' opinion, the project does not contain any gender-relevant aspects.
- **PARTICULAR SUITABILITY OF THE PHD CANDIDATE FOR THE RESEARCH PROJECT**  
Describe briefly why this person is particularly suitable for the research project you are applying for.

### **C.1.2 IMPLEMENTATION PLANNING**

(Corresponding evaluation criteria -> K2 according to call document)

- **DESCRIPTION OF THE WORK PACKAGES**  
Describe the work packages and milestones from the work breakdown structure (see section C2). Work packages are located on the lowest level. The work breakdown structure must contain at least one work package with a milestone.
- **INFRASTRUCTURAL AND SCIENTIFIC FRAMEWORK CONDITIONS OF THE PARTICIPATING INSTITUTION(S)**

Describe the relevant framework of the participating institution(s). Depending on the project, this can be required infrastructure, possibilities for scientific networking etc.

➤ **POSSIBLE RISKS DURING IMPLEMENTATION**

What risks can jeopardise the planned implementation of the project? What alternatives are there if a specific risk occurs? It must also be stated and justified if, in the applicants' opinion, the project does not involve any risks.

➤ **INTENDED COOPERATION WITH OTHER INSTITUTIONS, SCIENTIFIC INTERNSHIPS AND/OR STAY ABROAD**

If intended, describe planned cooperations with other institutions, stays abroad and/or scientific internships during the funded employment and the resulting benefit for the dissertation.

➤ **COMMENTS ON INTENDED FORMAL SUPERVISORY RELATIONSHIP**

The formal supervisory relationship for the dissertation project can be entered into with any university or research institution with the right to award doctorates in the member states of the EU. This does not have to be the institution submitting the application.

➤ **COMMENTS ON INTENDED EMPLOYMENT RELATIONSHIP**

Indicate what the planned extent of employment is. If the employment exceeds 30h/week, an hour record is required.

If the employment of the PhD student is done by one project owner, please indicate how the second 50% will be financed (this can be by in-kind contribution or by a further funding. Double-funding has to be excluded.)

If the employment is done by two project owners, please describe how the employment is being splitted and how the cooperation will be secured.

Please note the provisions in the call document.

### **C.1.3 BIBLIOGRAPHY**

Present the relevant literature clearly and in a manner appropriate to the scientific discipline.

## **C.2 PROJEKTSTRUKTURPLAN**

(Corresponding evaluation criteria -> K2 according to call document)

The work breakdown structure is automatically generated and displayed from work packages and work packages with milestones entered by the applicants. The work breakdown structure must contain at least one work package with a milestone. The description of work packages and milestones is given in section C1.2.

## **SIGNATURE SHEETS**

The confirmation of the participating institution(s) and the PhD student can be downloaded after completion and submission of the proposal. Please upload the (digitally) signed forms within two weeks after submission deadline.

The participating institutions and the PhD student confirm with their signature that, in the event of funding, they will carry out the project as described in the project application and accept the provisions of the call document and the underlying guidelines.