

RTI-PARTNERSHIPS 2021

APPLICATION GUIDE

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

A GENERAL PROJECT INFORMATION

The following data is entered directly:

- **PROJECT TITLE (GERMAN AND ENGLISH)**
Choose a meaningful project title and avoid using only capital letters.
- **APPLICATION LANGUAGE**
The general language of the application is English.
- **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 made 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.
- **STAKEHOLDER GROUPS**
Based on the data from Part B, an overview of the stakeholder groups, which are represented in the partnership is automatically generated.
- **KEYWORDS**
In addition to the scientific disciplines, you can enter additional key aspects as keywords.
- **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.
- **NEGATIVE LIST OF REVIEWERS**
You have the option to nominally exclude up to three reviewers from the review. No justification is required. You can also exclude anonymous reviewers who have reviewed one of your project proposals in the past. To do so, enter the project number and the reviewer's number instead of the name.
- **ABSTRACTS**
Please include the abstracts (max. 2.000 characters) in German and in English. They should highlight the current situation, the challenges, the objectives and the implementation of the project as well as the intended outcomes, the dissemination strategy and the future exploitation.

The following data is automatically generated from other application sections:

- **PLANNED DURATION IN MONTHS**
The planned duration results from the created work packages in section C2. Please note that the planned duration has an impact on the maximum funding amount. Please note the provisions in the call document.
- **REQUESTED FUNDING AMOUNT**
The requested funding amount results from the funded costs indicated in section D. Please note the provisions in the call document.
- **PERSONAL CONTRIBUTION**
The planned personal contribution results from the non-funded costs indicated in section D. Please note the provisions in the call document.
- **FUNDING RATION**
The funding ratio is calculated automatically based on the total costs and the maximum funding rate. Regarding the scope of the funding rate, please note the provisions in the call document.
- **TOTAL COST OF THE PROJECT**
The total costs of the project result from the sum of the requested staff costs, material costs and third-party services costs.
- **FTES INVOLVED OVER PROJECT DURATION**
This shows the number of planned full-time equivalents (distributed by gender) for the project over its total duration. Positions that have not yet been filled and will be advertised are listed as "N.N.". Persons not yet known by name are also listed as "N.N.". These persons can only be created as project staff members, but not as principal investigators or partners.

B PROJECT CONSORTIUM

This section contains entries of the detailed information on the project consortium. A distinction is made between participating institutions (project owner and other participating institutions) and participating persons (principal investigator, partners and project staff).

B.1-B.2 INSTITUTIONS INVOLVED

Here please enter the contact details of the participating institutions. The institution, which coordinates the partnership and therefore provides the partnership-manager, acts also as the lead partner of the partnership. All other entities that are involved act as members of the partnership. Please also note the provisions in the call document.

The following data is entered directly:

- **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.
- **EQUAL OPPORTUNITIES MEASURES**
Equal opportunities between female and male scientists in their participation in research projects are a prerequisite for the approval of funding. This equal opportunity should, as far as possible, be reflected in a balanced gender distribution within the project teams. The project proposal must describe which measures are taken by the participating institutions to ensure this equal opportunity in their organisation and how this affects the proposed project.
- **SIGNATURE SHEETS**
The participating institutions 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.

B.3-B.4 PARTNERSHIP-MANAGER AND PROJECT STAFF

Enter the data of the persons involved as partnership manager and further project staff here. The partnership manager and the project staff form the lead team of the partnership.

The following data is entered directly:

- **PROFILES AND USER DATA**
Persons, who participate as partnership managers or project staff, can create user profiles in the submission system. These user data and profiles can then be used further in future proposals (following an approval process). Therefore, the user data need to be kept up to date. Persons not yet known by name ("N.N.") can only be created as project staff.
- **FUNCTION IN THE PROJECT**
Describe briefly the person's function in the project.
- **INSTITUTION**
Indicate to which participating institution the person belongs.
- **SIGNATURE SHEETS**
The lead partner confirms with a 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. No signature sheets are required for project staff.

The following data is automatically generated from other application sections:

- **FTE ON A TERM BASIS**
The full-time equivalent of employment on the project is given here. The basis is the information in section D1.

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 has to meet the following formal requirements:

- Page limitations:
 - C.1.1: max. 7 pages
 - C.1.2: max. 7 pages
 - C.1.3: max. 6 pages
 - C.1.4: no limitation
- Language: English
- Font: Arial, 11 Points, full justification
- Line spacing: 1,15
- Page margins: 2 cm
- Format for the Upload: PDF

The structure and the formal requirements as well as guidelines for the individual sub-sections are included in the project description template. Tables and figures might be used if they support the argumentation and the presentation of the concept.

C.2 WORK BREAKDOWN STRUCTURE

The work breakdown structure is automatically generated and displayed from work packages and milestones entered by the applicants. A completed work package can be linked to a milestone. The work breakdown structure must contain at least one milestone. The description of work packages and milestones is provided in section C1.2.

D BUDGET PLAN

D.1 PERSONNEL COSTS

You can enter eligible and non-eligible personnel costs.

The following data is entered directly per participating institution:

- **GROSS ANNUAL SALARY**
Enter the expected gross annual salary for each person here. Please note the caps and provisions in the call document.
- **OVERHEAD FLAT RATE**
Indicate the requested overhead allowance (up to 25% of eligible staff costs).

➤ **SERVICE HOURS / FULL-TIME EQUIVALENT**

You can alternatively enter full-time equivalents or service hours per person and year here. Please note that the service hours for a full-time employee per year are capped at 1720 and this value is also used as the hourly divisor for billing. In the event that personnel costs of a person are partly directly related to the Citizen Science Add-on, a corresponding division is possible.

The following data is automatically generated from other application sections per participating institution:

➤ **NAME OF THE PERSON**

Is taken over automatically.

➤ **FUNCTION IN THE PROJECT**

Is taken over automatically.

➤ **WORK PACKAGES INVOLVED**

Taken over automatically.

➤ **FLATE RATE FOR ADDITIONAL WAGE COSTS**

A flat rate for additional wage costs of 30% is applied.

➤ **TOTAL PERSONNEL COSTS**

The total personnel costs per person result from the entered gross annual salary plus a flat rate for additional wage costs of 30%.

D.2 THIRD-PARTY SERVICES

According to the regulation in the **call guide** for the FTI-partnerships, there are two options for including third-party services:

➤ **THIRD-PARTY SERVICES BY PARTICIPATING INSTITUTIONS**

The participating institutions (members of the partnership), which are included in part B (excluding the lead partner), are eligible to receive budget through third-party services. These third-party services provided by participating institutions are limited to 20% of the total funding. If this option is selected, the lead partner selects the respective member of the partnership and includes the costs, the service and a justification.

➤ **THIRD-PARTY SERVICES BY EXTERNAL INSTITUTIONS**

The third-party services by external institutions (not members of the partnership) are limited to 10% of the total funding. If this option is selected, the lead partner includes the costs, the provider, the service and a justification.

D.3 MATERIAL COSTS AND OTHER COSTS

The following data are entered directly per participating institution and cost category (such as experimental and consumable materials, travel costs, publications, costs for dissemination, fees for study participants and participation of citizens):

- **DESIGNATION**
Describe the respective planned costs. Present the planned costs in such detail that they are comprehensible for external reviewers.

- **BRIEF DESCRIPTION**
Describe the respective planned costs in such a way that they are comprehensible for external reviewers.

D.2 TOTAL PROJECT COSTS

The total project costs are automatically generated per year and institution from sections D1 to D3. The presentation is divided into eligible and non-eligible costs, participating institutions, cost types and years. In addition, the personal contribution rate, the effective funding rate, the Lower Austrian share of the requested funding and the distribution among the participating institutions are shown.