RTI PROJECTS 2021: BASIC RESEARCH

APPLICATION GUIDE

This guidebook serves as support for the application for the call "RTI Projects 2021: Basic Research" in the submission system of GFF NÖ.

A   GENERAL PROJECT INFORMATION

The following data is entered directly:

- ➢ **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 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.

- ➢ **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.

- ➢ **CITIZEN SCIENCE ADD-ON**
  Indicate whether your application includes a citizen science add-on.

- ➢ **ETHICS COMMITTEE VOTE**
  Indicate here whether there is a need for an ethics committee vote. If you have obtained such a valid vote, you can upload it as a pdf file. If you have not yet obtained one but this is still required, you have the option of submitting it later. Please note the provisions in the call document.

- ➢ **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.

> ➤ **DECLARATIONS OF SUPPORT**
> You have the possibility to upload declarations of support as pdf files.

> ➤ **RESPONSE TO REVIEWERS**
> If you have already submitted your project application to GFF NÖ in the past, you have the opportunity to respond to the suggestions or criticism of the reviewers at the time.

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.

> ➤ **TOTAL COST OF THE PROJECT**
> The total costs of the project result from the sum of the requested funding amount and the personal contribution.

> ➤ **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.I   INSTITUTIONS INVOLVED

Here please enter the contact details of the participating institutions. The institution at which the main part of the project will be carried out must act as project owner. Please 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.

The following data is automatically generated from other application sections:

> ### REQUESTED FUNDING AMOUNT
> Results from section D (budget plan).

> ### PERCENTAGE SHARE IN THE PROJECT
> Results from section D (budget plan) *[= eligible costs institution X / total eligible project costs]*.

> ### IN-KIND CONTRIBUTION
> Results from section D (budget plan).

> ### IN-KIND CONTRIBUTION RATIO
> Results from section D (budget plan) *[= ineligible costs institution X / eligible costs institution X]*.

B.2   PRINCIPAL INVESTIGATOR, PARTNERS AND PROJECT STAFF

Enter the data of the persons involved as principal investigator, partners and project staff here. The principal investigator and partners form the core team of the project.

The following data is entered directly:

> ### PERSONAL DATA
> Scientists who participate in projects as principal investigators, partners or project staff can create user profiles in the submission system. These user profiles can then be used in proposals (following an approval process). The data in the user profiles should be checked and kept up to date. Persons not yet known by name ("N.N.") can only be created as project staff, but not as principal investigators or partners.

> ### FUNCTION IN THE PROJECT
> Describe briefly the person's function in the project.

> ### INSTITUTION
> Indicate to which participating institution the person belongs.

> ### IS FUNDING BEING APPLIED FOR?
> You can specify whether the person's personnel costs are to be funded in full, in part or not at all. Depending on this, the person will be allocated in section D (budget plan). Please note the provisions in the call document regarding eligible personnel costs (junior scientists).

> ### SIGNATURE SHEETS
> The scientists involved as principal investigators and partners 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. No signature sheets are required for project staff.

The following data is automatically generated from other application sections:

> ### JUNIOR SCIENTIST
> Depending on the personal data, the system recognises whether the person is a junior scientists according to the call document. Please note the provisions in the call document.

> ### 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.I   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 20 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.

If the planned project includes a Citizen Science Add-on, the involvement of citizens should be described accordingly. Explicit reference to the participation of citizens should be made in particular at those points where the explanatory texts contain a corresponding reference ("additional for Citizen Science Add-On").

C. I.1 OBJECTIVES AND SIGNIFICANCE OF THE PROJECT
(Corresponding evaluation criteria -> K1)

➢ **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, SCIENTIFIC PROBLEM 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.

➢ **WORKING HYPOTHESES**
Describe your working hypothesis(es) as the basis for the planned project.

➢ **RESEARCH METHODS**
Describe and justify the research methods chosen.

additional for Citizen Science Add-On:
Describe and justify the scientific involvement of citizens in the planned project. Which target groups are addressed in the population? Why were these target groups selected? What are the inclusion and exclusion criteria for participation in this context and how is recruitment done? Describe the role design, communication planning, methodology of participation, planned formats and/or technologies for involvement (e.g. workshops, databases, apps, blogs, websites, etc.). How is data quality assured when involving citizens in data collection? (e.g. through training, instructions, etc.) In what form will the data be scientifically integrated?

➢ **PRELIMINARY WORK FOR THE IMPLEMENTATION OF THE PROJECT**
What preliminary work (e.g. experiments) has already been carried out and what relevant data material is already available? Present this data in a clear and comprehensible form for external reviewers.

additional for Citizen Science Add-On:
Have projects involving citizens already been carried out in the past? What experience is available in this regard?

➢ **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.

C.I.2 IMPLEMENTATION PLANNING

(Corresponding evaluation criteria -> K2)

➢ **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. A completed work package can be linked to a milestone. The work breakdown structure must contain at least one milestone.

additional for Citizen Science Add-On:

Citizen participation must be represented by at least one work package and one milestone.

➢ **COMPOSITION OF THE PROJECT TEAM**

Explain the key points in the composition of the project team. What skills and qualifications do the partners and project staff bring to the table? How are junior scientists involved in the project and what potential contribution does this make to their career development? In what way are senior scientists involved in the project? What is the distribution of tasks between junior scientist and senior scientists? What gender-sensitive aspects were taken into account when putting together the project team? What special attention is paid to when recruiting project staff whose names are not yet known ("N.N.")?

additional for Citizen Science Add-On:

What special aspects are taken into account in connection with the participation of citizens (e.g. scientific and communicative qualifications of the scientists involved)?

➢ **INFRASTRUCTURAL FRAMEWORK CONDITIONS OF THE PARTICIPATING INSTITUTIONS**

Describe the relevant infrastructure of the participating institutions available for the project.

➢ **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.

additional for Citizen Science Add-On:

What potential ethical, data protection, security or regulatory aspects need to be taken into account in connection with the participation of citizens and how is it planned to deal with them? (e.g. potential risks and/or burdens for the involved citizens, possible conflicts of interest, guarantee of data protection, etc.) It must also be stated and justified if, in the opinion of the applicants, the project does not involve such aspects.

➢ **FINANCIAL AND RESOURCE PLANNING**

Here you have the opportunity to comment on the financial and resource planning as well as the distribution among the participating institutions in addition to the budget plan (section D).

C. 1.3 IMPACT

(Corresponding evaluation criteria -> K3)

> #### SCIENTIFIC IMPACT
> What contribution can the planned project make to the sustainable expansion of the research competence of the participating institutions?
> What contribution can the planned project make to the expansion of new and existing cooperations between the participating institutions?
> What contribution can the planned project make to increasing the visibility and profile of the participating locations?

> #### SOCIAL IMPACT
> What contribution can the planned project make to innovation and to solving societal challenges?
>
> **additional for Citizen Science Add-On:**
> What contribution can the planned project make to the two-way transfer of knowledge between science and the population?

C. 1.4 BIBLIOGRAPHY

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

C.2 WORK BREAKDOWN STRUCTURE

(Corresponding evaluation criteria -> K2)

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 given in section C1.2.

additional for Citizen Science Add-On:
Citizen participation must be represented by at least one work package and one milestone.

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.

- ➤ **CITIZEN SCIENCE (YES/NO)**
  Indicate whether the personnel costs are entirely directly related to the Citizen Science Add-on.

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

- ➤ **NAME OF THE PERSON**
  Is taken over from section A.

- ➤ **FUNCTION IN THE PROJECT**
  Is taken over from section A.

- ➤ **WORK PACKAGES INVOLVED**
  Taken over from section C2.

- ➤ **FLATE RATE FOR ADDITIONAL WAGE COSTS**
  A flate 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 flate rate for additional wage costs of 30%.

D.2   THIRD-PARTY SERVICES

Please note the provisions in the call document.
The following data is entered directly per participating institution:

- ➤ **THIRD-PARTY SERVICE**
  Which third-party service is to be commissioned.

- ➤ **CITIZEN SCIENCE (YES/NO)**
  Indicate whether the costs are directly related to the Citizen Science Add-on.

- ➤ **SUPPLIER**
  By whom is the third-party service to be provided.

- ➤ **BRIEF DESCRIPTION**
  Describe the service content.

- ➤ **JUSTIFICATION**
  Provide a justification for the need for this third-party service.

D.3   MATERIAL COSTS AND OTHER COSTS

The following data are entered directly per participating institution and cost category (experimental and consumable materials, travel costs, publications/dissemination/representation, fees for study participants and scientific 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.

> ### CITIZEN SCIENCE (YES/NO)
> Indicate whether the costs are directly related to the Citizen Science Add-on.

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.