PROJECTS CALL: 100 YEARS OF LOWER AUSTRIA

APPLICATION GUIDE

This guidebook serves as support for the application for the call " Projects Call: 100 years of Lower Austria " 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.

- ➢ **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.

- ➢ **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.

- ➢ **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 this 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.

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.

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 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.

➢ **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 financial data are automatically generated from other application sections.

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.

➢ **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.

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, goods and services 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.

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.

> ➢ **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 OTHER GOOD AND SERVICES COSTS

The following data are entered directly per participating institution and cost category:

> ➢ **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.