

RTI – ENDOWED PROFESSORSHIPS 2022: APPLICATION GUIDE

DATE: 01.07.2022

This guidebook serves as support for the application in the call "RTI Endowed Professorships 2022" in the submission system of GFF NÖ.

A GENERAL PROJECT INFORMATION

The following data is entered directly:

- **TITLE (GERMAN AND ENGLISH)**
Choose a meaningful title and refrain from using only capital letters.
- **LANGUAGE OF APPLICATION**
The general language of is English. Please include all information in the proposal in 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.
In the Call „RTI Endowed Professorships 2022“ the assignment to the main field of action is automatically „Society and culture“. At least one more assignment to another field of action has to be done.
- **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.
In the Call „RTI Endowed Professorships 2022“ the main field of action has to be allocated in Social Sciences or Humanities.
- **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).
- **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.
- **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.
- **REQUESTED DURATION (IN YEARS)**
The funding duration of the endowed professorship can be requested for 5 or 6 years.

➤ **LETTER OF INTENT (LOI)**

You have the possibility to upload letters of intent (LOIs) for planned cooperations within the endowed professorship in research, teaching etc.. More than one LOI should be uploaded in one pdf document.

The following data is automatically generated from other application sections:

➤ **REQUESTED FUNDING AMOUNT**

The requested funding amount results from the funded costs indicated in section D. Please note the provisions in the call document.

➤ **IN-KIND CONTRIBUTION**

The planned in-kind contribution results from the non-funded costs indicated in section D. Please note the provisions in the call document.

➤ **FUNDING RATE**

The funding rate is automatically calculated by the ratio between funded costs and total costs. Regarding max. funding rate, please note the provisions in the call document.

➤ **TOTAL COST OF THE ENDOWED PROFESSORSHIP**

The total costs of the endowed professorship result from the sum of the requested costs for personnel and the overheads.

➤ **FTES INVOLVED OVER PROJECT DURATION**

This shows the number of planned full-time equivalents for the endowed professorship over its total duration.

A.2. 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.

A.3. ABSTRACTS

Create an abstract in English and German (max. 2.000 characters per abstract). The abstract should briefly explain the initial situation, main goals and implementation milestones of the planned endowed professorship in correlation with the thematic focus of the call and the intended sustainable effects.

B PROJECT CONSORTIUM

This part contains informations about the applying institution and the positions for which funding is applied for.

The confirmations of the participating institution can be downloaded after the proposal is completed and submitted. Please upload the (digitally) signed confirmation within 2 weeks after the submission

B.1. APPLYING INSTITUTION

Please enter the contact details of the applying institution. 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 applying institution's contact person is responsible for communication in connection with the administration, funding decisions, review results, etc. of the proposed endowed professorship.

➤ **SIGNATURE SHEETS**

The applying institution confirms with its signature that, in the event of funding, they will carry out the endowed professorship as described in the application and accept the provisions of the call document and the underlying guidelines.

The confirmations of the participating institution can be downloaded after the proposal is completed and submitted. Please upload the (digitally) signed confirmation within 2 weeks after the submission

B.2. PROFESSOR

B.3. FURTHER POSITIONS

The following data is entered directly:

➤ **FUNCTION IN THE ENDOWED PROFESSORSHIP**

Please include brief information on the position you are applying for within the endowed professorship.

➤ **REQUIRED QUALIFICATION**

Brief description of the required qualifications for the position, which will be the basis for the personnel search.

The following data is automatically generated from other application sections:

➤ **FTES INVOLVED OVER PROJECT DURATION**

This shows the number of planned full-time equivalents for the endowed professorship over its total duration. The information comes from entries in part D.

C PROJECT DESCRIPTION AND PROJECT PLAN

C.1 PROJECT DESCRIPTION

The template for the project description is available for download in Part C.

The project description describes the excellence of the project, the implementation and the impact. It forms the core of the proposal and therefore of the evaluation. It is recommended to present the project in a comprehensible way. Especially in the case of interdisciplinary project proposals, make sure that reviewers from different disciplines can review your project proposal. Therefore, ensure that the project description is comprehensible beyond the respective disciplinary boundaries.

Formal requirements for the project description:

C1.1: max. 10 pages

C1.2: max. 10 pages

C1.3: max. 10 pages

C1.4: no limitation; guideline 5 pages

Language: English

Font formatting: Arial, 11 point, justified

Line spacing: 1.15 times

Side margins: 2 cm

Upload file format: PDF

The structure for the project description and the formal requirements as well as the information on the length are to be adhered to. The inclusion of graphics and tables is desired, provided that they contribute to a better understanding and coherent presentation of the research project.

The requirements, questions and notes in red font (including block/page 1 with formal requirements) must be deleted before submission.

C.2 WORK BREAKDOWN STRUCTURE

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

At the time of application for the RTI endowed professorships, a project structure plan that records the major milestones (appointment process, start of planned projects, acquisition of third-party funding, publications, teaching activities, supervision projects...) for the planned project is sufficient.

D BUDGET PLAN

D.1 PERSONNEL COSTS

The following data is automatically generated from other application sections:

- **FUNCTION IN THE ENDOWED PROFESSORSHIP**
- **INVOLVED WORK PACKAGES**

Personnel costs can be funded only within the applying institution. You can enter eligible personnel costs.

- **GROSS ANNUAL SALARY**
Enter the expected gross annual salary for each position (Professor and scientific /technical personnel) here. Please note the caps and provisions in the call document.
- **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.
- **PERSONNEL COSTS**
The personnel costs per position are calculated from the gross annual salary and a lump sum for ancillary wage costs in the amount of 30%.

D.2. OVERHEADS

The flat rate for overheads is 25% of the personnel costs eligible for funding and is automatically calculated.

D.3. TOTAL PROJECT COSTS

The total project costs are automatically generated per year from sections D1 to D2. Regarding funding rate and max. funding amount please note the caps and provisions in the call document.

AFTER SUBMISSION OF THE APPLICATION: SIGNATURE SHEETS

The confirmations of the participating institution can be downloaded after the proposal is completed and submitted. Please upload the (digitally) signed confirmation within 2 weeks after the submission

The applying institution confirms with its signature that, in the event of funding, they will carry out the endowed professorship as described in the application and accept the provisions of the call document and the underlying guidelines.