



Wiener Wissenschafts-, Forschungs- und Technologiefonds

Linking Research and Patients' Needs Call 2011

– Project Funding – Guide for Writing a Proposal

Vienna – September, 2010

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Important Matters First

- **Who can submit?** WWTF funding guidelines invite *Viennese* scientific institutions (university as well as non-university) and scientists to apply for grants. In case of success contracts will be concluded with the principal investigator's home institution.
- **What is the topical frame?** With this second "Linking Research and Patients' Needs" call within WWTF's Life Sciences programme, WWTF targets *projects on the interface between basic and clinical research, building on a clear hypothesis*. Moreover, projects should include a clear statement of the perspective for medium term societal and/ or economic relevance.
- **What are the WWTF standards for a project?** A project is – regarding its objectives and methodology – a clearly defined scientific endeavour lasting two to four years and adhering to a medium-term utilisation perspective in terms of WWTF guidelines. The submitted work steps must not be funded from elsewhere. Please mind that WWTF does not fund any strictly applied research. Minimum funding scope is 200,000 €.

Focus and Key Facts

WWTF's mission: The mission of WWTF is to contribute to making Vienna a better research location and to foster both excellent and relevant research. Universities, non-university research institutions, and individual scientists are eligible for submitting proposals within clearly defined thematic programmes: 'Life Sciences', 'Mathematics *and...*', 'SciENCE for creative industries' and 'Information and Communication Technology'.

Scope of the Programme – Quality and Relevance: With this fifth project call within the WWTF Life Sciences programme we want to encourage scientific projects linking research and patients' needs. This means that WWTF's funding focus concentrates on strengthening linkages between outstanding lab research and clinical research. Fostering cooperation between basic scientists and clinicians is regarded as a tremendous opportunity to strengthen Vienna's life sciences cluster and to open up new avenues for novel patient oriented approaches.

Funding: The overall budget allocated for this call is 5 million €. The call addresses Viennese universities and non-university research institutions as well as scientists and researchers in Vienna and includes researchers moving to Vienna as a result of this call.

Deadlines: WWTF's "Linking Research and Patients' Needs" -Call 2011 will start on 22 September 2010 and will be closed on 25 January 2011, 2 pm. Decisions will be made at the end of June 2011.

WWTF provides funding for scientific projects which should:

- be hypothesis driven with anticipated results leading to better patient treatment and/or diagnosis and go beyond basic biomedical research,
- improve understanding of mechanisms leading to disease,
- expand current views and knowledge of patient targeted therapies, diagnoses and prevention of diseases,
- include a clear statement of the perspective for medium term medical plus societal and/or economic relevance,
- last two to four years and be in the range of € 200.000 to € 800.000 of requested funding.
- Projects from fields like biomedical engineering/ biomechanics are also invited to take part in this competition.

Please also consider the following Do's and Don'ts:

- Access to patients must be available as needed for the project.
- Applicants should dedicate a considerable part of their time to the project (Hiring of additional staff with funding money in order to release the PI/ key researchers from daily clinical routine is permissible).
- No clinical trials focusing on classical drug development.
- No projects solely developing animal models.
- No industry involvement; no funding of industry.

Generally, applicants for funding as well as the submitted project proposals need to be characterized by **top scientific quality**. Beside the quality of the team and the suggested approach, the jury process will include a judgement on the potential social and/ or economic relevance of the project. Additionally, as secondary criteria, WWTF wants to especially encourage **women** and **young researchers** to apply for funding and to act as principal investigators. This means that in case there are more top quality proposals than funding available, those top proposals with women and young researchers as principal investigators will be favoured. For the detailed criteria of evaluation – on which reviewers and a jury composed exclusively of scientists from abroad will base their assessment – kindly refer to the WWTF homepage.

Funding Criteria

The basis for this call and the present guide are the „**WWTF Funding Guidelines**“, established by WWTF on December 6, 2002. All proposals shall be made on the basis of these guidelines available on our website at www.wwtf.at.

The funding recommendation will be made by an international expert jury on the basis of written reviews by international peers. The international peers will be asked to take into consideration the following criteria:

1. **Excellence of the project**, methods and theoretically led approach: the project must demonstrate internationally competitive quality. WWTF asks peers whether they would rank the planned project as a top 15% project by international standard.
2. **Suitability of applicants and appropriateness of planning documents**: The track record of the main researchers is a major part of the assessment as well as whether the applied resources and plans are in accordance with the proposed project content. The principal investigator(s) and her/his partners will be assessed with regard to their corresponding competences and their fit with project content and goals. Of course the evaluation will take into account track records according to the academic age of involved researchers.
3. **Thematic fit**: Applicants have to demonstrate within the proposal that the planned research project fits into the framework and criteria of the “Linking Research and Patients' Needs” Call 2011.
4. **Characterisation of the approach for bridging lab and clinics**: Peers will be asked to comment on how lab and clinical aspects fit together within the respective research project and whether there are any (new) co-operations between different institutions encouraging new approaches.
5. **Potential social and/ or economic relevance**: This criterion is common to all WWTF calls. We ask you to describe the expected mid-term economic and/ or social relevance of any project submitted for funding. Reviewers must be able to judge prospective benefits by means of the description within the respective proposal section.

Additionally, WWTF wants to especially **encourage women and young researchers** to apply for funding and to act as principal investigators. This means: In case of equal quality concerning the set of criteria mentioned above, this signal will be of relevance. In the case we receive more excellent proposals than funds are available (which normally happens in WWTF's calls), women and young researchers as PI will be favoured.

Timeline and Procedure

The Call opens on 22 September 2010. The proposal including all annexes has to be submitted to WWTF **no later than 25 January, 2011, 2 pm**. Funding decisions are scheduled for end of June 2011.

Questions on technical details regarding a planned proposal can be discussed with WWTF staff upon request. WWTF offers individual consultation for the call via a **weekly “jour fixe” every Wednesday 14-16 pm at the WWTF office** (Währingerstr. 3/15a, 1090 Wien) as well as information events like **“Proposers’ Days”** to any applicants who are interested. Dates and locations will be announced on our website (www.wwtf.at).

A complete proposal includes the following:

1. **Electronic submission of all documents (until 25 January, 2011 at 2pm).**
2. Submission of **one bound copy** (incl. original signatures) by post (date of the post stamp no later than 25 January, 2011) or personally at the WWTF office.
3. Electronic and hardcopy version **MUST BE identical!**

Applicants are responsible for timely arrival of their proposal. Submitting a proposal or parts thereof after the deadline is **not** acceptable.

After submission the proposal will be examined formally by WWTF staff regarding completeness. If individual sections of the proposal are missing, a quality assessment cannot take place. Such proposals will be rejected at this stage of the evaluation procedure. Applicants will be informed about rejections before proposals are sent out into international peer review.

The next step is a first qualitative screening by a broadly composed international expert jury. **Proposals which are clearly outside the focus of the “Linking Research and Patients’ Needs”- Call 2011 as well as proposals that do not meet international quality standards will be „C-listed“ by the jury.** In case of unanimity these proposals are rejected at this stage of the process and the persons affected will be informed promptly.

The remaining proposals will be assessed by at least two (in general three) expert peers from abroad (anonymized reviews will be provided after the funding decision). The most significant step in the assessment is the comprehensive evaluation of all proposals in a two-day jury meeting in Vienna on the basis of these written peer reviews and the jury’s own expertise (expected for mid June 2011).

The assessment process (peer review and jury meeting) is completed by the formal funding decision of WWTF’s Board of Directors (expected for end of June 2011). Subsequently funding contracts will be made with all successful applicants.

Formalities of writing the proposal

Given the fact that the proposal will be assessed by an international jury and that international peers will provide written reviews all documents must be submitted **in English**. Costs and financing figures have to be quoted in **thousands of Euro** (e.g. write 432,5 € instead of 432.500 €).

The complete proposal should not exceed 25 plus 15, i.e. in total 40 pages. A maximum of 25 pages should be used for the proposal itself. 15 pages of appendix can be added including the mandatory two tables (download Excel-file "LS11_Project_Calculations.xls" which contains two worksheets: "Personnel" and "Costs & Finance"), one flowchart (e.g. Excel-file "LS11_Project_Flowchart.xls", if you wish you may use any alternative format for the flowchart) as well as concise CVs and Letters of Intent. Please mind that all files must be uploaded as PDF documents!

Please note that **page limits are maximum limits which do not need to be reached**. Rather you are encouraged to **write precisely and to the point**. Present the most significant content in a readily understandable manner. Go into sufficient detail as far as it is needed for expert peers and the jury to obtain a clear picture of your planned activities. Content and benefit of your project should be comprehensible regarding its scientific as well as its relevance aspect. The length of the individual sections of the proposal shall be structured approximately as follows:

Part I: 6-7 pages for the cover sheet which includes title, keywords and project duration; furthermore for contact data of the principal investigator(s), principal applicant and all project partners. Finally Part I contains a general description and a scientific abstract as well as affirmations to be signed by persons and institutions. You may copy and add several signed pages in order to allow for faster circulation.

Part II: 4-6 pages for presenting the track record of participating persons and related costs (Chapter 1)

10-12 pages for the description of the research project and the work programme (Chapter 2)

2-3 pages for presenting costs and in-kind contributions (Chapter 3)

Mind: Chapter 1 and 3 have to be filled in online, while Chapter 2 has to be filled in into an offline form and uploaded afterwards. Font size should be at least 11 pt.

Disclosure of other applications for funding

The following three scenarios can occur:

1. **Dual submission:** WWTF reviews whether specific proposed work steps are already funded elsewhere or whether the proposal was submitted to another funding institution. In order to avoid dual funding continuous exchange among WWTF and e.g. FWF (the Austrian Science Fund) concerning funded projects is taking place. Applicants agree in writ-

ing to act accordingly and to provide full information in all related matters. Infringing upon this regulation can lead to termination of assessment and in case of funding extensive reimbursement of payment is demanded.

2. **Proposals submitted elsewhere and rejected:** If substantial parts of the proposal have been submitted and rejected elsewhere, this has to be mentioned in the respective proposal section, including reasons for it.
3. **Co-funding:** Whereas a planned, documented, and transparent co-funding of the project by public or private funding institutions is permitted and desired, applicants are required to list related information in the proposal form and provide Letters of Intent (LoI) of respective other institutions.

Funding of institutions located outside of Vienna and funding of companies

In principle WWTF's "Linking Research and Patients' Needs- Call" focuses on **Viennese researchers and research institutions**. However, the possibility for institutions based outside Vienna, both nationally or internationally, to receive funding does exist if this is paramount for the project and/or if this in some way has a benefit for the interest of Vienna. However, funding for institutions located outside of Vienna **up to 20%** of total funding requested is generally no problem. Kindly pay attention that **funding of companies or other profit-oriented organisations is not possible**. However, to a limited extent they can be involved as service providers, manufacturers or contractors; but often they will collaborate on the basis of in-kind contributions. When in doubt please contact WWTF office.

Requested Information for Application Form

All project proposals have to be submitted via WWTF's online submission system. The main part of your proposal will have to be filled in within respective data fields in the provided electronic form, while chapter 2 of part II (i.e. research project description) and the appendix (i.e. project calculation tables, CVs, Lols etc.) will have to be uploaded as pdf-files.

Kindly follow the following steps if you want to submit a proposal for project funding.

Step 1: Registration to the online submission system for WWTF funding applications:

Please register at www.wwtf.at (click button *submission system* in the left column, then go to *registration*). You register with your e-mail address and your surname; the password will then be generated automatically and sent to you via e-mail.

Note: You only have to register once to the system; afterwards you can submit proposals to any current and future WWTF Call.

Step 2: Log in, choose your call and create a new proposal:

Afterwards you can log in (using your e-mail address and the password sent to you via e-mail) and change your password if you want to. Then you have to choose the call you want to submit your proposal to (sub-menu 'my proposals').

Create a new proposal form and open the respective form by clicking on it.

Note: The proposal will be called 'unnamed project' until you fill in the title in the online form Proposal Part I: Title, Involved Persons, Abstract, and Affirmations)

Step 3: Write your proposal:

Fill in the requested information for the respective chapters in the online forms (i.e. *part I, part II/chapter 1 and part II/chapter 3*). For the research project description (*part II/chapter 2*) an offline-form is provided. Kindly use this form (or at least the indicated sub-structure) and upload this chapter. Further, you have to upload the *appendix* files (i.e., detailed project calculations based on the two tables in the provided Excel file, a project flowchart, CVs, Lols, LoRs).

Mind: WWTF online submission system only accepts pdf-format for uploads. You can save your entries and change them at any time until you finally submit the proposal by pushing the 'submit' button.

The sub-menu 'my data depot' allows quick access to all documents you have uploaded until so far.

Step 4: Submit your proposal:

The 'submit' button is available as soon as you have provided all requested information (signalled by a green check mark next to the chapter title; after online submission a single pdf-file proposal document is available). Please mind that by pushing this button you finally submit your proposal as it is and that there will be no possibility to add additional changes.

Further you will have to submit one bound copy (incl. original signatures). Any chap-

ter of the proposal that has been filled in online can be saved as pdf-file at any time and printed afterwards.

Mind: The applicants have to take care, that data provided in the final online-version and data in uploaded proposal files equals the hard copy handed in at WWTF office. This will be part of the formal eligibility check performed by WWTF office.

Please again note the **deadline for submission of proposal on 25 January 2011; 2 pm**. In case of any problems faced with the online submission system, please do not hesitate to contact WWTF office.

Part I: Cover Sheet, Involved Persons, Abstract and Affirmations [ONLINE FORM]

Part I of the proposal will be generated automatically on the basis of the data filled as requested by the online form for this call at www.wwtf.at. Find below a short explanation of the components of Part I of the proposal:

Cover sheet

The first record of data on the cover sheet includes the full title of the project, 4-6 keywords and the project duration (2-4 years).

The second record of data lists contact details of the **principal investigator(s)** of the proposed project. **WWTF requires one natural person as responsible principal investigator 1, additionally – given the special nature of this call – another natural person can be listed as principal investigator 2** (not mandatory)¹. However, principal investigator 1 will be responsible for the project and for distributing funds and will be the main contact point for the WWTF office. Please do not submit a proposal without **clearly** stating this responsibility!

Mind: In case of approval, formal contract partner of the WWTF will be the home institution of principal investigator 1. If you are submitting the proposal as a self-applicant or if your current home institution differs from the one that will affiliate the project, please name the home institution the project will be affiliated to at this stage of the process. Kindly integrate information on your current home institution in Part II only.

In addition, proposals **also need a principal applicant** who/that is formally responsible for the application. Here the following options are possible:

1. Principal investigator = principal applicant (the general case)
2. Home institution of principal investigator = principal applicant
3. Another natural person of home institution of principal investigator = principal applicant

In the final record of data on the cover sheet you may nominate **excluded peer evaluators**. You can name up to three persons and exclude them from reviewing your proposal without indicating any reason. Note: this information will only be stored in our database and will not appear on the proposal.

Overview of Partners

For each partner one record of data needs to be filled in that contains all necessary contact details.

¹ If you intend to make use of this option, please go to part 1 “Title, Involved Persons, Abstracts and Affirmations” within the online submission system and click the button “add partner”. By ticking the box “Partner 1 acts as Principal Investigator 2”, this special responsibility will be clarified.

Mind: WWTF aims to address persons who will actually be working on the project and thus wants to avoid pure name dropping of renowned scientists. The guiding principle should be "Have as many partners as you need and need as many partners as you have". The construction of artificially large networks will not be of advantage for the assessment of the proposal.

Abstract

The abstract consists of two parts, a general description and a scientific abstract of your project, both in English and in German:

The **general description** (about 10 lines or 1000 characters; **German and English**) should be written in a way which should be understandable not only for scientists close to the topic but for researchers in other fields of Life Sciences as well as for a wider public. In case of funding WWTF will use this paragraph for public relations purposes.

The **scientific abstract** (up to one page or 3000 characters; **German and English**) will be used to identify peers from abroad to review your proposal. Thus, the abstract shall be written in a scientific manner, referring to the framework of your project (state of the art), your research questions, methodology and objectives as well as to prospective benefits. **Kindly note that the abstract is the first thing the assessing experts will read during the evaluation process.**

Mind: Only the English version of the general description and the scientific abstract will be automatically integrated into Part I of the proposal and read by reviewers. German versions will only be used by WWTF in case of funding and thus are not included in the print out.

Affirmations

After completion, Part I of the proposal has to be printed and signed by the principal investigator(s), the principal applicant and all partners (page 1 of affirmations). Furthermore signature and stamp of the participating research institution(s) are required (page 2 of affirmations).

In signing the **first page of affirmations**, all **persons** involved (principal investigator(s), partners) undertake that the information provided in the application form is, to the best of their knowledge and belief, accurate and complete. They confirm the following:

- All relevant material changes will be promptly communicated to WWTF.
- All persons agree not to exploit intellectual property as individuals, but if in any way possible, within the set of rules of their *home institutions*. All publications have to mention WWTF as a funding institution.
- The persons involved will ensure compliance with all legal and procedural requirements regarding safety, ethic issues, notification requirements and any other relevant regulations.

- The persons involved confirm that the work plan submitted for WWTF funding is currently not subject to third party funding (like FWF, EU-funding, any other regional, national or international funding).
- The persons involved pledge to disclose if they intend to apply/ have applied for funding for the same work plan at other funding sources.
- WWTF is a founding member of the Austrian agency for scientific integrity (“Agentur für wissenschaftliche Integrität”). The persons and institutions involved confirm that for treating any project related scientific misconduct they will fully cooperate with this agency.
- The persons involved confirm that they are aware of overhead regulations of their institution and the resulting distribution of the 20% overhead paid by WWTF.

The **second page for affirmations** shall include signature(s) and stamp(s) of the principal investigator 1's home (or affiliating) institution(s) respectively the person(s) authorised to sign according to the internal structure (e.g. rector, head of department...). With this signature, the **home/ affiliating institution** (i.e., the institutional level authorised and responsible for signing) agrees that the information provided in the application form, is to the best of their knowledge and belief, accurate and complete. It is hereby confirmed that:

- The institution agrees to the use of space, equipment, personnel and other resources as stated in the application.
- The institution agrees to provide its own in-kind contribution as described in the application.
- The institution is willing to co-operate with WWTF, in an appropriate way, and its chosen partners regarding the application and protection of intellectual property arising from the project to be funded.

Mind: For a faster circulation of the affirmation sheets for signatures, you can copy them and attach several pages to your hard copy proposal.

Remember that the **contributions of all partners** and third party institutions have to be documented by so called **Letters of Intent (LoIs)**, each signed by the responsible director/manager/head. Please find a draft Letter of Intent at the last page of this document. The principal investigator 1's home institution does not have to hand in a separate Letter of Intent as respective in-kind contributions are already confirmed with signatures on the proposal.

Part II: Persons and Organisational Structures, Research Project, Planning of Costs and Finance

Part II consists of three chapters:

Chapter 1: Persons and Organisational Structure [ONLINE FORM, EXCEL TABLES]

Chapter 2: Research Project [OFFLINE FORM (in word) available for download, needs to be uploaded in pdf-format]

Chapter 3: Planning of Costs and Finance [ONLINE FORM, EXCEL TABLES]

Chapter 1: Persons and Organisational Structures [ONLINE FORM, EXCEL TABLE]

This section is to provide **answers to the following questions:**

- Who participates within the project?
- Which kind of expertise and competencies of the participating persons (principal investigator(s), partners, key researchers) are relevant for the planned project?
- What kind of experience do(es) the principal investigator(s) have as regards managing projects of this scale?

This is the section where participating persons introduce themselves but also give a more detailed presentation of their previous work. The section should demonstrate to what extent these persons – especially the principal investigator(s) – are experienced in the project field or to what extent they can be trusted given their skills and experience to master the proposed challenges and to position themselves clearly in a relatively new area of expertise. Kindly stick to the maximum number of pages, more details can be listed in the CV (maximum of two pages per person) in the appendix.

Within this section you will be asked to provide the following information:

Track record and profile of Principal Investigator(s)

- „*Specific competencies for the project*“: What are the principal investigator's(s') competencies (research competencies as well as management competencies) to ensure successful handling of the project?
- „*Highlight of recent work*“: What was your biggest single and independent achievement which you would like to be assessed by?
- „*Funded projects*“: List a maximum of three nationally and internationally (e.g. EU-Framework Programme participation) funded projects.
- „*Key publications*“: List no more than five of your most significant and relevant publications.

- „*Other output: patents etc.*“: other results, patents, conferences organized, etc., not more than three.
- „*International network*“: short list of international network of the principal investigator(s), maximum of five names/institutions (no contact details!)
- „*Employment*“: Please choose the staff category (for definitions see below) and enter the share of full time equivalent (p.a.) the principal investigator(s) dedicate(s) to the proposed project. Here you also have to indicate, by whom the principal investigator is to be financed. Please either fill in the employer's name (e.g. "University X") or kindly fill in "WWTF" if the principal investigator(s) is/ are to be financed by WWTF.

If you want to make use of the possibility to indicate two principal investigators, please click the button "add partner" within the online submission system. By ticking the box "Partner 1 acts as Principal Investigators 2", this special responsibility can be clarified.

Track record and profile of partners (key researchers and strategic partners)

Kindly fill in the requested data for the project partner(s) according to the definitions provided above. Further, you should address the specific role of the partner(s) within the project („*Responsibilities within the project*“): Neither name dropping of renowned scientists without a clear role in the project nor the construction of artificially large networks are of advantage for the assessment of your proposal. Please only regard people and institutions as partners who will play a major role in carrying out the project.

Mind: Generally personnel costs can be paid (proportionately) by WWTF. However, if researchers are already fully financed by their home institution or third parties, their work on the project will have to be calculated as in-kind contribution (no double funding possible).

Short profile of further researchers, project collaborators and additional staff required for the project

Further researchers, project collaborators and additional staff required for the project should be filled in the provided form. Please list briefly the specific competencies of these persons and what they are responsible for in the project. Please also indicate whether these persons are to be financed by WWTF or whether their salaries are to be seen as in-kind contributions. Persons who are yet to be recruited can be listed with N.N. Kindly fill in the competencies required for the project as well as responsibilities also in these cases.

Gender Management

Female scientists in Austria are clearly underrepresented in leading positions which is, among other reasons, due to gender biases in selection procedures (see e.g. Margo Brouns, Elisabetta Addis: Gender and Excellence in the Making, Synthesis report, European Commission 2004). It is a goal of the WWTF and of the Austrian scientific community to overcome

these biases. Please describe your institution's policy to avoid gender biases as well as the concrete steps undertaken in this respect within your project.

Mobility plans and human resources development

Describe your plans regarding human resources development and its connections to teaching and training activities. Are doctoral or diploma theses planned? Is there any other plan to involve students? Describe envisaged mobility plans of the project team during the course of the project.

The worksheet **Personnel** (in Excel-file "LS11_Project_Calculations.xls" which is available for download within the submission system) shall summarize the planned staff resources:

- Project personnel to be funded by WWTF and to be employed for this project by the home institution of principal investigator 1.
- Project personnel who will be employed by other research institutions (e.g. home institution of principal investigator 2 or partners) but funded by WWTF.
- Project personnel working on the project on an own account basis on behalf of the principal investigator 1's home institution.
- Any in-kind labour provided by other research institutions or third parties.

The extent of employment **within the project** shall be defined by **shares of full time equivalents (fte) per annum** (i.e., a person working full time on the project for a whole year has 1,0 fte p.a., a person working 20% in the project for one year has 0,2 fte p.a.). Each person shall be assigned to one of the following categories² (international degrees are to be understood accordingly):

- „Senior Personnel“: WWTF considers these to be independent, highly qualified scientists, in most cases already employed by his/her home institution.
- „Post Doc“ or equivalent qualification; including Senior Post docs
- „PhD student“ or equivalent qualification
- „Diploma student“: Bachelor or Master students
- „Office/Technician“: means office staff or technical staff. Proportional funding for technical or office staff is in well-argued cases possible (Again: no double funding!).

*Mind: Generally, all involved persons paid by WWTF for regularly working on the project will have to be (full-time or part-time) employed on the basis of a **fair contract** by the home institution resp. by a partner institution.*

In the second column of the table the planned personnel costs (total costs of employees p.a. are gross salary plus all taxes and social security contributions) for the first year have to be

² WWTF has adapted the personnel categories. If you have submitted to previous WWTF calls, please only use the new personnel categories for this call and in the future.

filled in. Concerning the level of salaries: WWTF does not provide own standards for personnel costs, however, at least FWF standards have to be met³. Total personnel costs for the following years will be calculated automatically, assuming an annual increase in costs of 3 %.

Mind: Do not change the structure of the table and only enter data in white fields; values in coloured fields are calculated automatically and are also integrated into the "Costs & Finance" worksheet. Also take special care that the written description (part II/ Chapter 3) and the presentation in the table do correspond.

³ see: <http://www.fwf.ac.at/de/projects/personalkostensaetze.html> (If available, please use FWF standards for 2011. If not, please calculate with standard rate +3% for 2011)

Chapter 2: Research Project [UPLOAD OF PDF-FILE]

Within this section you will be asked to describe your planned research in detail answering particularly the following questions:

- What is the state of the art and the scientific challenge at hand? What is/ are your main hypothesis/es underlying the project?
- What are the concrete objectives of the project, what are your concrete research questions? What were the reasons and motivations for your specific problem choice? Why is it interesting?
- Which methodological approaches have been chosen? What are the project design and the concrete work plan? What is your rationale for bridging lab to clinics?
- Which medium term prospective benefits (economic and/or social benefit) exist if the proposed project is successfully implemented?

Consider that this section should provide external experts and jury members with a concise and yet complete picture of the planned project. Please keep in mind that they have to be convinced that the proposed project is internationally highly competitive.

Mind: A template document "LS11_PartII_Chapter2.doc" is available for download; however, you are free to use any other system/programme you would like to use, as long as the structure of the document is identical. Finally a PDF document providing the following information about your research project must be uploaded.

2.1. State of the art and scientific challenge, references: Give a concise review of the state of the art in international research and the scientific challenges the project wants to address in the chosen field(s). List a **maximum of ten key publications** representing the state of the art in the respective research area(s). References should include: author(s), title, journal or publisher and place, year, page numbers and any other necessary data.

2.2. Research question(s), hypotheses and objectives of the project: Formulate the concrete research question(s) you would like to address in your research project. Specify your hypotheses as well as the objectives to be achieved. Describe what is „innovative“ and „new“ within your project and in its projected results and highlight wherein the leap ahead within the field will lie. Remember that the funding criteria address international quality standards and visibility, not national/ regional ones.

2.3. Methodological approaches: Specify the methodology you want to use in order to answer your research questions, to verify your hypotheses and to reach your objectives. Describe your basic working principles and concepts and why the chosen approach/ specific mix of approaches is the most suitable for your project.

2.4. Preliminary data (if available): Please provide information on preliminary data supporting your assumptions made in the proposal, if available. Please mind: all information provided will be kept in confidence.

2.5. Work plan/ Project design: Describe the concrete working steps and link them with the chosen methods, goals, milestones and expected results. Divide the work programme into separate work packages and steps in a way that you consider appropriate for a concise demonstration. Provide a corresponding project time schedule and explain what staff resources are used for which steps. Usually it is very helpful for reviewers to have some kind of visualization that allows easy understanding of the work plan.

You can use for example the Excel-table ["Project Flowchart"](#)⁴ to give an overview of how the described work programme is divided into sections over the length of the total project time and how this is done staff wise. Take special care that the written description and the presentation in the table do correspond. The use of the proposed Excel-file is not mandatory; please use a format you are familiar with.

This serves to provide the experts and jurors with a clear picture of whether staff resources correspond with the respective steps of the work programme and whether they are appropriate. Furthermore the individual milestones are to be marked and briefly described.

2.6. Characterisation of the approach for bridging lab and clinics – rationale and working principles: Kindly address here how lab and clinical aspects fit together within your research project and whether there are any (new) co-operations between different institutions encouraging new approaches. What are the project's underlying rationales and working principles for bridging lab and clinics and how do you intend to implement them within the proposed project?

2.7. Social and/or economic relevance: Kindly, illustrate what the prospective benefits of your project are and when they are to be expected. Also outline what niche your project's results might fill, possibly referring to its mid-term economic and/or social relevance. Also argue why your proposed route to reaching the project objectives is the most adequate and list your strategies for protecting and using intellectual property, e.g. patent filing, licensing, outsourcing, co-operations, etc. as well as strategies for the achievement of social benefits respectively. Please also comment on approximate time frames for the implementation and provide coherent argumentation.

2.8. Measuring project success: What are the results and output you finally want to be assessed by after having finished your project? What are your dissemination strategies – which are the major conferences at which you would like to present your research results and which are the prime journals for publishing your expected research results?

2.9. Ethical Issues: Please comment on any ethical issues related to the proposed project. Are there any controversial matters that need to be taken into consideration? Are there

⁴ Available for download in the online submission system.

any patients or patient-derived materials involved? Is approval of an ethics committee necessary? In such cases approval by the responsible committee forms an essential part of the proposal documents and needs to be handed in until 31st May 2011 at the latest. Otherwise the project cannot be considered for funding.

Chapter 3: Planning of Costs and Finance [ONLINE FORM, EXCEL TABLE]

This section should answer the following questions:

→ What **costs** are incurred by the project?

→ How are these costs to be **financed**?

In general, WWTF grants maximum funding sums. This means that to a certain extent accepted applicants are free to adapt the project planning if necessary in order to guarantee success of the project. This flexibility extends to both content as well as to cost categories and to when expenses are due, e.g., when during the start-up phase a project incurs less costs the overall funding sum is not automatically decreased. Any further information concerning the rededication, limits and responding duties can be found in the WWTF reporting structure provided when the funding contract is set up.

Note: For complete information on your resource planning you have to fill in both, the online form (chapter 3) and the Excel-table LS11_Project_Calculations.xls.

The file LS11_Project_Calculations.xls is provided for download in the online submission system (see sub-header Appendix). It includes two separate worksheets, namely "Personnel" and "Costs&Finance". Please start with the worksheet "Personnel", as personnel costs will then be transferred automatically to the worksheet "Costs&Finance".

The Worksheet "Costs & Finance"⁵ should be used for the planning of costs and financing. Further you have to fill in the total amounts per cost category into the online form. All sums should be provided in **thousands of Euros** (e.g. write 413,5 € instead of 413.500 €).

Mind: Please do not change the structure of the table! By the input of required data (white fields) values for coloured fields are calculated automatically. Changing the tables will require more of the applicant's time and increase the experts' and jury's work also.

The table differentiates between the **costs to be funded by WWTF** (subtotal 1 in field F4) and the costs to be taken on as **in-kind contributions** (subtotal 2 in field F19). Both numbers themselves differentiate between costs to be incurred by the **home institution** of

⁵ This worksheet is part of the file LS11_Project_Calculations.xls which is provided for download in the online submission system (see sub-header „Appendix“).

the principal investigator 1 (subtotal 1.1. in field F5 and 2.1. in field F20) and those covered by **other research institutions** (subtotal 1.2. in field F12 and 2.2. in field F26).

This differentiation provides a better overview and comparability. It is important that the level of the home institution is the one of the university or non-university research institution. If partners are from different departments of the same university their costs should be integrated into „Principal investigator 1's home institution“.

Mind: If the participating institutions are not eligible for input VAT, costs should be listed "gross", i.e., including VAT. Institutions eligible for input VAT should list their costs „net“.

The individual cost items in detail are:

- **Personnel costs** (ad 1.1.1, 1.2.1, 2.1.1 and 2.2.1): There is no need to enter personnel costs in the "Costs&Finance" worksheet as personnel costs are transferred automatically from the worksheet „Personnel“. *Reminder: FWF rates are a minimum guideline and can be exceeded when there is a good reason to do so (e.g. in order to compete with industry wages). In this case, kindly comment on this aspect in chapter 3 ('General comment on cost structure') of the proposal.*
- **Total material expenses** (ad 1.1.2., 1.2.2.) and **Other contributions on own account** (ad 2.1.2, 2.2.2.): will be calculated automatically on the basis of your entries in the appropriate sub-categories (white fields).
- **Equipment** (ad 1.1.2.1, 1.2.2.1, 2.1.2.1 and 2.2.2.1): This includes special scientific equipment such as machines, instruments, system components and any other lasting material goods. Note: **WWTF does not fund general infrastructure**, but only equipment which is essential for the project. If WWTF funding is desired this equipment can be rented, leased, adapted, or bought. If devices are bought pro rata depreciation rates can be funded (for the project duration). If special equipment is used on own account pro rata depreciation rates should give the value of in-kind contribution. In this case the indication of a (realistic) lump sum is possible.
- **Materials/Software** (ad 1.1.2.2, 1.2.2.2, 2.1.2.2 and 2.2.2.2): Materials and software needed for the project can be funded and in some cases e.g. expensive software or "pre-products" already acquired can be credited as in-kind contribution. Materials are consumables and also small devices up to a value of 1.500 Euro excl. VAT.
- **Other expenses** (ad 1.1.2.3 and 1.2.2.3): This item includes external work to the extent relevant for the project (analyses, programming, etc.), costs incurred by own scientific events, travelling costs, printing costs for publications and patenting costs. *Be sure not to calculate too generously here, since this category **should not exceed 15% of the total funding sum required from WWTF!***
- **Overheads** (ad 1.1.3 and 1.2.3): This includes costs for matters such as lease, running costs, office materials, telephone, copying, cleaning, mailing, administration costs etc.

WWTF funds overhead costs with a flat rate of **20% of requested personnel and total material costs**.

Mind: If funding of overhead costs is not requested from WWTF to that extend you are asked to replace the automatically calculated figures with zero or any appropriate figure (fields B11-E11 and fields B18-E18). In this case overhead costs can be – in part or in total – internal contribution (to be included in 2.1.2.3 or 2.2.2.3).

- **Others (cash, overheads etc.)** (ad 2.1.2.3 and 2.2.2.3): These include any other contributions on own account, e.g. additional cash resources disposable to the principal investigator, contribution of overheads (see explanation above) or any other project-related expenses.

*Mind: The **internal contribution** in form of money or contribution in kind has to amount to a **minimum of 20%** of the total project volume. The ratio will be calculated automatically in the Worksheet "Costs & Finance".*

The costs and overheads indicated in the Excel-Tables have to be summarized and specified in more detail in the respective section of the online form (part II/chapter 3)!

Internal contributions of the principal investigator 1's home institution have to be confirmed by signing Part I of the proposal form under „Affirmation“. For other research institutions and third parties a **Letter of Intent** has to be submitted declaring defined items and values (please find a "Draft Letter of Intent" at the end of this document).

Further you are obliged to **disclose**, whether the project (or parts of it) has already been or currently is subject to other requests for funding or if this is planned.

Appendix [UPLOAD OF PDF-FILES]

For uploading documents please make sure that **in sum documents uploaded (i.e. part II/chapter 2 and appendices) do not exceed 10MB** and that **only PDF format is accepted for upload**.

The following enclosures should be in the appendix.

- **Excel-file “LS11_Project_Calculations.xls”** (including the two worksheets **“Personnel”** and **“Costs&Finance”**). Attention, take special care to use the provided Excel file, to create PDFs of both tables, and to finally upload only PDF-files.
- **Project Flowchart:** you may use the provided Excel table **“Project Flowchart”** offered for download or any alternative format you are familiar with. Again, also this document must be uploaded as PDF-file.
- **Curricula vitae (CVs) of the two to five most important persons in the project** (in particular of the principal investigators, partners, project collaborators and people to be funded to a great extent by the project). Note that the various CVs are to be structured in a similar manner and that they do not exceed **two pages per person** including a **project relevant list of peer-reviewed publications** (in reverse chronological order sorted by journal publication / conference contribution / others). Also provide for each CV a link to a homepage or a full CV with complete publication list.
- **Letters of Intent (Lols)** of any participating institution with in-kind contributions to the project. Such a Letter of Intent is not needed from the principal investigator 1's home institution as in-kind contributions are confirmed with signatures on the proposal. Please make sure that signatures are provided by (the) persons authorised to sign according to the internal structure.

Draft for a Letter of Intent

Name
Address

Letter of Intent (LoI) to cooperate in Research Project

Date

To whom it may concern:

Herewith we confirm our commitment to the research project entitled
. and submitted to the "WWTF Linking
Research and Patients' Needs Call 2011".

We will provide access to all necessary resources outlined in the project proposal.

As outlined in the proposal, the total financial resource commitment (i.e., in-kind contribution) by our institution is:

- ... personal costs: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
- | | |
|---------------|---------------------------|
| <u>Total:</u> | <u>value (in € 1,000)</u> |
|---------------|---------------------------|

Sincerely yours

Signature

Stamp of the Institution

Draft for a Letter of Intent 2

Name
Address

Letter of Intent (LoI) from clinical partner.

Date

To whom it may concern:

Herewith we confirm our commitment to the research project entitled
. and submitted to the "WWTF Linking
Research and Patients' Needs Call 2011".

We confirm:

- that access to patients is provided as required for the project,
- that the clinical researcheris released from
day to day clinical work for% of his/her regular working time,
- that required lab space is provided for the duration of the project and
- to take the responsibility to provide WWTF with approval of the responsible ethics
committee if required for the project until May 31, 2011 at the latest.

As outlined in the proposal, the total financial resource commitment by our institution is:

- ... personal costs: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
 - ... other item: value (in € 1,000) in total
-
- | | |
|--------|--------------------|
| Total: | value (in € 1,000) |
|--------|--------------------|
-

Sincerely yours

Signature

Stamp of the Institution