



Der Wissenschaftsfonds.

Haus der Forschung

1090 Wien, Sensengasse 1
T: +43/1/505 67 40 F: +43/1/505 67 39
office@fwf.ac.at / <http://www.fwf.ac.at>

In implementation of its Funding Guidelines of 21 February 2006 (in the currently valid version), the FWF hereby issues the following

Application Guidelines¹ for HERTHA FIRNBERG POSITIONS FOR YOUNG FEMALE SCIENTISTS

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¹ **Please note** that all limits (e.g. on the number of pages, publications, enclosures) specified in these guidelines must be observed.

I PRINCIPLES OF THE PROGRAMME

Hertha Firnberg positions were conceived as a measure to promote the careers of young female scientists. They represent a further step towards targeted support for women.

1 Aims

Highly qualified university graduates of all disciplines should be offered the most generous level of support possible to conduct research, either at the start of their scientific careers or upon resuming their careers after maternity leave. Apart from having the goal of improving career prospects for female scientists, in which mentoring by the co-applicant should play a particular role, the programme aims to facilitate their integration into the institution's research activities and their establishment in the international scientific community.

Ideally, the programme should lead to positions for female scientists at the research institution where their projects are undertaken and should permit them to establish international research cooperation arrangements.

2 Application requirements

Applicants for a Hertha Firnberg position

- must submit a **research proposal** in the area of fundamental (basic) research covering the period of the position.
- must show that they have **completed their doctoral studies** (PhD) at a university. Courses of study abroad which are equivalent to the level of a doctorate at an Austrian university will be accepted irrespective of their designation. Graduates of degree programmes in medicine in Austria are only eligible to apply if their degree programme was based on the curriculum **N, O, Q 201 or N, Q 094 or N, O 790 or N 090 (please specify the relevant curriculum in the *academic curriculum vitae*)**.
- should in general be **no older than 40 years of age** or **the doctoral degree must have been completed (award of certificate) no longer than four years prior to the deadline for submission of applications**. Allowances will be made for unusual careers, such as studies of two subjects or at evening school; an additional three years will be permitted for each child. In addition, time that can be shown to have been required for receiving clinical qualifications will also be taken into account. Scientists who have already completed their "*Habilitation*" (professorial examinations) are not eligible to apply. Researchers who have been awarded an Elise Richter position are no longer eligible to apply for a Hertha Firnberg position.
- may neither have a position at a research institution (except if the contract is of limited duration and will expire before the Hertha Firnberg position is taken up) nor intend to request leave without pay from a position for the duration of the Hertha Firnberg position. Teaching contracts are excluded from this restriction.
- must have performed scientific research in an area relevant to the field of the application and be able to prove this by scientific publications in internationally recognised journals (the amount of which should correspond to the stage the applicant has reached in his/her career). The FWF normally expects international and/or peer reviewed publications, that are internationally recognised outside the German speaking area because of the exclusive use of international reviewers. Exceptions must be justified.
- must have been based in Austria for at least three of the previous ten years (**principle of territoriality**) at the time the application is submitted.
- must present **letters from the head of the research institution² and the co-applicant** supporting the performance of the proposed research project within the framework of one of the institution medium-term work programmes and supporting the applicant's career plans.
The co-applicant is to act as a mentor and support the applicant in her scientific as well as her personal development in the course of the project. For the sake of career development, the FWF recommends that an applicant's **previous thesis and dissertation supervisor(s) should not serve as her mentor during the post-doc stage**.
- Co-applicants may not be involved with more than one Hertha Firnberg position at a time.
- must present a letter of support from an university rector, confirming that if the FWF grants funding for the requested Hertha Firnberg position the university in question will guarantee funding for teaching at a level of 2 hours per week per semester.

² or from a person delegated by the Head of the research institution to prepare such letters

3 Salary

- The **duration of the grant is three years**; extensions are not possible. Funding under this programme is not counted towards the six-year limit on employment in FWF-funded projects.

Provided that the research institution consents to a **period of study/research abroad**, the project may also include an uninterrupted stay abroad of up to 12 months. In such cases, the project description must also indicate the reasons why the research institution abroad was chosen.

- The **level of support** amounts to **€ 70,610.00** per position per year.
- The type of employment is analogous to a post-doctoral contract of employment, i.e. personnel costs are granted at a level of (currently) € 60.610.00/year (gross). Part-time employment is not permitted. Additional income (i.e. resulting from lecture contracts) to full-time employment is allowed either up to 5 hours per week or up to the legally defined limit for marginal part-time employment (“Geringfügige Beschäftigung”), provided that these additional occupations serve to further the principal investigator’s career. The FWF must be informed immediately (even before a positive funding decision) of any changes in the extent of employment.
- The project leader is the employee. If a research institution that is subject to the 2002 Universities Act (UG 2002) so agrees, the research institution is the employer.

If the research institution is not the employer, the co-applicant, as the project leader’s employer, will be accountable to the FWF for ensuring adherence to all relevant provisions of labour and social security law.

Unless the research institution is the employer, salary payments will be made by a payroll office to be specified by the FWF in the grant agreement. The employer must provide the payroll office with all relevant information and must give instructions for salary payment. The net salary (i.e. after deduction of all taxes, including social security contributions) will be transferred to the project leader’s account.

- The applicant is free to use the remaining amount for her scientific work as she sees fit. No additional support will be provided.
- **Dissemination activities:** Funding for publication costs cannot be requested in FWF applications for research projects. However, the FWF does provide additional funding for peer-reviewed publications upon request up to three years after the end of an approved project. For further information, please visit http://www.fwf.ac.at/en/projects/peerreviewed_publications.html.

4 Use of grants

If all criteria for the granting of a Hertha Firnberg position are met, a grant agreement will be drawn up between the applicant and the FWF. This will describe in detail the amount and duration of the funds awarded and the way in which they will be paid out. It will also describe how the funds are to be used and what reports are required.

5 Third-party funds

It is perfectly legitimate to request funds from other organisations at the same time. However, applicants are obliged to inform the FWF in writing about the progress of any other applications they may submit. The FWF’s decision-making bodies will determine whether and to what extent third-party funds should be deducted from any FWF grants awarded.

Applicants for Hertha Firnberg positions may not submit parallel applications for other FWF-programmes promoting young scientists (Schrödinger, Richter). Separate applications for project funding from the FWF (i.e. stand-alone projects, participation in SFB, NFN, DK) are permitted.

“Double-funding” is not permitted. In other words, a project for which support is being requested may not receive full support from another funding source or from a different FWF programme. Applications that are essentially identical may not be submitted - neither in the same programme nor in different programmes - unless the specific application guidelines explicitly make an exception to this general rule.

II INSTRUCTIONS TO APPLICANTS

1 How should applications be submitted?

1.1 The applicant is the female scientist submitting a research proposal for review. The co- applicant is her supervisor at the research institution.

If the available level of funds is sufficient there will be **2 calls for applications per year** (spring and autumn) with a 6 to 8-week deadline for applications in each case. At the time of a call, the Board meeting will be specified at which the funding decisions will be taken (generally in November for the spring call and in June for the autumn call).

1.2 All parts of the narrative text, the abstracts and the enclosures (responses to reviewers or final reports in the case of follow-up projects) must be submitted in **11pt type**.

1.3 The following items must be submitted in **one hardcopy**:

- **One-page project summary** in German and in English, for each no more than 450 words (no formulas or special symbols!)
- Completed **application forms** (application form, and – where applicable – forms for national research partners)
- **Attachment with the names** (and contact details) of all persons (**co-authors**) who have made substantial scientific contributions to the application, either in its conception or during its writing. A brief description of the nature of each contribution should be included.
- **A narrative text**, composed of:
 - the project description (A4, printed on one side only, with numbered pages, unbound, line spacing 1.5): **max. 20 pages** including all tables and figures with a **max. of 9000 words** (incl. headlines, foot notes, captions etc.), the table of contents is not included
 - a list of literature³ relevant to the project including a list of abbreviations (**max. 5 pages**)
 - *academic curriculum vitae* of the applicant; **max. 3 pages** and list of publications see pg 6, Section 4)
- **Enclosures** (see page 7, Section. 5)

1.4 The following information must be provided on an **electronic medium** (no protected files!):

- **One-page-project summary** in German and in English, for each no more than 450 words (in Word for Windows format; no formulas or special symbols!)
- **In one file** (format: PDF; do **not** use scanned files): **Completed application forms, indicating names of all co-authors** (where applicable) and **narrative text including the list of literature relevant to the project; CV and publication list of the applicant**
- **Additional required files and enclosures** (see page 7, Section. 5), each in separate files (PDF format).

Submission of a copy of the application on an electronic medium will simplify and accelerate the review process. No signatures are required in the electronic version. Files should be named as specified below and their size kept as small as possible. The size of all files submitted on an electronic medium must not exceed 5 MB.

³ For each work, the list of literature relevant to the project must include the following information: all authors; full title; series/journal title; year; and page numbers.

Guidelines for naming files:

1. Required files

- **Abstract_deu.doc** and **Abstract_eng.doc** (= project summaries in German and English provided separately for each summary)
- **Proposal.pdf** (consisting of: 1.) completed application forms, 2.) attachment with information on all co-authors (where applicable) and 3.) narrative text incl. relevant literature, CV and publication list of the applicant)
- **Annex_Career.pdf** (= career plan of the applicant)
- **Annex_Co-Applicant.pdf** (= CV and publication list of the co-applicant)
- **Annex_Recommendation.pdf** (= letter of recommendation from the co-applicant)
- **Annex_Rector.pdf** (= letter of support from the university rector relating to funding for teaching; this document may be submitted in German)

2. Enclosures (where necessary)

- **Annex_Coop.pdf** (= form(s) for international cooperation arrangements, in one file)
- **Annex_Invitation.pdf** (= informal invitation from the host research institution abroad)
- **Annex_Overview_Revision.pdf** (= Overview of all changes made in the resubmitted application)
- **Annex_Revision.pdf/doc** (= details of the changes made if a project is a revision, provided separately for each reviewer's report and detailing the changes made to the application; Annex_Revision_A.pdf/doc/ Annex_Revision_B.pdf/doc etc.)
- **Annex_Follow.pdf** (= previous project's results if the project is the continuation of a prior FWF project)
- **Annex_Reviewers.doc** (= list of reviewers who should not be contacted)

Applications are reviewed by international reviewers, whose anonymity is ensured by the FWF.

In order to enable this international peer review, applications must be submitted in English. If desired, an additional version may be submitted in German or in another language which is in widespread use in the particular discipline. Submission only in German or in a language other than English is possible only in exceptional cases. Such exceptions can be made only for proposals from the fields of linguistics and/or literature which concern only texts in German or in languages other than English and where it is not necessary to place the research within an international target context. In such cases, it is first necessary to contact the project officers administering the application in the FWF secretariat, and then to submit an abstract (max. 1 A4 page) for the application and a written justification for submission in a language other than English (in electronic form). The FWF's Executive Board will decide whether submission in a language other than English is to be permitted.

2 Forms

The formal part of the application is composed of project forms and the additional forms.

2.1 Project forms

All of the project forms must be fully completed.

For the application to be legally binding, the FWF requires a copy of the "affirmation of applicant", the "affirmation of the research institution of the applicant" and "Affirmation Co-applicant" that carry original signatures and if requested an original stamp (seal).

2.2 Attachment with information on co-authors

All persons who have made substantial scientific contributions to the application, either in its conception or during its writing, should be named. A brief description of the nature of each contribution should be included.

3 Project description

The project application will be reviewed by non-Austrian reviewers. Incomplete applications will necessitate requests for further information and thus delay the decision-making process. It is in the applicant's own interest to describe the research proposal in full detail.

Clinical studies are funded only if their financial limits are clearly defined and if the applications are hypothesis-driven and meet the scientific criteria applicable to all other projects supported by the FWF.

Before requesting support for a clinical study, please see the relevant document "Information Clinical studies" under "Supplementary information" on the FWF web site

(http://www.fwf.ac.at/de/applications/general/clinical_studies.pdf). Funding for clinical studies in the field of human medicine can be requested under a separate call known as "Clinical Research (KLIF)". Applications to the KLIF call are to be submitted by the deadlines specified in the relevant call; for further information, please refer to <http://www.fwf.ac.at/en/projects/clinical-research-call.html>.

The project description **must** address the following points:

3.1 Scientific aspects

- aims (hypotheses):
 - relationship to the international scientific work in the field (international status of research);
 - explanation of how the project could break new ground scientifically (innovative aspects);
 - importance of the expected results for the discipline (based on the project described);
- methods;
- work plan, time plan as well as strategies for the dissemination of results;
- cooperation arrangements (national and international);
- Applicants must indicate appropriate reasons if they plan to spend a **period of up to 12 months abroad**. In particular, it is necessary to indicate why cooperating with the research institution abroad would be indispensable to realising the objectives of the project. Applicants who do not yet have international research experience are recommended to apply for a stay abroad.

3.2 Research institution

Candidates should describe the integration of the project in the research institution's activities, the possibilities for making use of the available infrastructure, both personnel and equipment, and the inter-institutional connections.

4 Academic curriculum vitae (CV) and publication list

The following information must be provided on the applicant (and the co-applicant, see Section 5.1):

4.1 Academic curriculum vitae (max. 3 pages)

- Personal information, address(es) and web site
- Main areas of research
- Description of academic career⁴ and positions held to date (with brief description of reasons for any career breaks)
- (where applicable) Highest academic prizes/recognition received (**no more than 5** in each of the following categories: 5 most important invitations to present at scientific conferences; 5 most important academic prizes/awards received; 5 most important peer review activities, editorships and/or memberships in academic organisations)
- (where applicable) Most important research projects funded in the past (**no more than 5**)⁵
- (where applicable) Name and institution of key international cooperation partners in the last 5 years.

⁴ Applicants who have completed their **medical studies in Austria** must specify which curriculum was followed (Nr. , O or Q...); see also Section I.2. Application requirements.

⁵ Please indicate only those (peer-reviewed) research projects in which the applicant is/was the main person responsible for the project in terms of both planning and execution. For each project, please provide the following information: Project title, funding agency, project duration (from/to) and amount of funding granted.

4.2 Publication list⁶

- List of all scientific publications **of the last 5 years**
- Separate listing of the **10 most important** scientific publications in the researcher's entire career to date.

5 Enclosures

The complete application (one original and one electronic copy, see Sections 1.3 and 1.4) consists of the forms, the project description **and the following enclosures⁷**:

5.1 Information of the co-applicant:

- Academic Curriculum Vitae, max. 3 pages **as specified in Section 4.1.**
- Publication list **as specified in Section 4.1.**
- Recommendation including a statement on the project and the applicant's qualifications.

5.2 Career plan

The career plan must be signed by the head of the research institution⁸ and by the co-applicant. It should give information about the goals of the programme with regard to the applicant's opportunities for scientific development as well as her employment opportunities after the funding period.

5.3 Letter of support from the university rector (see Point. 1.2 – "Application requirements")

This attachment may also be submitted in German.

5.4 Revision of rejected applications

- In cases where a project is revised and resubmitted after previous rejection by the FWF, the applicant should indicate that it is a resubmission (e.g., in a footnote) at the beginning of the project description (narrative text).
- In addition, the applicant should include brief comments on each review (with each set of comments in **a separate document**). These comments should address the suggestions and criticism expressed in each review of the previous application and point out the changes made based upon them. Such comments are not necessary in the case of reviews written by persons who are to be excluded from the review process for the resubmitted application. However, such exclusions must be justified appropriately and will also be counted toward the list of undesired reviewers for the resubmission.
- In any case, applicants resubmitting projects are required to provide the FWF with an accompanying letter containing an overview of all changes made in the resubmitted application.
- Recommendation: As a rule, new reviewers are also called in to review resubmitted projects. Therefore, it may be helpful to include brief notes of modifications made as a direct result of reviewer suggestions in an appropriate form in the project description (i.e., in parentheses or footnotes).

In cases where no substantial changes are made in a resubmitted application, the application may be rejected by the FWF Executive Board without review.

5.5 If the project submitted represents the **continuation of a project** funded by the FWF, a report of the previous project's results and a list of publications resulting from it should be submitted in the language of the application (10 pages maximum).

5.6 The forms for **international cooperation arrangements** should be completed as required and included with the enclosures.

5.7 Applicants who plan to spend a longer period abroad are also required to submit an **invitation from their research institution abroad.**

Please note that any enclosures beyond those described will not be taken into account. Please also note that applicants confirm with their signatures on the application forms that the electronic and hardcopy versions of the application are identical.

⁶ Publication lists must include the following information: All authors, complete titles, journal, year, page numbers. Where available, the DOI address (Digital Object Identifier – see <http://www.doi.org/>) or the URL to an open access postprint of the publication should also be provided.

⁷ in each case in the language used for the project description, generally **English**

⁸ or from the person appointed by the Head of the research institution to prepare such letters

6 Processing of the application

A **formal check** of the application is undertaken by the FWF Secretariat. Incomplete applications or those which do not comply with the FWF's regulations or which contain formal errors (in particular those which exceed the permitted length) will be returned. If the problems are not rectified within a reasonable period of time the FWF's Executive Board will reject the application without subjecting it to review.

Applications that have previously been rejected by the FWF and that have been resubmitted without substantially revisions will generally be rejected without review by the FWF's Executive Board.

No alterations may be made to applications submitted under programmes with application deadlines.

All applications that pass the formal check will be sent out for assessment to reviewers (based outside of Austria) nominated by the FWF's Executive Board.

There are two Board meetings per year during which funding decisions may be taken (as specified in the call text); selection will be made on the basis of a competitive ranking established by the Board.

Applicants will receive written information on the decisions taken by the FWF committees.

6.1 Reviewer suggestions

Applicants may include (on paper and in electronic form [Word format]) a list of reviewers who should **not** be asked to review the application due to possible conflicts of interest (the "**negative list**"):

Negative list: Applicants may exclude up to three potential reviewers from the review procedure if they feel that competition or fundamental differences in ideology would make it hard for these persons to judge the applications objectively. If the grounds for exclusion can be verified, the Executive Board will generally follow this wish. The negative list must include a brief justification for exclusion of the persons in question.

Reviewers are considered to have a potential conflict of interest if:

- they stand to gain professionally, financially or personally from the approval or rejection of the application;
- they have published together with the applicant (or with any co-applicant or cooperation partner) within the previous five years, or if they have cooperated or worked at the same research institution with the applicant, co-applicant or cooperation partner within this period;
- they have a fundamental difference in scientific opinion from that of the applicant (or with any co-applicant or cooperation partner) relating either to the topic or to a particular method;
- they have any close personal or professional contacts to the applicant (or to any co-applicant or cooperation partner) that could give rise to the suspicion that they have a conflict of interest.

Please note that the FWF's Executive Board does not accept suggestions for possible reviewers from applicants. Any such suggestions (i.e. a "positive list" of reviewers) will be disregarded.

7 Designated use of funds

The acceptance of funding within the framework of the Hertha Firnberg Programme obliges the recipient to dedicate her work efforts fully to the project. Any changes in her personal or financial circumstances that may have an influence on funding must be communicated to the FWF.

With her signature the applicant confirms the correctness of all information she has provided. The sanctions provided by the Research Funding Act ("*Forschungsförderungsgesetz*") oblige all organs of the FWF and all specialists and reviewers to treat all information provided with discretion.

Any liability for the misuse of funds rests solely with the grant recipient.

8 Additional information

8.1 The FWF would like to draw attention to the fact that applicants are required to comply with all valid legal (e.g. the Austrian laws relating to the equal treatment of disabled persons) and safety provisions, and to obtain any permits required for their research (e.g. from the Ethics Commission, the Commission for Animal Experimentation, the Department for Protection of Ancient Monuments or the corresponding authorities abroad).

8.2 The **general rules of good scientific practice** apply from the moment the application is placed. This means in particular that

- references to information used in the preparation of applications should be given in the form customary in the appropriate scientific disciplines;
- publications must be presented in a manner that makes all results comprehensible;
- openness and fairness among researchers is a matter of course and nobody is denied due recognition for his or her scientific contribution.

If there is a suspected breach of these rules, the case will be investigated by the ombudsman of the research institution responsible or by the Austrian Agency for Scientific Integrity. During the investigation the review procedure will be interrupted. The Executive Board of the Austrian Science Fund has decided, until it has developed its own guidelines, to apply the recommendations of the Commission of the German Research Foundation (DFG) on Professional Self-Regulation in Science. Relevant information can be found on the DFG web site at http://www.dfg.de/en/research_funding/legal_conditions/good_scientific_practice/index.html (Document: "Proposals for Safeguarding Good Scientific Practice").

8.3 Applicants should be aware that in the event that funding is granted, the German and English summaries of the application and subsequently the summaries of the final project report will be published on the FWF's web site. The project leader should ensure that these summaries are written in such a way that they do not lead to restrictions on any possible patent applications that might arise from the project. Should this not be possible, two different versions of the German and English summaries must be provided: one for scientific review and one for the FWF's PR work.

In the presentation and publication of all project results, grant recipients are to comply with the requirements regarding the acknowledgement of FWF funding and with the FWF's open access policy (see <http://www.fwf.ac.at/de/faq/dissemination.html>).

APPENDIX: Questions to Reviewers – Hertha Firnberg Positions for Young Female Scientists

Evaluation Forms for the Submitted Research Proposal

Part I – Written Evaluation⁹

The FWF actively encourages equal opportunities and equal treatment in all its funding programmes. The evaluation of an application may not disadvantage applicants due to extra-scientific reasons, such as e.g. age. For example, in assessing proposals the appraisal should not be based on the applicants' actual age but instead on the individual circumstances relating to the duration of their scientific careers and previous research achievements.

For the FWF equal opportunity includes taking into consideration unavoidable delays in the scientific careers of applicants (for example longer periods of qualification, gaps in publications, or less time spent abroad due to family reasons). Please keep in mind that the first part of your evaluation will be forwarded in its entirety to the applicant (of course without including your name).

Applicants are advised to submit requests for funding based on guidelines issued by the FWF; the resulting applications should contain sufficient information to enable referees to comment briefly on the following aspects.

Section I (to be transmitted in its entirety to the applicant)

1. Scientific quality of the project

- What position does the proposed research have in the current framework of international research?
 - Would you expect the proposed research to lead to significant advances in scientific understanding? Could the project be expected to provide a substantial step forward in the field in the foreseeable future?
 - Are the project goals clearly formulated? Are the methods proposed appropriate to achieve these goals?
 - As far as you can ascertain, how does the proposed research fit in with the scientific work performed at the Austrian research institutions?
-

2. Scientific quality of the scientists involved

Scientific qualifications of the applicant

- How would you assess the scientific qualifications and potential of the applicant with reference to her career to date and her age?

Scientific qualifications of the co-applicant

- From an international perspective, how good are the scientific qualifications and potential of the co-applicant?
- How would you assess the quality (the international scientific reputation) of the Austrian research institution where the proposed research would be performed?

3. Suggestions

What could (should) be done to increase the project's chance of success?

Section II (confidential remarks to the FWF)

4. Concluding recommendation on funding or rejection of the proposal; and any other comments

Please note: If you rate the proposal as excellent (95-100%), please give a brief but specific rationale why you feel the proposal is among the best 5% in the field.

⁹ Further information about the FWF's 'Corporate Policy' and a copy of the 'Guidelines for Project Applications' may be found on the FWF's Home Page (www.fwf.ac.at).