

In accordance with its Funding Guidelines of 1 January 2022
(as last amended), the FWF has issued the following application guidelines for

Joint Seminars

(effective as of June 1, 2023)

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1 General information

1.1 Aim of the program

The FWF has signed memoranda of understanding with partner organizations abroad to provide joint funding for bilateral seminars or workshops (“joint seminars”). The aim is to fund theme-based workshops or seminars for the purpose of initiating bilateral research co-operations and preparing proposals for international principal investigator projects.

1.2 Deadlines

Applications for joint seminars are not accepted on a rolling basis and may only be submitted as part of calls organized by the FWF and its partner organization.

Applications for joint seminars must be submitted online at <https://elane.fwf.ac.at>.

Once the application has been submitted online, [a PDF cover sheet](#) will be generated. The application shall not be considered officially submitted until the FWF receives the signed and stamped cover sheet (see also Section [2.5](#)).

1.3 Who is eligible to apply?

Eligible to apply are researchers working in Austria who possess excellent research qualifications, sufficient time resources, and have access to the infrastructure necessary to carry out the project submitted. No specific academic title is needed, nor is Austrian citizenship required; however, the project must be carried out in Austria or under the auspices of an Austrian research institution at which the principal investigator works. Applications for joint seminars may only be submitted by an individual natural person; institutions or companies may not apply.

1.4 What types of projects can be funded?

Funding is available for events that are held in the form of a **seminar or workshop** (referred to as “joint seminars”) and are organized by **an Austrian applicant and a cooperation partner abroad**. To date, the FWF has signed memoranda of understanding for joint seminars with the *Japan Society for the Promotion of Sciences (JSPS)* and the *Ministry of Science and Technology (MOST)* in Taiwan. The joint seminar must be held in Austria or in the partner organization’s country.

Joint seminars/workshops are generally held in order to establish and/or expand bilateral research partnerships, in particular to **prepare new cooperation projects**. These seminars must be thoroughly planned and have a **specific objective**. **Multiple funding is not permitted** (see [Funding guidelines](#)).

1.5 What requirements must be met to apply?

The Austrian applicant **must have led at least one FWF-funded project in the 10 years** prior to submitting the application; the program is also open to researchers who have received grants under FWF fellowship programs and to DK faculty members who have been evaluated by the FWF.

The FWF will fund no more than 2 joint seminars per applicant within a period of 5 years.

In each participating country, **a single applicant** is to submit an application for all seminar participants. All participants are required to possess the requisite qualifications in the field of research addressed in the joint seminar and to present appropriate evidence of those qualifications. In addition, each participant must make a substantial contribution to the event, e.g., by giving a talk, a poster presentation or the like.

1.6 What types of funding can be requested?

Funding may be requested for project-specific costs, i.e., **international travel costs** or **locally incurred costs** that are necessary to carry out the joint seminar and that go beyond the resources provided by the infrastructure of the research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

The costs of those seminars are divided between the FWF and the partner organization abroad. The Austrian applicant (principal investigator) is to request funding for those costs from the FWF, while the partner abroad must apply to the partner organization in their home country. Joint seminars will only receive funding if both applications are approved.

The costs eligible for funding are divided between the FWF and its partner organization on the basis of the **event's location**. Unless otherwise specified in the call, the visiting institution's funding agency will cover the **costs of international travel**, while the funding agency in the host country will provide **funding for locally incurred costs**.

In general, applicants can request funding¹ for the following costs:

Joint seminar in Austria	Joint Seminar abroad
<p>Travel costs:</p> <ul style="list-style-type: none"> • Hotel costs in Austria • Local travel costs in Austria <p>Other costs:</p> <ul style="list-style-type: none"> • Costs of meals/catering for all seminar participants • Rental costs for seminar rooms (only if the research institution does not make suitable rooms available; reasons must be provided) • Miscellaneous additional costs (reasons must be provided) 	<p>Travel costs:</p> <ul style="list-style-type: none"> • International travel costs for Austrian participants (economy-class tickets)

All costs must be broken down individually and justified in the proposal. When making a request via Elane (<https://elane.fwf.ac.at>), the costs must be assigned to one of the two categories listed in the above table (either “Travel costs” or “Other costs”).

Depending on the partner organization abroad, a different allocation of costs may be agreed upon. Questions concerning the allocation of costs can be discussed with the program management responsible for the respective call prior to submission. In general, the FWF assumes that the applicant’s institution will provide a suitable venue for the joint seminar. In cases where it is necessary to rent a seminar venue, the applicant must provide due justification for those costs in the application.

The FWF generally provides up to **€10,000** in funding for each joint seminar approved.

2 Application content and form

Both cooperation partners must apply separately to their national funding organizations in accordance with the applicable guidelines on form and content. Each application must be submitted by one person on behalf of all seminar participants.

¹ The policies in place at the respective research institution as well as the federal regulations governing travel costs (*Reisegebührevorschrift des Bundes 1995, RGV*) as amended are used as a basis for calculation.

2.1 Sections of the application

For an application to be complete, it must contain the following sections:

- 1) Required forms: *application form, Cost breakdown form, Co authors form, National and international cooperation arrangements form, Further funding organization form*;
- 2) **Abstract for the planned joint seminar in English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters)
- 3) **Description of proposed joint seminar** on no more than 5 consecutively numbered pages, incl. table of contents, headings, figures, captions, tables, footnotes, etc.:
 - a. Research background and specific objectives of the seminar
 - b. Expected results of the seminar
 - c. Significance of the seminar for existing or planned cooperation projects and their positive effects on research in Austria
 - d. List of relevant literature
 - e. Detailed plan, explanation of costs
- 4) List of participants from both countries (surname, first name, research institution, website, e-mail)
- 5) **Abstracts of papers/presentations** by Austrian participants on no more than 1/2 page per paper/presentation
- 6) **Brief academic CV and recent publications** (no more than 10 per participant) for each Austrian participant and partner abroad on no more than 2 pages per participant
- 7) **Overview of seminar program** in table form (including location and address, dates and times) showing the form in which each participant will contribute to the event
- 8) **Letter of intent / confirmation from cooperation partner** indicating that a parallel application will be submitted to the FWF's partner organization abroad; free-form confirmation (e-mail or letter)

2.2 Formal requirements and submission of application

2.3 Language of application

In order to facilitate coordination with the partner organization abroad, all applications are to be written in English. If desired, a version in German or another language may be added as a supplement.

2.4 Formatting

All documents must be written in **11 pt. font with 1.5 line (15-20 pt.)** spacing and at least 2 cm margins. Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

Citations in the text and the list of works cited (*References*) in the application must be in line with the conventions of the respective discipline, preferably according to a widely-used style guide (e.g., *Chicago Manual of Style*, *APA Publication Manual*). Applicants are free to choose the citation conventions or style guide they prefer, but they must apply them/it consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

2.5 Submitting the application

The application must be submitted online at <https://elane.fwf.ac.at>.

To submit the application online, applicants are required to register at the address shown above. All the necessary forms must then be filled out online; additional documents such as the project description can be uploaded. For additional information, see the [User manual – elane](#)'.

The project description including the sections of the proposal listed in Section [2.1](#) must be uploaded as *one* file with the name *proposal.pdf*.

Once the application has been submitted, a [PDF cover sheet](#) will be generated.

This cover sheet must be sent to the FWF

- a) by conventional mail with the handwritten signature of the applicant and the handwritten signature(s) of the authorized signatory or signatories of the research institute(s) and the stamps of the research institute(s), *or*
- b) by email (office@fwf.ac.at) with a scan of the signature(s) and stamps(s) of the research institute(s) and **signed using the applicant's qualified electronic signature (Citizen Card/Mobile Phone Signature)**, *or*
- c) by email (office@fwf.ac.at) and signed using the qualified electronic signature of the research institute(s) and the applicant.

The application shall not be considered officially submitted until the FWF receives the cover sheet signed in the manner described above. Please note that a scanned version with signatures and stamps but **not signed using the applicant's qualified electronic signature** (Citizen Card/Mobile Phone Signature) is **not sufficient**.

3 Processing and decision on the application

The FWF Office undertakes a formal check of the application. Specific details on the review and decision-making procedures can be found [here](#).

In order to receive funding, the joint seminar application must be approved by the FWF as well as the partner organization abroad. If the application is rejected by the partner organization, the FWF cannot fund the Austrian part of the seminar.

4 Final report

After the event, a project report on results and activities must be submitted to the FWF in digital form within four months. Access data and reporting guidelines will be provided to the applicant after completion of the Joint Seminar.

5 Compliance with legal requirements and standards of research integrity

Applicants must comply with all legal requirements and safety provisions (e.g. the Federal Disabilities Act) that apply to their Stand-Alone project and obtain all the necessary permits (e.g., from the Ethics Commission, the Commission for Animal Experimentation, the Federal Monuments Authority Austria, or the relevant foreign authorities).

Applicants must also comply with the [Guidelines for Good Scientific Practice](#) of the [Austrian Agency for Research Integrity \(ÖAWI\)](#). If there is reason to believe that an applicant has failed to comply with these standards, the FWF will carry out a plausibility check in accordance with its [procedure](#). Depending on the circumstances, the FWF can arrange for the Austrian Agency for Research Integrity (ÖAWI) to carry out an investigation. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until this check or investigation has been concluded.

6 Publication of project data and results

The FWF would like to point out that should the project be approved, the FWF will publish on its website a summary of the project in German and English for public relations (PR) purposes – which must be sent to the FWF by the applicant when returning the grant agreement – as well as the amount of funding granted and, on project completion, summaries of the final report of the project. The principal investigator should ensure that these summaries are written in such a way as to safeguard legitimate interests of secrecy for reasons of national defence and patent law, and that trade secrets are appropriately protected. Guidelines for writing PR summaries can be found [here](#).

In addition, the FWF requires a data management plan (DMP) for all approved projects. This should also be sent to the FWF when returning the grant agreement. The template for the DMP can be viewed and downloaded [here](#).

For any kind of publication of project results (e.g., academic publications, research data, conference papers, and media reports), applicants must comply with the guidelines specified in the funding agreement on acknowledging the FWF as the funding institution and the [Open Access Policy](#)