

NEUES ENTDECKEN

TALENTE FÖRDERN

IDEEN UMSETZEN

FWF

Der Wissenschaftsfonds.

In accordance with its Funding Guidelines of 1 January 2019
(as last amended), the FWF has issued the following

Application Guidelines for Joint Seminars



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1.1. Aim of the programme

The FWF has signed memoranda of understanding with partner organisations 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 joint projects.

1.2. Deadlines

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

1.3. Who is eligible to apply?

Any researcher working in Austria who possesses excellent research qualifications, sufficient time resources, and has 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 may only be submitted by an individual natural person; institutions or companies may not apply.

For information on submitting an application from abroad, see the FWF website at [Applications from abroad](#).

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 organised 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 organisation’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** (“joint projects”). These seminars must be thoroughly planned and have a **specific objective**.

Double funding is not permitted (see [Funding guidelines](#)). Any other grants relating to the subject of the application that have been requested from or awarded by the FWF or other funding agencies (e.g., the EU, OeNB, government ministries) must be mentioned on the application form.

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 programme is also open to researchers who have received grants under FWF fellowship programmes 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 organisation 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 organisation 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 organisation 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 funding for the following costs:

<i>Joint seminar in Austria</i>	<i>Joint Seminar abroad</i>
<ul style="list-style-type: none"> ▪ Hotel costs for visiting participants ▪ Costs of meals/catering for all seminar participants ▪ Local travel costs in Austria ▪ Daily allowance for visiting researchers (according to Austrian federal regulations governing travel costs in Austria, see https://www.bmf.gv.at/steuern/selbststaendige-unternehmer/betriebsausgaben/ba-reisekosten.html) 	<ul style="list-style-type: none"> ▪ International travel costs for Austrian participants (economy-class tickets)

<ul style="list-style-type: none"> ▪ 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) 	
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Depending on the partner organisation abroad, a different allocation of costs may be agreed upon. Questions concerning the allocation of costs can be discussed with the programme 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. Daily allowances are to be based on the Austrian federal regulations governing travel costs in Austria. 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 organisations in accordance with the applicable guidelines on form and content. Each application must be submitted by one person on behalf of all seminar participants.

2.1. Sections of the application

Austrian applicants are to use the FWF **application form** as well as the **programme-specific data form for joint seminars**, which can be downloaded from the FWF website at <https://www.fwf.ac.at/de/forschungsfoerderung/antragstellung/internationale-programme/joint-seminars/>. This form is to be submitted along with the required application documents.

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

- 1) Completed **application form** (including a list of applicants) and **programme-specific data form**
- 2) **Abstract for the planned joint seminar** (two versions: one in English, one in German) of no more than 3,000 characters (incl. spaces; no formulas or special characters) each
- 3) **Description of proposed joint seminar** of no more than 12,500 characters (incl. spaces) 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) **Abstracts of papers/presentations** by Austrian participants of no more than 1,900 characters (incl. spaces) on no more than 1/2 page per paper/presentation
- 5) **Brief academic CV and recent publications** (no more than 10 per participant) for each Austrian participant and the partner abroad no more than 2 pages per participant
- 6) **Overview of seminar programme** in table form (including dates and times) showing the form in which each participant will contribute to the event
- 7) **Letter of intent / confirmation from cooperation partner** indicating that a parallel application will be submitted to the FWF's partner origination abroad; free-form confirmation (e-mail or letter)

2.2. Form requirements

2.2.1. Language of application

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

2.2.2. Formatting

All documents must be written in **11 pt. font with 1.5 line (15-20 pt.)** spacing and at least 2 cm margins. The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs). 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.

2.2.3. Submitting the application

All documents must be submitted on paper and on a data storage device (USB stick / CD-ROM). Electronic files can be submitted in .doc or .pdf format. All documents are to be saved in a separate file as "joint seminar proposal".

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 in the following document:

<https://www.fwf.ac.at/fileadmin/files/Dokumente/Downloads/i-js-differences.pdf>

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

Once the event has ended, the applicant is required to submit a summary report (no more than 5 pages, in English) to the FWF. The report must cover the following points:

- Content-related results
- Planned future activities
- List of participants
- Programme

Applicants shall receive the relevant login details for submitting the final report after the end of the joint seminar.

5. Compliance with legal requirements and standards of research integrity

The FWF would like to point out that applicants must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for 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) when submitting the application and carrying out the project.

If there is reason to believe that an applicant has failed to comply with these standards, the FWF will arrange for the ombudsperson of the respective research institution or 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 the investigation has been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

6. Publication of project data and results

The FWF would like to point out that should the joint seminar be approved, the FWF will publish on its website a summary of the project in German and English for public relations purposes – which must be sent to the FWF 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.

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 at <https://www.fwf.ac.at/en/research-funding/open-access-policy/research-data-management/>.

In presentations and publications of project results (e.g. scholarly publications, research data), applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).