In accordance with its Funding Guidelines of 1 January 2021 (as last amended), the FWF has issued the following

Application Guidelines for Joint Seminars (valid from January 2021)
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1. General information

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 collaborations 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.

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 2.2.3).

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.

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).

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:

<table>
<thead>
<tr>
<th>Joint seminar in Austria</th>
<th>Joint seminar abroad</th>
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<tbody>
<tr>
<td><strong>Travel costs:</strong></td>
<td><strong>Travel costs:</strong></td>
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<tr>
<td>▪ Hotel costs in Austria</td>
<td>▪ International travel costs for Austrian participants (economy-class tickets)</td>
</tr>
<tr>
<td>▪ Local travel costs in Austria</td>
<td></td>
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Other costs:

- Costs of meals/catering for all seminar participants
- 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)
- 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)

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 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

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, Programme-specific data 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 programme** 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 organisation 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 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.

2.4. **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 “Quick reference” guide at https://elane.fwf.ac.at.

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 signed by hand and stamped by the responsible representative of the applicant’s research institute before being sent to the FWF by conventional mail. The application shall not be considered officially submitted until the FWF receives the signed and stamped cover sheet. Alternatively, the signed and stamped cover sheet can be scanned in, signed using the applicant’s qualified electronic signature (e.g., mobile phone signature), and sent to the FWF (office@fwf.ac.at) by e-mail. Please note that a scanned signed and stamped cover sheet is invalid if it does not have a qualified electronic signature.

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 organisation abroad. If the application is rejected by the partner organisation, 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 joint seminar 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 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.

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.