

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

# **Application Guidelines for the Quantum Research and Technology (QFTE) Programme**



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## **1. General information**

### **1.1. Aim of the programme**

The aim of the QFTE programme is to fund thematically clearly defined research projects in the field of quantum technologies which possess the potential for application and promote the transfer of knowledge from basic research to the development and application of these technologies.

The programme is intended to encourage researchers to adopt a knowledge-oriented approach to further develop research findings which are at the start of the innovation chain towards their future application. Usually, researchers have an idea for a possible application, but a lot of work still needs to be done before the idea is marketable. As part of an QFTE project, researchers can test and further develop their research findings. This thereby underlines the importance of basic research for innovation.

Generally, a single researcher is responsible for planning and carrying out an QFTE project. However, he or she can collaborate with national and/or international research partners as part of the project. Application-oriented cooperation arrangements with companies or public institutions are also possible.

Specifically, the QFTE programme pursues the following objectives:

- Promotion of research at the crossroads where extended or oriented basic research<sup>1</sup> and applied research meet
- Development of the researcher’s potential based on the principle of “training by research”
- Expansion of national and international cooperation arrangements (networking)

The programme is implemented in the form of a call for proposals.

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<sup>1</sup> “Oriented basic research” refers to basic research that is carried out on the basis of existing findings with the expectation of creating a base of knowledge which will likely lead to a future application or generate other future benefits.

## 1.2. Deadlines

The submission deadline for the QFTE programme is **24 September 2019** (date of postmark); for more information, see:

<https://www.fwf.ac.at/en/research-funding/fwf-programmes/qfte/>

## 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 for QFTE projects may only be submitted by an individual natural person; institutions or companies may not apply.

It should be noted that each applicant may only submit one funding proposal as part of the QFTE call for proposals. In addition, applicants are required to show that at the time of submission, he or she has an ongoing basic research project in the field of quantum physics or has completed such a project no more than three years ago.

QFTE proposals do not count towards the limit on the number of ongoing projects or funding proposals that can be submitted in other programmes. Further information on restrictions concerning the number of ongoing projects and limits on the submission of applications can be found at [Restriction on the number of projects](#).

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 may be requested for projects that focus on a topic in the field of quantum technology and will last no longer than 36 months.

Applications, including a detailed description of objectives and methods, may be submitted for basic research projects that are limited in time and that demonstrate a realistic potential for utilisation. Therefore, in contrast to FWF stand-alone projects, this research project is directed towards a specific objective or purpose in the context of its future application.

In the QFTE programme, the research work does not focus on breaking new scientific ground, but rather on further developing application-oriented aspects of the project. However, the project must still remain within the realm of basic research such that co-funding by a company is, for instance, not feasible. As a rule of thumb, the project should be between TRL<sup>2</sup> 2 and 4. It should be expressly pointed out that an QFTE project should generally be technically mature enough within a period of three years to qualify for a renewal proposal with the involvement of a company through a different funding body (e.g., FFG, CDG, EU,

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<sup>2</sup> Technology Readiness Level, see for instance

[https://www.nasa.gov/directorates/heo/scan/engineering/technology/txt\\_accordion1.html](https://www.nasa.gov/directorates/heo/scan/engineering/technology/txt_accordion1.html)

etc.). As in all FWF programmes, the basic requirement is the scientific excellence of the researchers and the proposal. Both the quality of scientific research as well as the project's potential for application are essential criteria in evaluating the proposal's worthiness for funding (see Appendix II: "Notes and questions for reviewers in the QFTE funding programme").

The application-oriented aspects may entail pursuing possible mid- and long-term possibilities of economic utilisation, as well as the project contributing in other ways to social and cultural benefits.

Funding relating to quantum research and technology that has been requested from the FWF or other funding agencies or has been received from other funding bodies (e.g., EU, OeNB, ministries, etc.) must be indicated (see application form). Double funding is prohibited (see [Funding guidelines](#)). Free access to the research findings must be ensured (patents, publications, etc.).

### 1.5. What requirements must be met to apply?

The applicant must be able to show that he or she has an ongoing basic research project in the field of quantum physics or has completed one in the last three years, which can serve as the basis for the proposed project.

Applicants must show that they possess the research qualifications needed to carry out the project by means of a publication record over the last 5 years commensurate with their career stage, which demonstrates their international visibility.

The following criteria are decisive in assessing an applicant's publication record and initiating the review process:

- **Peer-Review:** All the publications listed must have been subject to a quality assurance procedure in line with high international standards, which usually means that journals should be listed in the Web of Science, Scopus, or the Directory of Open Access Journals (DOAJ). For journals not listed in those databases, or monographs, edited volumes or contributions therein, or other publication types, the peer-review procedure must be documented on the publisher's website to which applicants should provide a link. Should no such documentation be available on the website, it is the applicant's responsibility to provide evidence that the publication has been subject to an appropriate quality assurance procedure.
- **International nature:** Most of the publications listed must be in English.
- **Number and quality** of the applicant's publications must be commensurate with his/her career stage. At least two publications must be peer-reviewed and internationally visible publications with a substantial and independent contribution on the part of the applicant.

Should an applicant fail to meet one or more of the above criteria, the applicant must include an explanation with the application. In cases of doubt, the decision-making bodies of the FWF shall decide whether the research qualifications are adequate.

## 1.6. What types of funding can be requested?

Project-specific costs are eligible for funding. These include personnel and non-personnel costs that are necessary for carrying out the project 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.

For information on requesting funding for the personnel costs of the principal investigator (= persons who intend their salary to be paid from the grant), see [Information on funding the principal investigator's \(PI's\) salary](#).

The *National Research Partner* form should be completed for costs arising from the collaboration with [national research partners](#) that have to be handled directly between the research institution of the national research partner and the FWF and are not invoiced to the principal investigator.

Please note that exaggerated costs may represent a reason for rejecting an application, even one that is considered excellent in terms of content.

## 2. Application content and form

### 2.1. Sections of the application

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

**1) Academic abstract in English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The academic abstract will be used to inform potential reviewers about the project and recruit them for the evaluation of proposals. The abstract must be divided into the following sections:

- Wider research context / theoretical framework
- Hypotheses / research questions / objectives
- Approach / methods
- Level of originality / innovation
- Primary researchers involved

**2) Project description:**

Project description of no more than 50,000 characters (incl. spaces) on no more than 20 consecutively numbered pages, incl. table of contents, headings, figures, captions, tables, footnotes, etc.;

**3) Annexes:**

Annexes are a part of the application and must be attached to the project description as part of the *proposal.pdf* file in the order listed below:

- Annex 1: Information on the research institution(s) and justification of the requested

funding;

- Annex 2: List of works cited in the application (*References*) on no more than 5 pages;
- Annex 3: Academic curriculum vitae (hereinafter referred to as CV) and description of previous research achievements (no more than three pages per CV);
- Annex 4: Confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners;
- Attachments to be uploaded individually:

Required attachments:

List of all publications for the last 5 years, broken down into peer-reviewed and non-peer-reviewed (for more information, see also [2.5](#))

Justification for applying to QFTE: brief description of why the planned research project fits in with the QFTE programme, and why the application-oriented aspects are at the start of the innovation chain (no more than 1 page / 3,000 characters)

Report on the underlying previous project (no more than 2 pages / 6,000 characters) including the funding agency and project number

Where applicable: cover letter, list of reviewers to be excluded, vendor quotes for equipment, etc.

#### 4) Completed forms

- Required forms: academic abstract, application form, *Cost breakdown* form, and *Co-authors* form;
- Optional forms: *National research partners* form, *National / International cooperation arrangements* form.

## 2.2. Form requirements

### 2.2.1. Language of application

To allow applications to be reviewed by international experts, applications must be submitted in English.

### 2.2.2. Formatting

The project description, annexes 1-3, and the attachments (except for vendor quotes) 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

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>.

#### 1) Required parts of the application:

##### a) Files:

- *Proposal.pdf* (project description incl. annexes 1-3 and where applicable 4, with PDF bookmarks, at least for the major sections)
- *Publication\_list.pdf* (publication list of all the key project participants for the last 5 years, broken down into peer-reviewed and non-peer-reviewed)
- *Justification\_QFTE.pdf* (justification for applying to QFTE)
- *Follow.pdf* (report on the previous project)

##### b) Forms:

- *Academic abstract in English*
- *Application form*
- *Cost breakdown*
- *Co-authors* (required)
- *National research partners* (optional)
- *National and international cooperation arrangements* (optional)

#### 2) Optional file uploads:

- *Cover\_letter.pdf* (accompanying letter)
- *Negative\_list.pdf* (list of reviewers who should be excluded)
- *Quotes\_equipment.pdf* (vendor quotes for requested equipment)
- *Quotes\_other\_costs.pdf* (vendor quotes for other costs)

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<sup>3</sup> (e.g., mobile phone signature), and sent to the FWF ([office@fwf.ac.at](mailto:office@fwf.ac.at)) by e-mail. Please note that a signed and stamped cover sheet is invalid if it does not have a qualified electronic signature.

## 2.3. Project description

The project description (at most 50,000 characters incl. spaces on no more than 20 pages) must include the following contents:

### 2.3.1. Scientific aspects

- Clearly defined aims and hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific innovation<sup>4</sup>: what potential or specific possibilities for implementation (new measurement methods, communication protocols, techniques, etc.) are to be expected and in what time frame?
- Relevance to international research in the field (international state of research)
- Plan for further implementation and application of the project outcomes including any cooperation arrangements that may be necessary in future (this step will no longer be funded by the FWF); any plans for patents or utilisation
- Methods
- Intended [cooperation arrangements](#) (national and/or international) as part of the planned project should be explained in the project description. This explanation should specify the people with whom the cooperation arrangement shall take place and the subject of the intended cooperation arrangement(s) or the contribution to the project. All of the national and/or international cooperation arrangements that were stated to be essential in the project description should be listed on the *Cooperation arrangements* form and be evidenced by a collaboration letter. Cooperation arrangements with companies or public institutions are also possible.
- Work plan and timeline
- All potential ethical, safety-related, or regulatory aspects<sup>5</sup> of the submitted project and the planned handling of them must be described in a separate section. This aspect

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<sup>3</sup> For example: <https://www.digitales.oesterreich.gv.at/web/digitales-osterreich/die-burgerkarte>

<sup>4</sup> Examples of projects worthy of funding include, among others:

- Research on new ideas and/or examination of new research questions,
- Application or development of new research methods, new technologies, or original approaches to solving research questions,
- Application or modification of existing methods, technologies, or approaches to new research questions.

Please note that the next logical step or the incremental further development of published data is not considered to be innovative or original.

should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.

- All potential sex-specific and gender-related aspects<sup>6</sup> in the planned project as well as the planned implementation of these research questions must be described in a separate section. This aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

### **2.3.2. Human resources**

- Research-related qualifications of the researchers involved

## **2.4. Annexes to the project description**

Annexes are not included in the maximum character limit for the project description and must be attached to the project description in the specified order.

### **2.4.1. Annex 1: Information on and justification of requested funding**

The template for the description of costs can be found in [Appendix I](#).

- Information on the research institutions (that of the applicant and the national research partner(s))
  - Available personnel (not financed by the FWF; usually, the principal investigator and the personnel of the research institutions)
  - Available infrastructure
- Information on the funding requested
  - Concise justifications for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
  - Concise justifications for non-personnel costs (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment – see also [2.6.3](#).

### **2.4.2. Annex 2: List of references**

List of literature cited in the application on no more than 5 pages.

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<sup>5</sup> For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity can serve as a guide here](#).

<sup>6</sup> Positioning and reflecting on the research approaches in the planned for the project in terms of sex-specific and gender-related issues, for instance: Is the research approach likely to produce sex-specific and gender-related findings? If so, what findings? How and where are these integrated into the research approach? (For information on checking the relevance of sex-specific and gender-related issues to a project, see <https://www.fwf.ac.at/en/about-the-fwf/gender-issues/fix-the-knowledge/fix-the-knowledge-detail/>).

### **2.4.3. Annex 3: CVs and description of previous research achievements**

The academic CVs and research achievements must be attached for the principal investigator and at most three other [project participants](#) and should be described on no more than three pages per person.

#### *2.4.3.1. Required contents for academic CVs*

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link to a list of all publications; the use of [ORCID](#) is expressly recommended for this purpose.
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable)
- Main areas of research and short statement of the most important scientific results achieved to date

#### *2.4.3.2. Required description of previous research achievements*

- Academic publications: list of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, etc.); for each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated. In accordance with the *San Francisco Declaration on Research Assessment (DORA)*, journal-based metrics like the journal impact factor should not be included.
- Additional research achievements: list of no more than ten of the most important scientific research achievements apart from academic publications, such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, preprints, exhibitions, knowledge transfers, science communication, licenses, or patents.

### **2.4.4. Annex 4: Collaboration letters**

- Confirmations (each no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description can be attached to the application.

## **2.5. Required attachments:**

### **2.5.1. Publication list**

A list of all publications published in the last five years<sup>7</sup> (broken down into peer-reviewed and non-peer-reviewed) of all the key project participants for whom an academic CV is included

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<sup>7</sup> Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, either a DOI address or another persistent identifier should be indicated; for publications with more than 20 authors, an “et al.” reference can be used.

as well as for all research team members for whom personnel costs are requested should be uploaded as a PDF document (*Publication\_list.pdf*). This list helps the FWF to determine if there are any potential conflicts of interest with reviewers and thus speeds up the process of identifying reviewers. This list will not be forwarded to the reviewers.

### **2.5.2. Justification for applying to QFTE**

A brief description must be attached of why the planned research project fits in with the QFTE programme, and why the application-oriented aspects are at the start of the innovation chain. It should also include an explanation of how the project differs from those in other programmes (like stand-alone projects). This justification should be uploaded as a PDF document and be no longer than one page (3,000 characters).

### **2.5.3. Report on the underlying project**

Based on the requirement that at the time of submission, applicants must have an ongoing basic research project in the field of quantum physics or have completed such a project no more than three years ago, a report on this underlying project must also be submitted as a PDF document. This project need not be, or need not have been, funded by the FWF. This report may be no longer than two pages (6,000 characters) and must also include information on the funding agency and the project number of the project.

## **2.6. Eligible project-specific costs**

**The maximum amount of funding that can be requested is €300,000.**

The only projected costs eligible for funding are those in the following cost categories.

### **2.6.1. Personnel costs**

The application should include all persons, in addition to the staff already available, who will be needed to carry out the project and will work exclusively to the extent agreed on for this project.

The available legal categories of employment are contracts of employment for full-time or part-time employees and marginal employment. A part-time (50%) contract of employment for “student assistants,” which equates to 20 hours per week, may be requested for researchers who have not yet completed a master’s or diploma degree programme in the relevant subject area.

The current FWF salary scale (“[Personnel costs and salary scale](#)”) indicates the salaries that may be requested. The FWF grants an annual salary adjustment to compensate for inflation, which is applied automatically to all existing contracts of employment in SPI projects. Please note that contracts of employment of no more than 75% (which equates to 30 hours per week) may be requested for doctoral students.

### **2.6.2. Grant-salaried principal investigators**

The FWF defines a grant-salaried principal investigator as a principal investigator whose salary is to be paid from the funding provided for the project. Female applicants who intend at least 50% employment to be paid from the project are also eligible to apply for funding for professional development and mobility.

A detailed description of the requirements and application procedure can be found in the [Information on funding the principal investigator's \(PI's\) salary](#).

### **2.6.3. Equipment costs**

Equipment may only be requested if it is specifically required for the project and if it is not part of the institution's existing infrastructure. "Infrastructure" is considered to include all equipment (and components for the equipment) that should be available in a modern research institution to conduct basic research in the relevant discipline at an internationally competitive level. Please note that if such equipment or components are requested nonetheless, doubts may be raised whether it is possible to conduct leading-edge basic research in such an environment and how it was possible to carry out the preliminary work related to the project. This may have an impact on the funding decision.

In this context, "equipment" includes scientific instruments, system components, self-constructed devices (generally assembled from smaller pieces of equipment and materials), and other tangible fixed assets as well as intangible assets such as licenses, industrial property rights, and licenses derived from such rights, whose acquisition cost per item exceeds the amount specified in Article 13 of the Austrian Income Tax Act 1988 as last amended, Federal Law Gazette No. 400/1988, which is currently €400 (incl. VAT, unless the research institution is entitled to deduct VAT).

A vendor quote from a company must be uploaded with the application for each piece of equipment whose acquisition cost (including VAT) exceeds €5,000.

For items of equipment which are required specifically for the project and whose acquisition cost (including VAT) is €24,000 or higher, applicants must confirm with their signatures on the application form (*Affirmation of applicant*) that they have verified that no comparable equipment that could be used or shared is available within a reasonable distance, and that the possibility of (co-)financing by third parties has been explored. Applicants must also ensure that they are aware of any possible costs that could arise from the use, maintenance, and repairs of the equipment.

The principal investigator is to instruct his/her research institution to order the equipment and effect payment accordingly. In all equipment purchases, the research institution's procurement guidelines are to be observed. Each item of equipment is to be recorded in the institution's inventory and the acquisition costs are to be reimbursed from the respective project budget in accordance with the relevant agreement between the research institution and the FWF.

#### **2.6.4. Material costs**

“Materials” encompasses consumables and small pieces of equipment (cost per item is below €400 EUR incl. VAT).

The calculation of requested funds for project-specific material costs should be justified with reference to the timelines, work plans, and experiment plans. Experience from previous projects should be considered in making the calculation.

#### **2.6.5. Travel costs**

Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc. The project description must include a detailed travel plan broken down by project participant. This plan must indicate which persons, for what purpose, when (in which year of the project), for how long and where they will be travelling, and how much this will cost.

Travel expenses for researchers from other Austrian and foreign research institutions can only be granted in exceptional cases and require detailed justification.

The calculation of travel and accommodation costs should generally be based on the federal regulations governing travel costs (RGV). The current RGV rates for travel abroad can be found in the following [document](#).

For longer stays, a transparent and appropriate budget should be prepared; in general, this budget will be lower than the costs calculated based on RGV rates.

Applicants must not request funding for the presentation of project results at congresses; the costs associated with attending such conferences should be covered by the “general project costs”.

#### **2.6.6. Costs as part of national and international cooperation arrangements**

In contrast to national research partners (see [1.6](#)), costs arising within the context of a research collaboration with an external research institution are to be borne by that research institution.

Within the context of cooperation arrangements, funds may only be transferred to a cooperation partner (also abroad) if they are clearly limited contracts or services and directly necessary for carrying out the Austrian project. This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#).

#### **2.6.7. Other eligible costs**

- Independent contracts for work and services (costs for work of clearly defined scope and content carried out by individuals, provided that they are justified in terms of research and economical);
- Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the [Open Access Policy](#) of the FWF;

- Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:
  - Coverage of costs for the use of research facilities, e.g., costs for the project-specific use of available equipment (project-specific “equipment time”) or large research facilities; in any case, vendor quotes should be provided. Where the costs exceed €10,000 not including VAT (over the entire term of the project), each vendor quote must be accompanied by the corresponding calculation basis. This calculation must include information on the nature and scope of the services for which project-specific costs are incurred (according to internal charging procedures, e.g., based on usage days or hours, or based on the number and type of measurements/analyses performed, etc.) and may not contain any infrastructure-related costs like equipment depreciation, supplementary charges for overhead, costs of research premises, etc.;
  - Costs for any laboratory animals necessary for the project;
  - Costs for project-specific work carried out outside the applicant’s research institution (e.g., for analysis work performed elsewhere, interviews, sample collection, preparation of thin slices, etc.); vendor quotes should be uploaded;
  - Costs for the disposal of project-specific hazardous waste.

### **2.6.8. General project costs**

For reasons of simplicity, general project costs refer to all those costs that are generally permitted but cannot be requested individually. These include, for example, costs for conference travel, dissemination activities as well as smaller, unforeseen costs necessary for the project. General project costs should not be understood in the sense of “overhead costs” of the research institution.

General project costs should be entered in the appropriate field in the *Cost breakdown* form and calculated as 5% of the total funding requested. No justification for general costs is needed in the project description.

## **2.7. Forms**

All required forms must be completed in their entirety. For the application to be legally binding, the FWF requires the cover sheet generated automatically at the end of the submission process including the original signatures and stamps:

- Affirmation of applicant,
- Declaration of consent by the applicant’s research institution,
- Applicant’s consent relating to GDPR,
- Declaration of consent of the national research partner, where applicable,
- Declaration of consent by the research institution of the national research partner, where applicable.

*Co-authors* form: All persons who have made substantial research-related contributions to the conception and writing of the application should be named as co-authors. A brief description of the nature of each contribution should be included; where there are no co-authors, applicants should state this explicitly on the form.

## 2.8. Additional attachments

In addition to the project description and the forms, the following attachments should be uploaded, where applicable:

- Cover letter,
- List of reviewers who should be excluded,
- Vendor quotes for the requested equipment for pieces of equipment whose acquisition cost (including VAT) is €5,000 or higher (one quote from one company for each piece of requested equipment; can be submitted in German,
- Vendor quotes for any relevant items requested under “Other costs” (e.g., use of research facilities).

It should be noted that any annexes or attachments in addition to the ones mentioned above shall not be considered in further stages of the process (such as letters of recommendation, publications not yet published).

## 3. Processing and decision on the application

The FWF Office undertakes a formal check of the application. A detailed description of the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest and the composition of expert juries and boards can be found in the [General principles of the decision-making procedure](#).

### *Requests for changes and returning applications without review*

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 not be processed further by the FWF until the applicant has rectified the problems within a reasonable period of time (usually ten calendar days). If the problems have not been resolved within this period of time, the decision-making bodies of the FWF will return these proposals without review.

All applications that conform with the FWF’s regulations will be sent for review. The reviewers (generally persons working outside of Austria) will be selected by the members of the FWF Board and confirmed by the decision-making bodies of the FWF.

Once the review process has begun, no more changes can be made to the application.

The most common reasons why applications are returned without review by the decision-making bodies of the FWF are (a) that the applicant’s track record of publications does not meet the requirements (see **Fehler! Verweisquelle konnte nicht gefunden werden.**) and

(b) that the application is missing specific hypotheses or research questions (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

#### *Reasons for rejection*

The reasons for rejecting a project will be assigned one of five categories (C1–C5) and will be sent to applicants along with the reviews. A detailed description of the categories can be found in the [General principles of the decision-making procedure](#).

#### *Exclusion of reviewers*

Applicants may include a separate document with a list of reviewers who should not be asked to review the application due to possible conflicts of interest. A detailed description of the FWF's rules concerning conflicts of interests can be found in the [General principles of the decision-making procedure](#).

This list may include up to three potential reviewers whom the applicant believes may have conflicts of interests. The list should be accompanied by a brief explanation of the grounds for this belief. If the grounds for exclusion are professionally and technically sound, the FWF will generally fulfil such requests and will exclude those reviewers from the review process.

Please note that the FWF does not wish to receive, nor will it consider a list of possible reviewers from applicants.

#### *Decision*

The FWF Board will make the decision on the funding application based on the results of the reviews during the board meeting in **March 2020**. The applicant will be informed in writing of the FWF's decision.

**At least two excellent reviews** are necessary for approval.

## **4. 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 individual 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](#).

## 5. 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 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 the legitimate interests of secrecy for reasons of national security and patent rights and to guarantee that trade secrets are protected appropriately.

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, applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).

## Appendix I: Template: Information on the research institution and description of financial aspects

Note: The information on the research institution and the description of financial aspects shall be described using the following structure and appended as Annex 1 to the project description. The list and justification of the costs requested must be consistent with the costs indicated in the *Cost breakdown* form.

a) Details on the research institution of the applicant and the national research partners<sup>8</sup>

- Existing personnel (not financed by the FWF, usually the principal investigator and research personnel at the research institution(s))
- Existing infrastructure

b) Information on the funding requested:<sup>9</sup>

- Concise justifications for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project)
- Concise justifications for non-personnel cost (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment—see also [2.6.3](#)

List and justification of the funding requested for personnel costs:

List and justification of the funding requested for equipment costs:

List and justification of the funding requested for material costs:

List and justification of the funding requested for travel costs:

List and justification of the funding requested for other costs:

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<sup>8</sup> For international programmes (joint projects), additional information on the research institution(s) of the foreign project partner(s)

<sup>9</sup> Additionally for international programmes (only joint projects in the lead agency procedure): list and justification of the funding requested for the foreign project part(s)

## Appendix II: Notes and questions for reviewers in the QFTE funding programme<sup>10</sup>

In all of its programmes, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put applicants at a disadvantage for non-research-related reasons such as age, gender, etc. For example, the review of applications should not focus on the applicant's actual age, but on the relation between the applicant's previous research achievements and the length of his/her research career. For the FWF, equal opportunities also means taking into account any unavoidable delays in applicants' research careers that have led to publication gaps, less time spent abroad, etc. (e.g., due to well-founded, extended qualification periods; time spent raising children; long-term illness; caring for relatives; etc.).

In writing your review, please keep in mind that your comments in the first section of the review will be forwarded to the applicant and, where applicable, other reviewers, in an anonymous way.

The FWF would like to point out that the length and the form of the project proposal must fulfil the form requirements<sup>11</sup> of the FWF, and therefore we ask that you keep these restrictions in mind when writing your review.

The FWF is obligated to ensure the best possible use of public-sector funds for basic research according to scientific research criteria. We therefore ask you to comment on the following aspects of the application in Section 1a. What are the specific strengths of the project? Does it have weaknesses, and if so, what are they?

### Section 1a (forwarded to the applicant in its entirety):

- 1) How would you rate the scientific quality of the application? Is the project likely to produce any new scientific findings which could result in a scientific publication?
- 2) How would you rate the potential of the project for the future successful application of scientific findings in quantum technologies?
- 3) How would you rate the scientific quality of the approach/methods and feasibility of the proposal?
- 4) How would you rate the scientific qualifications of the participating researchers based on the respective stage of their career?
- 5) Additional aspects:
  - a. Ethical aspects
  - b. Sex-specific and gender-related aspects

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<sup>10</sup> Further information on the FWF's corporate policy and mission or the application guidelines for stand-alone projects can be found on our website at (<http://www.fwf.ac.at/de/ueber-den-fwf/leitbild/> bzw. <http://www.fwf.ac.at/de/forschungsfoerderung/fwf-programme/einzelprojekte/>)

<sup>11</sup> Form requirements: Project description incl. figures and tables max. 20 pages; list of works cited and a list of abbreviations, no more than 5 pages; on max. 5 pages; academic CVs and presentation of the previous research achievements of all project participants incl. the 10 most important publications on max. 3 pages each.

- 6) Overall evaluation with consideration of the key strengths and weaknesses. Please give a clear recommendation for or against funding a project.

**Section 1b (confidential remarks exclusively to the applicant)**

Recommendations (optional): reviewer's recommendations to the applicants for implementing the project (in the case of approval). The recommendations made here should not play a role in the funding decision.

**Section 2 (confidential remarks to the FWF)**

Other comments intended solely for the FWF.