

Call for Applications



Guidelines for Applicants

Table of contents

Call for Applications.....	1
I. Who is eligible to apply for a grant?	1
II. The financial support	1
III. Criteria for assessment of applications	2
IV. Instructions for submitting the online application	3
V. Formal report and brief after the incoming/outgoing.....	3

Researchers interested in applying for a grant from the research platform: “The Challenge of Urban Futures” should first read the information below to establish whether they are eligible.

I. Who is eligible to apply for a grant?

The research platform aims at supporting scholars who are in the process of finalising a paper or a research proposal. The research platform is an output-oriented research network, therefore submitted applications should be aiming at a publication at the end of the Incoming or Outgoing. The proposal should show how the research will benefit both the research platform and the applicant.

Who is eligible?

- Incoming: scholars working abroad aiming at finalising a paper (for publication) or a research proposal (for funding) to be submitted with a partner from the University of Vienna;
- Outgoing: scholars of the University of Vienna aiming at finalising a paper (for publication) or a research proposal (for funding) to be submitted with a partner of the host institution.

The grant is not available to Bachelor or Masters students with no additional affiliation to an organization or a research centre.

II. The financial support

The incoming or outgoing can have a duration between 7 and 28 days.

The financial support is a contribution to the expenses during the incoming/outgoing and may not necessarily cover all of the associated costs. Financial support is limited to cover travel and accommodation expenses. The cost of research materials is not eligible for consideration as part of the grant. Food expenses are not covered by the travel grant.

1. Specific rules and regulations:

Outgoing:

University employees may apply for reimbursement of travel costs using the relevant form provided by the research platform. The total grant cannot exceed 2.500,00€ within Europe and 2.900,00€ for overseas travel. Within this limit, a maximum of 300,00 € for travel within Europe and 700,00€ for travel overseas can be refunded. A maximum of 100,00€ per day for accommodation can be reimbursed.

The application for reimbursement of travel costs must be submitted before the trip takes place. The actual payment can only be made after the relevant receipts, invoices and payment confirmations have been submitted and the form PA/R3 “Reisekostenzuschuss/Zahlungsanweisung” has been completed, signed and submitted.

The travel grant thus received is considered a tax-free part of the university salary – no further taxes have to be deducted.

Incoming

Incoming researchers use the “Invoicing Form for Guest Lectures or Scientific Activities” FIN/K2. The general rules of the Research Platform Travel Grant apply as well. With this form, however, a blanket cost for accommodation of 70,00€ for a maximum of 14 nights can be reimbursed (without receipts). All other costs are only reimbursed on the basis of balanced receipts or invoices.

The researchers receiving this travel grant are responsible to pay all taxes that may be applicable in their home country. The University of Vienna does not deduct taxes from the paid amount.

2. Specifications of reimbursable receipts and invoices:

Air as well as train travel is reimbursed on the basis of economy or second class fare only. For air travel, invoices and confirmation of payments have to be submitted, boarding passes should be submitted where at all possible. Train travel can only be refunded after presentation of tickets and receipts.

Travel insurance can be included in the ticket costs.

For car travel there are two options: a 0,42€ per km and 0,05€ per additional person in the car can be paid if license plate as well as proof and documentation of the driven distance can be supplied. Alternately, costs such as parking, gas and highway fees can be submitted. In both cases the trip has to be documented by use of maps and routes such as google maps.

For hotel and accommodation: only costs excluding breakfast can be reimbursed. The hotel invoice should state the cost of breakfast. If this is not possible and the price included breakfast, 15% of the cost per night will be deducted.

III. Criteria for assessment of applications

The proposal will be assigned to one of the following categories:

1. **Very poor:** the proposal is illogical and not understandable and is not clearly linked to any research area stated on the website of the research platform. (0-10 marks)
2. **Poor:** proposal with limited planning and no clear objective. It is weakly linked to at least one research area. (11-35 marks)
3. **Fair:** proposal with some understanding, planning and objectives. Moderate links to at least one research area. (36-60 marks)
4. **Good:** good proposal but needs input to develop feasible publication. Well linked to at least one research area. (61-80 marks)
5. **Excellent:** proposal well designed in terms of planning, feasibility and projected outputs. Strongly linked to at least one research area. (81-100 marks)

A proposal can reach a maximum score of 100 (and must reach a score of at least 70/100). The proposals will be ranked and those with the highest scores will be financed. The research platform reserves the right to decline funding if the proposal is not deemed fitting

In case of rejection, the applicant will be informed. Resubmissions are possible. Once the application has been approved, the applicant will be notified. To accept the grant, the applicant has to answer the approval letter.

IV. Instructions for submitting the online application

The applications should be submitted via the online tool provided on the website of the research platform.

A complete proposal should include the following:

1. Description of work (max 1,500 words)

- Background
- Aims and objectives
- Justification for the choice of the host institution
- Description of the work to be carried out by the applicant at the host institution
- Detailed plan of activities
- Expected results

2. Applications should include:

- Please specify the Department hosting your stay and the person or research group with whom you will be working on the project
- An agreement of the hosting institution (letter of invitation)
- The applicant should clarify the benefit for the research platform and the benefit for the applicant
- Costs (estimate based on actual travel and accommodation costs)
- CV including a publication list

V. Formal report and brief after the incoming/outgoing

Successful applicants will need to submit a scientific report to the Host Institution and to the research platform within 30 days from the end date of the incoming/outgoing.

The report should include the following information:

- Purpose of the incoming/outgoing
- Description of the work carried out during the incoming/outgoing;
- Description of the main results obtained
- Publications/articles resulting from the incoming/outgoing

Successful applicants will be asked to submit a brief of the outputs for the research platform website describing in summary the scientific report which will also be made available online.

The brief for the research platforms website should include the following:

- Name
- Institution
- Research Interest
- Summary of research completed (<400 words)
- Wider benefit of the incoming/outgoing to the participant (<200 words)
- Key Outputs
- If possible, include a photograph of you alongside your collaborators and a short quote describing your experience.