



WIENER WISSENSCHAFTS-,  
FORSCHUNGS- UND TECHNOLOGIEFONDS

# Guide for Writing a Proposal

**SSH Call 2013 – Public Spaces in Transition**  
– Vienna International Summer Schools **VIS13** –

*Fifth call within the framework of the funding programme  
'Social Sciences and Humanities in Vienna'*

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## About WWTF

The Vienna Science and Technology Fund (WWTF) is the only large Austrian private non-profit organization established to promote science and research. WWTF started its funding activities in 2003. According to its statutes, WWTF aims to fund excellent scientific research(ers) following the highest international standards in order to promote Vienna as a city of science and research.

WWTF provides substantial funding for larger multi-annual research projects at home institutions located in Vienna (“Project Funding”), as well as striving to attract excellent researchers from abroad to Vienna (“Science Chairs”, “Vienna Research Groups for Young Investigators”). WWTF runs calls resulting in a tough competition for funding with an average success rate of less than 20% (a rate that varies, however, from call to call).

Currently, WWTF runs the following thematic programmes: “Life Sciences” (\*2003), “Mathematics and ...” (\*2004), “Information and Communication Technology” (\*2008), and “Cognitive Sciences” (\*2011). The financial resources of WWTF originate from the “*Privatstiftung zur Verwaltung von Anteilsrechten*” from which WWTF receives about six to nine million € annually. With 19 Calls so far between 2003 and 2012, about 77 million € have been dedicated to funding 130 research projects and seven science chairs.

In addition, WWTF runs the following funding programmes for the City of Vienna: The “University Infrastructure Programme” (\*2006), “Social Sciences and Humanities in Vienna” (\*2008, 20 projects funded), “Vienna Research Groups for Young Investigators” (\*2010, five groups funded) with a total annual funding volume of about 5 million €.

While the thematic funding programmes are established in close coordination with Viennese RTD policy and initiatives, the review and selection process lies strictly in the hands of international scientists not employed in Austria. The main selection criterion for funding is excellent scientific quality according to the highest international standards. For each call, an appropriate international expert jury is established. Additionally, for each proposal a number of written peer reviews are obtained. In a two-day meeting in Vienna the juries formulate a funding recommendation based on the reviews and on their own expertise. This recommendation is then formally accepted by the WWTF Board of Directors.

The governing body is the WWTF Board of Directors. It is complemented by the WWTF Advisory Board composed of Viennese scientists and representatives from the economy, society and politics. The WWTF Office manages all funding activities and is the contact point for all applicants.

## Information for Applicants

The **Call Fiche** including contact information of the WWTF call managers is available at [www.wwtf.at](http://www.wwtf.at).

The maximum funding volume for the Vienna International Summer Schools is 25.000 € for a planned duration of between 5 and 14 days. The summer schools are supposed to take place in 2014. The decisions about funding will be made in end of June/ beginning of July 2013, allowing enough time to organize the summer schools.

The **principal organizer** must have a Viennese home institution to which the summer school is affiliated. Partner institutions may be based outside of Vienna and may receive funding of up to 20% of the total funding applied for. Partners outside Vienna are an option; they are neither obligatory nor a formal criterion for acceptance.

For **universities**, WWTF Summer Schools are activities according to §27 of the “Universitätsgesetz 2002”; authorized signatures from the university / scientific institution acting as the home institution are therefore mandatory at the submission stage. In case of funding, the institution will be the formal contract partner with the principal organizer taking full scientific and financial responsibility. The principal organizer will formally act as “Projektleiter/in” (project leader) according to §27 of the “Universitätsgesetz 2002”.

The funding by WWTF under this scheme is not intended to cover investment in general infrastructure. WWTF funding covers **remunerations for invited lecturers, travel costs, accommodation, costs for conference sites, advertising** (posters etc.), **catering**, and any other costs that are directly related to the summer school.

WWTF pays a **maximum of 20% overhead for summer schools in the SSH programme**. Overhead (“indirect costs”) is calculated as 20% of the direct costs. The total funding volume is calculated as direct + indirect costs. A separate project account / SAP number for bookkeeping is necessary for each project and the direct costs must be reported to WWTF. The overhead is paid as a flat rate with no strings attached. Kindly stick to the overhead regulations of the institutions involved in the proposal.

**Compliance with the rules for good scientific practice** is mandatory even at the proposal stage.

## Funding Criteria

Your proposal will be reviewed by an international jury of highly recognised scientists in the domain of social sciences and humanities. There will be no peer review process but a jury decision only. Jury members will review the information provided in the application form.

The evaluation criteria to be considered by the jury are:

- Thematic focus on “**Public Spaces in Transition**”.

- **Interdisciplinarity:** the ability of the summer school to bridge between different disciplines.
- **Internationality** of the Summer School, that is, its ability to attract both international students and lecturers.
- **Degree of innovation** evident in the central idea for the proposed summer school (regarding both the topic and the format of the event).
- **Competences of applicants:** the track record of the main persons involved in the organization.
- **Excellence and reputation of the invited lecturers** (including their experience in teaching).
- **Likely benefits for the participants** (students, external and internal lecturers, institution).
- **Appropriateness of resource planning** regarding human and financial resources in accordance with the proposed summer school.
- **Potential contribution to the international visibility of Vienna as a science city.**

## Evaluation Process

1. **Formal eligibility check by WWTF:** Duly submitted | funding range max. 25.000 € | required signatures | all necessary parts filled in | length of the proposal not exceeded | necessary documents attached (CVs, letter of intent), etc. If not → Proposal will be **rejected for formal reasons and not considered by the jury.**
2. **Jury meeting** in Vienna in June 2013: Based on the jury's expertise, the decision will be made if the proposed summer school is to be funded or not.
3. **Formal funding decision** (confirmation of jury recommendation) by WWTF Board of Directors.

*Applicants will receive a brief summary of the jury's discussion after the formal funding decision.*

## Where to submit

- Send the full proposal (only one **PDF document including all required items**, compatible with PDF/A, i.e., PDF Version 1.4) to VIS13@wwtf.at by March 20, 2013, 2 pm.
- Submit a **bound paper version** with all required signatures (to WWTF office at Schlickgasse 3/12, 1090 Wien) before the given call deadline. The paper version should either be submitted personally, or by postal service where the date of the post stamp counts as the date of submission, both no later than the day of deadline.

## Required Structure of a WWTF Summer School Proposal

Applications to WWTF are assessed by international scientists, thus all proposals must be written in **English**. Please write concisely and to the point.

### I. Title and organizing persons

Please note that a **short CV** of the principal organizer (not more than two pages) has to be added in the appendix. Having a co-principal organizer is possible (and if so a short CV must also be included), but note that full responsibility can only be attributed to the first principal organizer. For all other additional organizers, submitting a CV is not required.

### II. Thematic Focus (please follow the detailed instructions in the application form)

### III. Format and Schedule of the Summer School (please follow the detailed instructions in the application form)

### IV. Learning Aims and Benefits (please follow the detailed instructions in the application form)

### V. Participants Addressed (please follow the detailed instructions in the application form)

### VI. Invited Lecturers (please follow the detailed instructions in the application form)

### VIII. Budget Planning

Costs may involve personnel costs claimed as part of the direct costs of the summer school. Material costs include travel costs, catering, room costs, advertising etc. Remuneration of invited lecturers and experts is possible. From these direct costs, up to 20% overhead costs can be claimed. The total sum must not exceed 25.000 €. Please list in-kind contributions of the involved persons and their institutions. Explicit support from the home institution is welcomed. Application for additional funding from additional sources as well as the WWTF are welcomed, however costs must clearly be attributed to one funding source. Please indicate if you will require fees from the participating students.

Please also follow the detailed instructions in the application form.

### IX. Affirmations and Authorization

The print-out of the application form must be signed by the principal organizer. In addition, WWTF requires that the print-out contains the signatures of the authorized person(s) of all participating institutions to which the persons signing the “Affirmations” are affiliated in case of funding.

All signatures are required only on the proposal print-out. Multiple copies might be used for signing. Faxed or scanned & printed pages are accepted.

## X. Appendix

The appendix should include a 2-page CV for the principal organizer(s), and max. 1-page CVs for the lecturers who have agreed to participate, as well as a letter of intent from each of them. 3 additional pages may be attached for other items (however, please note that the appendix must not be used to extend the available space in the earlier sections).

## In Case of Funding

The **formal funding contract** will be made between WWTF and the home institution of the principal organizer (for universities, according to §27 of the University Law 2002), while the principal organizer will maintain full responsibility for administering the award including finances. Summer schools should take place in 2014. WWTF pays 2/3 of the funding rate at a point of time before the summer school (defined by the principal organizer as the official beginning of the “project”) to the principal organizer’s home institution, which is then responsible for the distribution of funds to other institutions involved in the project (if applicable). 1/3 of the funding is paid after the completion of the summer school following the submission of a final report; (a form for the final report will be provided in due course).

WWTF offers the possibility to adapt the work plan according to the needs of the summer school. With respect to substantial changes, WWTF must be consulted immediately.

WWTF will perform an **evaluation** of the summer school. The evaluation may include the participation of WWTF staff at the summer school as well as small evaluation exercises after the summer school. In case of funding, the principal organizers agree to cooperate in the evaluations exercise and must provide proper access (e.g. to brief evaluation questionnaires given to the students, lecturers and organizers). If an evaluation is carried out, the organizers will be informed of the outcome in due course.