LS25 / Full Proposal / Details of chapters

Basic Information

> The name, acronym, nominated scientific disciplines, project duration and type of project (regular WWTF Project or Joint Project) can **no longer** be changed.

- **Keywords**: These will help the WWTF identify appropriate reviewers for your proposal. Keywords may still be edited or added.
- **Suggested peer reviewers**: Applicants must suggest **five** international peers whom they deem qualified to review the proposal. To enable the selection of a balanced set of reviewers, please provide keywords or phrases to describe the reviewers' fields of expertise. Suggested reviewers must be based **outside of Austria** and have **no conflict of interests** with project applicants (complete team and collaborators). Persons with whom the project applicants have worked together (joint publications, research cooperations, etc.) in the last five years will not be considered. Please note that the WWTF will decide if suggested peers will be contacted for reviewing, and WWTF may take different reviewers to those you suggested. As a rule, WWTF will include a maximum of two reviewers suggested by the applicants. The other reviewers are suggested by the jury and/or WWTF office to avoid bias.
- **Excluded peer reviewers**: Applicants may, without stating any reasons, exclude up to three individuals from reviewing their proposal.

The names of the peer reviewers suggested and excluded by the applicants will be shared with the jury panel but not disclosed to potential reviewers themselves. Each proposal is reviewed by no less than three reviewers.

Personnel and Institutions

> The addition, removal, or substitution of core team members (PI&C, co-PIs) are **not** permitted at this stage. WWTF may make exceptions in well-argued circumstances (e.g., a co-PI moving to an institution abroad or leaving the academic field).

Should well-justified changes in the core team be necessary, please contact WWTF. WWTF reserves the right to exclude projects from further evaluation in cases in which PIs can no longer be part of the project team.

Further partner institutions: Collaborating institutions beyond those of the core team members can be added in this stage. Please note that every person involved in the project must be linked to an institution in order to allow indication of time commitment and salary in the “Budget” section. A **signature** will be required from the authorizing persons at the core team members’ institutions and at all further partner institutions. A maximum of **five different institutions** (including those of the core team members) is permitted. Should a project be funded, the addition of further collaborations will be possible.

Project

This is the main section of the proposal that requires elaboration of the project’s scientific content.

> Please note that the character limit includes spaces.

Lay summary (*max. 1,000 characters*)

Please provide a description of your proposed research that is suitable for the general public. This will primarily be used by WWTF for communicating your work to non-experts for fundraising and public relations purposes.

Scientific abstract (*max. 2,000 characters*)

Please provide a concise scientific abstract of the project. This will be used in approaching reviewers. The abstract has been taken automatically from the short proposal, but may be edited for the full proposal.

Work program (*max. 15 pages*)

> Please use the template provided for download in the WWTF Funding Portal.

The bold headings are mandatory. Each subheading must be addressed explicitly, in a format and order of the applicants’ choosing.
Use a common font type (such as Arial, Source Sans Pro) and font size 11pt. Line spacing should be between 1.3 and 1.5. Do not add any headers or footers (such as page numbers, proposal number, title of proposal), as this information will be added automatically to the file upon upload. Figures, tables, etc. may be included. A final PDF of a maximum of 15 pages, including figures and references, is permitted. Applicants should allocate this space as they see fit.

1. Introduction and background

a. Subject of the research
b. State of the art and key clinical/scientific challenges

2. Hypotheses and objectives

a. Research questions and/or hypotheses
b. Objectives of the project

3. Innovativeness and relevance

a. Innovativeness of the proposed research
b. Contribution and relevance to the field of precision medicine

4. Research plan and methods

a. Preliminary data relevant to the project (if available)
b. Description of the patient cohort (including sample numbers, stage of sample collection/patient recruitment, power calculations, etc.)
c. Sex and gender aspects of research
d. Research plan, including milestones and deliverables
e. Research and analysis methods (including necessary expertise within project team)
f. Interdisciplinary collaborative aspects

5. Project management and feasibility

a. Feasibility, risk management and mitigation strategies
b. Data management (including protocols, data sharing, dissemination, etc.)

6. Key references

- Please include the DOI for each reference

Ethical considerations (*max. 800 characters*)

If available, the ethical approval (final or preliminary) or confirmation of submission of an ethical approval should be submitted. If an ethical approval for the proposed work has yet not been granted, applicants must provide a timeline and an explanation of the feasibility of obtaining the necessary ethical approvals. In the latter case, applicants commit themselves to obtaining the required permits to commence the project in a timely manner, should it be selected for funding.

> Upon selection for funding, submission of the final ethical approvals to WWTF is a prerequisite for the funding contract. As projects must start no later than 6 months after funding approval, grantees must ensure that ethical approvals are submitted to WWTF in time for the funding contract to be concluded.

Data management (*max. 800 characters*)

In case of funding, a data management plan must be stepwise developed over the runtime of the project. At the full proposal stage, we encourage applicants to consider and briefly address the following points as appropriate:

- What kind of accompanying metadata and documentation will help others identify, discover, reuse and/reproduce the research data?
- How will data for sharing and preservation be selected?
- When will data be shared?
- In which repository will data be archived? How long will data be retained?
- What persistent identifiers (e.g., DOI) and usage licenses (e.g., CC BY) will be used?

Use of generative AI (max. *500 characters*)

Please describe if and how GenAI has been used in developing your research proposal. Please see further details here.

Budget

Please note the following guidelines for the budget:

- Maximum 15% difference between the budgets of the short and full proposals is permitted.
- Non-personnel costs should not exceed 40% of the total requested budget.

Personnel costs

- Core team members of the short proposal are automatically listed in the respective table.
- Click “Additional person” to individually add all persons who will work on the project. Please provide their name or select “is N.N.” if the role is to be filled (e.g., PhD candidate, Post Doc). Indicate the affiliation and staff category of each person using the dropdown menu. If an affiliation is not listed, return to the section “Personnel and Institutions” and add the respective institution. Each person must be assigned to an institution.
- Specify if the person will be financed by WWTF or contribute on an in-kind basis, and indicate their yearly time commitment to the project for each year (full time equivalents). A mixture of WWTF and in-kind financing is permitted.
- For persons financed by WWTF, enter the annual salary that corresponds to 100% annual gross costs in the first year of the project (employer and employee costs = gross costs / “Brutto-Brutto-Jahresgehalt”). Please note that PhD positions are often calcuated on a 75% employment basis. The total funding requested for each person will be automatically calculated.
- For personnel costs, an annual 3.5% p.a. increase in salary over the lifetime of the project has been pre-programmed. This is intended to assist with planning only, and actual salaries should be paid according to institutional or collective agreements. Please use baseline salaries according to the date you expect to start the project. (The project should start the latest September 2026.) Please contact your institutional research support services in this matter.

Non-personnel costs

- Add rows to provide a concise overview of all non-personnel costs directly related to the project. Please select the institution and cost category from the dropdown menus. If an affiliation is not listed, return to the section “Personnel and Institutions” and add the respective institution.
- Costs for basic infrastructure (rent, telephone) are not permitted. Costs for larger equipment essential for the project may only be requested on a pro rata basis that also takes into consideration the proportion of time that the equipment will be used for this project.
- WWTF strongly encourages open access publications. Costs for Article Processing Charges (APCs) may be requested.
- Costs for data management purposes (e.g., curation, storage) are eligible.

Budget per region

- The share of the budget allocated to the regions “Vienna” and “Other” will automatically be shown for WWTF projects, and to the regions “Vienna”, “Lower Austria” and “Other” for Joint Projects.
- For regular WWTF projects, at least 80% of the requested funding must be allocated to the region “Vienna”. Up to 20% may be allocated to other partner(s), including partners in Lower Austria.
- For Joint Projects, the budget allocated to the region “Vienna” must be at least 51%. The share of the budget allocated to the region “Lower Austria” may range from 21% to 49%. Up to 20% may be allocated to any further partner(s) located in other regions (“Other”).

Cost overview

- Enter the overhead rate for each institution. WWTF permits a maximum of 20% overheads costs. Please consult each institutions’ research services to ensure compliance with all institutions’ internal regulations.

Explanation of Cost Planning (*max. 1,500 characters*)

- Please provide an explanation of cost planning principles, also indicating access to resources that are already available.

Disclosure of other applications for funding (*max. 750 characters*)

- If you have applied for funding for this project (or parts thereof) at other organisations, please indicate this here. This will not impact the evaluation of this proposal.
- Double submissions will be reviewed by the FWF. This means that the FWF will receive the list of projects and check whether a similar project has already been submitted to the FWF.
- WWTF does not allow double funding. If your proposal is selected for funding by both WWTF and another funding organisation, we will ask you to decide which funding you will accept.

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