VRG27 / Information about VRG candidate and proponent

In the proposal, WWTF requires information about the Vienna Research Group Leader and the proponent. Further partners can be part of the project (either in-kind or funded by WWTF) and can be added later on. First of all, you have to complete your profile. We recommend, that the VRG candidate creates the proposal and invites the proponent.

Step 1: Complete "My Profile":

Upon login, you can fill out your profile or update it (if you have an existing user profile) in the top menu “MY PROFILE”.

- Please go to the tab in the right top corner and enter your personal data under "My Profile".
- Please upload your CV based on the template provided for your respective call ("wwtf_cvtemplate_vrg.docx")
- The CV has two parts: the Curriculum Vitae (around 1 page) and a list of your publications (around 1 page). Please do not exceed this page limit as the system will not accept documents longer than 2 pages.
  - Please list all items in reverse chronological order.
  - Publications: please provide a narrative description of your research output, i.e., what’s your focus in publications (e.g., aiming for journals or aiming for monographs); how do you deal with data in your research output; do you aim for knowledge transfer to the public, politics or industry or do you focus on an academic audience, etc.?
  - Please also provide the top 10 selected publications including DOI and a link to a more detailed list of your publications. This can either be your institutional website, personal website, an ORCID profile or a Google Scholar profile.
  - Also include a short narrative description of your additional skills and experience. Please insert your **current** primary affiliation („home institution“). In case you have multiple affiliations (e.g., using different affiliations for different proposals), these also can be added.

Note: The “home institution” is the current institution of the potential VRG Leader at time of the application (i.e. abroad). The “host institution” is the future Viennese institution.

Step 2: Confirm your role as VRG candidate

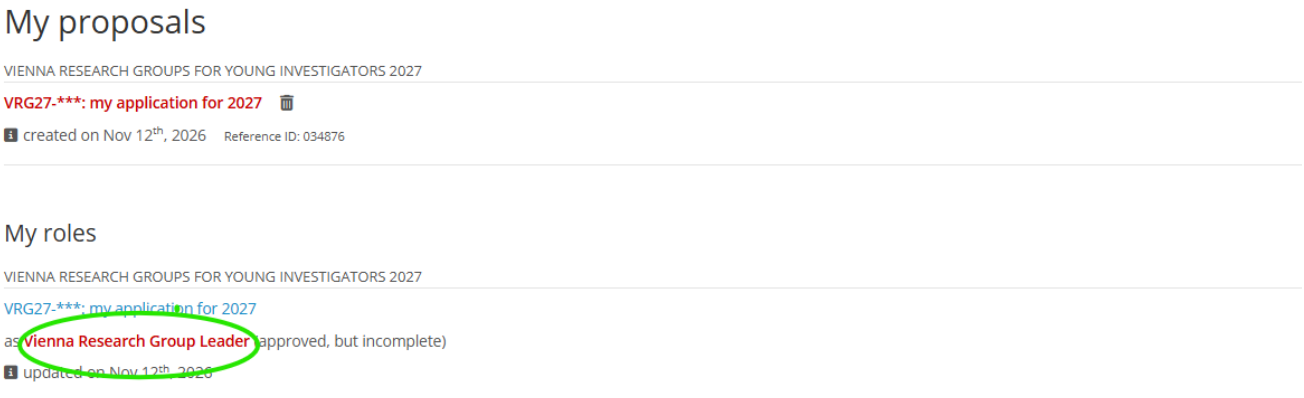
1. Go to your proposal under the tab "My proposals & roles" and select your proposal.
2. Go the tab "VRG Leader & Proponent" in the proposal and click "I am the VRG Leader".
3. Invite the proponent to the proposal by adding their name and e-mail adress. The proponent is the scientist at the Vienna host institution responsible for the coordination of the proposal and will support the applicant at every stage of the application. He*she is also responsible for the integration of the applicant in case of funding.

Invite the proponent early on, as the funding portal needs the information to create the budget template. He*she has to perform the same steps as the VRG candidate (fill out "my profile" and update section "my role"), to be able to submit the proposal.

Step 3: Update the section "My role"

The system will ask you to update "my role".

1. Click "refresh from profile". The system takes the recent information added to your profile, including the CV.
2. Add missing information
   - Staff category
   - Confirmation that you have spent two years during the last three years at a research institution outside of Austria
   - Add your current home institution (= institution you are currently performing your research at).
   - Sign the "Affirmation". The affirmation serves as your signature to the proposal.



> **If you want to change your CV in the course of the submission process, you haveto click "refresh from profile" in the section "my role".** Otherwise, an old version of the CV will be portrayed in the final proposal.

Step 4: Fill out the missing information in the proposal tab "VRG Leader & Proponent".

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