ICT25 / Submission Guideline / Short Proposal

This section is a guide to using WWTF's Funding Portal. It is intended for applicants who wish to submit a short proposal in the ICT25 Call.

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ICT25 / Register & Login

- Go to https://fundingportal.wwtf.at/
- Go to "Register" in the top menu
- Enter your registration data (*indicates mandatory fields)
- Please note that the person who initially registers must not necessarily be the PI&C of the project. The PI&C and co-PIs can be invited to the proposal at a later time.
- Administrative staff (e.g., institutional grants office, project assistants) can also create a proposal and invite PIs. Only in this case can a proposal be edited by both PIs and administrative staff (i.e., administrative staff cannot be invited to an existing proposal). This allows research support and admin personnel to first check the requirements for submitting a proposal.
- You will receive an email to confirm registration.

If you are a PI, please complete your profile as early as possible because your profile information is used in the other parts of the proposals (e.g., your institution).

- Go to https://fundingportal.wwtf.at/
- Login with your credentials

ICT25 / Creating a new proposal

1. Go to "Calls" in the top menu
2. Select the ICT Call 2025
3. Click "Participate now" à a new proposal will be created. You can create multiple proposals. However, **please note that each researcher may participate as PI&C or co-PI in a maximum of two proposals.**
4. Once created, you will find all your proposals under "My Proposals & Roles" in the top menu. You can delete proposals at any time. Proposals that are not submitted will be deleted automatically after the submission deadline.

The Funding Portal will save your entries and changes automatically. You can pause data entry at any time. All information will be available again upon your next login.

ICT25 / Information about PIs

In the short proposal, WWTF requires information only about the researchers in the project's core team, i.e., the PI&C and up to two co-PIs. Further researchers beyond the core team may also take part in the project, either funded by WWTF or with in-kind contribution. Information about these further researchers will be required in the full proposal.

Step 1: Invite the PI&C and co-PIs

1. Go to the tab "Personnel and Institutions" in the proposal
2. Invite a "Principal Investigator and Coordinator" by providing their contact information.

   - **In case you are the PI&C,** please click "I am the Principal Investigator". You can then invite further co-PIs to this proposal.
   - **In case you are not the PI&C,** you will need to be invited to the proposal. The invited PI will receive an email to accept the invitation. The invited person can login with an existing account or register as a new user. You and the PI&C can then invite further co-PIs to the proposal.

Step 2: Complete your "Profile"

The PI&C and all co-PIs must complete "My Profile". *If you are creating a project on behalf of others and are not part of the Core Team, you do not need to provide this information.*

1. Upon login, go to "My Profile" in the top menu to fill out or update your profile. This information needs to be entered only once and can then be used for multiple proposals or in future calls.

   - Please upload or update your CV based on the template provided.
   - Should you have multiple affiliations, these can be added in your profile. Different affiliations may then be used for different proposals.

Step 3: Complete your "Role"

Go to "My Proposal & Roles" in the top menu. Under "My Roles", click on your role below the title of the proposal.

   - **You can update the personal information by clicking on "Refresh from profile". The system will check if there is new information in "My Profile"**

and update this section accordingly.
  - ○ Enter data in the respective fields:
    - ○ Scientific expertise
    - ○ Role and responsibilities within the project *(500 characters)*
    - ○ Specific competencies for the project *(500 characters)*

> Please note that the information entered here should be specific to the project. If you are participating in multiple proposals that requires different subsets of your expertise, please tailor the information according to the project.

  - ○ Select the affiliation with which you want to apply for the proposal. Please note that an authorization signature will be required from this institute for the proposal.
  - ○ Check the box under "Affirmation" to confirm acknowledgement of and compliance with guidelines from WWTF and additional relevant organisations.

> As the Funding Portal automatically relays entered information about the PI&C and co-PIs into subsequent parts of the proposal, we recommend that the core team members fill out these sections early (e.g., institutions of the core team members are automatically added to the budget).

ICT25 / CV and List of Publications

Please use the **CV template** provided in the funding portal. Please use the following template:"**All other calls: wwtf_cvtemplate_project.docx"**

- List all items in reverse chronological order.
- For each of the selected publications (max. 10), provide 1-2 sentences outlining the relevance of the publication for the proposal.
- If possible, please also provide a link to a more detailed list of your publications. This may be your institutional website, personal website, an ORCID profile, Google Scholar profile, etc.
- Describe additional qualifications or skills that are relevant for the success of the project. These may extend beyond scientific skills to experience in leadership, supervision, Open Science, etc.

Do not exceed 2 pages for the CV, as the system will not accept the upload of documents longer than 2 pages

ICT25 / Overview of chapters

The proposal is comprised of six chapters, each under a separated tab:

- Basic Information
- Personnel and Institutions
- Project
- References
- Budget
- Signatures

A chapter with a red alert symbol indicates that it is incomplete. Within the marked chapter, click on the red symbol(s) beside individual sections to highlight the fields requiring attention. A green checkmark symbol indicates that the information in the chapter is complete.

> Please note that the symbols might not refresh immediately even if the information in the chapter is complete. Changing to another chapter and going back to the other will refresh the symbol.

ICT25 / Details of chapters

Please note that the inclusion of figures and tables is not possible in the short proposal. These elements can be included in the full proposal phase.

Basic Information

This chapter contains basic information about the proposal, including title, scientific disciplines involved, keywords, duration, and type of project (i.e., regular WWTF Project or Joint Project). Fill out fields as required.

Please note:

- Scientific Disciplines: Fields will be suggested as you type. WWTF uses the ÖFOS classification system of Statistik Austria.
- Joint Project: Please indicate if this proposal is a Joint Project, i.e. includes partners from Lower Austria with a higher share possible from the overall project budget. For details regarding team composition and budget distribution, please go to this section.

Personnel and Institutions

This chapter contains information about the main parties in the project. Ideally, information about the PI&C and co-PIs have already been entered. However, this information can be changed at any time.

- **Co-PIs** can be added to the project. Please note the maximum of three PIs in the core team.
- **Additional partner institutions** beyond those of the core team members can be added under "Further Partner Institutions". (The institutions of the PI&C and co-PIs are automatically added by the system.) Entering an additional institution provides the option of allocating budget to this institution in the "Budget" chapter. This may be important in case of collaboration with researchers at institutes other than those of the core team members
- A maximum of **five different institutions** may be involved in the proposal. This includes the institutions of the PI&C and co-PI(s).

Project

This chapter contains the bulk of the scientific information regarding the project.

> *Please note that the character limit includes spaces*

Abstract (max. 1,500 characters)

Please provide an overall project summary. Clearly state the research question and the aims of the team. Describe the most innovative aspects of your proposal, and its potential relevance and impact.

Proposal

Introduction, background and state of the art (max. 2,500 characters)
What is the topic and broad background of this research project? What is the state of the art in this field?

Research questions, objectives, and/or hypotheses (max. 2,000 characters)

What are the fundamental research questions/hypotheses that the project seeks to address? What are the goals the project seeks to achieve?

Expected results, novelty and relevance (max. 2,000 characters)

What kind of advancements are expected to be gained from the research project? Which aspects of the proposed project are especially innovative? Describe the scientific relevance and the timeliness of the research project.

Methods and feasibility (max. 2,000 characters)

Specify the methodology intended to be used in order to answer the research question(s) and objective(s). Describe the basic working principles and concepts, and why the chosen approach/specific mix of approaches is the most suitable for the research question. Include a short assessment on the feasibility of the approach.

Role of team members and collaborative aspects (max. 1,500 characters)

Which collaborative elements are essential for the project to succeed; what makes the team more than the sum of its individual contributions? A team member's contribution should be integrated into the overall plan and should not appear merely as a resource.

Potential for interdisciplinarity, application to other research fields and potential impact (max. 1,500 characters)

How will the scientific advancements gained through this project benefit other research fields that are beyond the immediate scope of the project? Describe how the knowledge, methods or technology developed in this project could further understanding or contribute to applications in other research disciplines. Also, provide a brief statement how the results from this research

project could contribute towards solving a recognised problem that affects broader society or the economy.

> Please note that **potential sex/gender aspects of the research topic** and **gender balance in the research team** should be considered throughout the application (see this section). These should be briefly described where appropriate in the relevant sections. Further details will be required in the full proposal phase.

Ethical considerations (max. 800 characters)

Indicate if there is an ethical approval necessary as a formal requirement to conduct your research project in your respective institution. Please reach out to your institutional ethics boards prior to submitting your proposal. If an ethics votum is necessary, this must be sent to WWTF prior to our final jury meeting.

Outline the potential ethical aspects of your proposed project. These may include, but are not restricted to human participants, human tissue, human embryonic tissue, personal data, animals, environmental safety, and artificial intelligence. Please indicate if ethical approval is required for the project. If no ethical aspects are identified, please also provide a brief explanation (Further details, please see this section).

Use of generative AI (max. 800 characters)

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

> References

In this chapter, up to 15 key references relevant for the project can be added. Please use a continuous reference style.

Please note that these references should focus on the content of the proposal and is not your personal publication list. The latter should be included in the CVs of the core team members.

> Budget

The short proposal requires only an overview budget for each participating institution. All institutions added in the chapter "Personnel and Institutions" will be automatically listed in the budget table.

- Enter the sum for personnel costs at each institution. Please consider that, in the full proposal, you will be required to enter the annual gross costs (employer and employee costs = gross costs) of all individual researchers. If you are unsure about the annual gross costs, please consult your institutional research service. Due to projected inflation rates, the full proposal system will automatically calculate a 3.5% p.a. increase in salaries over the lifetime of the project.
- Enter the total non-personnel costs for each institution. For details about eligible costs, please refer to this section in the call specifications.
- Up to 20% overhead costs may be claimed. Please consult your institutional research service also in this regard.

The system will automatically calculate sums and ratios of the budget.

- Based on the information provided, the share of the budget allocated to the regions "Vienna" and "Other" will be shown for WWTF projects and to the regions "Vienna", "Lower Austria" and "Other" for Joint Projects.
- For "regular" WWTF projects, at least 80% (i.e., ≥80%) of the requested funding must be allocated to the region "Vienna". Up to 20% (i.e., <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 ≥50%. The share of the budget allocated to the region "Lower Austria" must be between 20–50% (i.e., >20% and <50%). Up to 20% (i.e., ≤ 20%) may be allocated to further partner(s) located in other regions ("Other").
- The proportions of the budget allocated to personnel and non-personnel costs are also shown. Please note that, in this call, non-personnel costs should not exceed 25% of the total budget.
- The system will display an alert if the inserted amounts exceed the permitted funding distribution across regions or cost types.
- Please note that changing the proposal between "WWTF Project" and "Joint Project" types will reset the budget table due to differing budget distribution requirements.

Explanation of Cost Planning (max. 750 characters)

Outline details about the planned resource allocation with the dedicated budget.

> In the case of an invitation to submit a full proposal, there should not be significant changes in the requested budget compared to the short proposal. Exceptions are permitted but require justification.

ICT25 / Signatures

Submission of the proposal requires the signatures of the authorized person(s) at the host institutions of each of the PI&C and co-PIs ("Authorization").

- Please consult your institutional research services regarding the person mandated to sign the proposals and plan sufficient time to obtain their signatured
- Enter the name of each authorized person in the online form. This information will be included in the PDF to be signed.
- Download the PDF using the link "You can generate the signature sheet here".
- Signatures may be provided in various formats
    - Add a scanned or physical signature, and upload the form; or
    - Insert an electronic signature (e.g., A-Trust, Handysignatur) and upload the form. Please note that electronically signed PDFs cannot be merged into a single document.

Unlike proposals in the previous Submission System, signatures from the core team are no longer required in the new Funding Portal.

ICT25 / Proposal submission

Once all symbols in all chapters are marked by green checkmarks, the proposal can be submitted. The "Submit" button is at the bottom of the "Signatures" chapter. The PI&C will receive an automatic confirmation email when the Funding Portal receives the completed submission.

No changes are possible after the project has been submitted. After the indicated deadline, submission is no longer possible. Unsubmitted proposals will be excluded from the ensuing evaluation process and deleted shortly after the submission deadline.

You can access your submitted proposal as PDF on the page "My Proposals and Roles".