One Health & More: New Pathways in Veterinary Medicine

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Guide to Submission

This is a guide to using WWTF’s Funding Portal to submit an application in the University of Veterinary Medicine Vienna's funding call "One Health & More: New Pathways in Veterinary Medicine".

An information session to using the Funding Portal was held on 24th June. The recording can be viewed here.

We strongly recommend working through the application **in the order of the sections below.** General information and FAQs about the Funding Portal can be found in the final section.

Please note that, while all consortium members should contribute to the application (e.g., each member must submit a CV), **only the speaker and co-speaker(s)** can create and edit the application in WWTF's Funding Portal.

The submission deadline is **30th September at 4pm (CET)**. The Funding Portal will close automatically at this time, after which new submissions will not be possible.

Register & login

> Only the speaker and co-speaker(s) of the consortium must register. Only they will be able to edit the proposal through their accounts.

Registration

1. Go to https://fundingportal.wwtf.at/
2. Go to “Register” in the top menu
3. Enter your registration data (*indicates mandatory fields)
4. You will receive an email to confirm registration

Please note that the person who initially registers may either be the speaker or a co-speaker. They can invite the other persons to the proposal at a later time.

Login

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

Creating a new proposal

> Either the speaker or co-speaker can create the proposal.

1. Go to the call in the WWTF Funding Portal:
   https://fundingportal.wwtf.at/calls/ONEHEALTH26/.
2. Click “Create new proposal”.
3. Once created, you will find this proposal under “My Proposals & Roles” in the top menu.

> You can create multiple proposals. You can also delete proposals at any time. Proposals that are not submitted will be deleted automatically after the submission deadline.

> Please note that each researcher may be involved in a maximum of **two proposals** in this call, and as speaker or co-speaker in only **one proposal**. Should a researcher be involved in more than two proposals, they will be contacted to choose from which proposal(s) they wish to withdraw.

Personnel and institutions

> Only the speaker and co-speaker(s) of the consortium must complete the steps on this page.

Step 1: Invite the speaker and co-speakers

1. Go to the tab “Personnel and Institutions” in the proposal
2. Invite the speaker and co-speakers by providing their contact information.

    - **If you are the speaker,** please click “I am the Speaker”. You can then invite co-speakers to this proposal.
    - **If you are a co-speaker,** add yourself as a co-speaker to the proposal. You will need to invite the speaker to the proposal. They will receive an email to accept the invitation and can either login with an existing account or register as a new user. You and the speaker can then invite further co-speakers to the proposal.

Step 2: Complete your “Profile”

1. Go to “My Profile” in the top menu to fill out or update your profile.

    - Please ensure all provided information, including your contact details, are up-to-date.
    - Ensure that the speaker and at least one co-speaker has selected "University of Veterinary Medicine Vienna" as their affiliation.

> Do **not** provide a CV under the section "CV Upload" **nor** use the CV templates in this section of the WWTF Funding Portal. All consortium members, including the speaker and co-speaker(s), must upload their CVs as annexes using a template provided by the Vetmeduni for this call.

Step 3: Complete your “Role”

1. Go to “My Proposal & Roles” in the top menu. Under “My Roles”, click on your role below the title of the proposal.
2. 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.
3. Under "Staff category", select "Speaker or Co-Speaker" from the dropdown menu. Please ignore the option of "Consortium Member" here as they are not required to register in the Funding Portal.

Please note that the information entered here should be specific to the project. If you are participating in two proposals that requires different CVs, please follow the instructions under "Different CVs in case of the submission of two proposals within a call" here to upload separate CVs for the two proposals.

Basic information

Go to the tab "Basic information":

1. Provide a title and acronym for your proposal.
2. Enter at least three keywords regarding the topics of your proposal.
3. Select the number of requested PhD positions from the dropdown menu.
4. Select the total number of consortium members (including the speaker and co-speakers) from the dropdown menu.

> The Proposal ID will be assigned after submission of the proposal.

Project

Go to the tab "Project".

> The length of each section is limited automatically in the Funding Portal by the number of characters of each section or the number of pages for each upload. Note that the character limit includes spaces.

> For uploaded documents that contain primarily text, please use font size 11 pt, line spacing 15–20 pt and margins of at least 2 cm.

Scientific abstract

Please structure the abstract (max. 3000 characters) using the following headings:

- Thematic focus
- Overarching research questions & objectives (and if applicable, hypotheses)
- Scientific disciplines involved
- Consortium
- Added value

You may wish to use the scientific abstract that was provided to Vetmeduni, or you may wish to make slight changes to it.

Project description

Please provide separate PDFs for the following sections:

- Research framework (max. 6 pages)
- Description of the consortium (max. 4 pages)
- Training program (max. 4 pages)
- Organizational structure (max. 2 pages)
- Added value (max. 2 pages)

Please refer to material from the Vetmeduni regarding information required in these sections. Also consider the evaluation criteria by which proposals will be assessed.

Declaration on costs

Please confirm whether the OneHealth & More financing covers the full expenses of the proposed projects. If the costs of the proposed experiments exceed the lump sum provided by the funding, the consortium must outline how these costs will be covered. In this case, the consortium declares that it has a signed statement from the relevant department head.

Ethical and safety considerations

Make a short self-assessment if ethical and safety aspects apply to the planned projects. If yes, please describe how the necessary approvals will be obtained.

Attachments

Please provide separate PDFs for the following sections:

- Annex 1: List of literature cited (max. 2 pages)
- Annex 2: Academic CVs of all consortium members, including the speaker and co-speaker(s) (max. 3 pages / CV). Please ensure that the number of CV uploads matches the total number of consortium members.

> The following CV template must be used: onehealth_vetmed_cvtemplate.docx.

    - Upload the CVs in the following order: speaker, co-speaker(s), consortium members in alphabetical order of surname.
- Annex 3: Description of the planned dissertation projects (max. 1 page / project) in structured form (hypotheses/objectives; approach/methods; participating consortium members; internal and external partners; collaborations beyond the consortium). Please ensure that the number of project uploads should match the number of requested PhD positions.
- Annex 4: Summary table of all PhD candidates supervised/co-supervised by consortium members since 2021, listed separately for each member and including: PhD candidate name; (co-)supervisor name; dissertation topic; start and graduation date, or “ongoing” (max. 20 pages)

> Please use a clear and consistent naming system for the individually uploaded files to allow identification of the document within the application (e.g., "CV of *Consortium Member* (speaker)", "PhD project 1 – *Name of Project*"). The Funding Portal will automatically add the file name to the margin of the respective document.

Consent

The speaker must ensure that the heads of the institutions of external consortium members have provided consent for participation in the proposed projects.

Proposal submission

Once all symbols in all chapters are marked by green checkmarks, the speaker can submit the proposal by pressing the “Submit proposal” button is at the bottom of the “Project” chapter.

> Before submitting the proposal, please download and check all sections of the complete proposal by clicking on the "PDF" button at the bottom of the page.

> The proposal can **only** be submitted by the speaker.

The speaker will receive an automatic confirmation email when the Funding Portal receives the completed submission. Please check your emails after hitting the submit button. **If you do not receive a confirmation email, please get in touch with WWTF.**

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

> **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.

General information and FAQs

> 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.

> 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.

Different CVs in case of the submission of two proposals

> Applicants have the possibility of being involved in two applications, which will necessitate different versions of the CV.

In case you wish to provide two different CVs for two proposal, the following procedure is recommended:

- Under "My Profile", upload the CV for Proposal A
- Go to "My Proposals and Roles"
- In the section "My roles", click on "Principal Investigator and Coordinator" of Proposal A
- In the page that opens, click on the green button "Refresh from Profile"

This imports the CV from your profile to Proposal A, and only to Proposal A.

- Go back to "My Profile" and delete the existing CV.
- Upload the new CV for Proposal B
- Go to "My Proposals and Roles"

- In the section "My roles", click on "Principal Investigator and Coordinator" of Proposal B
- In the page that opens, click on the green button "Refresh from Profile"

Proposal A and B should have now have different CVs.

WWTF Contacts

WWTF aims to assist you in matters regarding the submission process in the Funding Portal. If you do not find answers to your questions on these pages, please do not hesitate to contact us.

You can usually reach us during regular office hours.

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