# Contract Information


- How to access the forms required for the funding contact?
- Entry of the data required for issuing a funding agreement

# How to access the forms required for the funding contact?

1. Login with you credentials
2. Go to Menu "My Projects"
3. Click on "Data for Contracting" (green button)

# Entry of the data required for issuing a funding agreement

> To conclude the funding contract, WWTF requires additional information. This applies mainly to start date of the project, bank details, photos of core team members, updated lay summary of the proposal in German.

> Furthermore, the contract can recognize changes in the project compared to the application (e.g., change of institutions, inclusion of new partner, update / changes to budget.

> The actual form may vary slightly from the description here – you may simply be asked for some additional information or specific forms are not required.

*Section 1 “Basic Information”*

- Enter **starting date**. As a rule, this date should be the 1st or 15th of the month. Ask the programme manager what the latest start date for the project in a specific call is.
- **Duration** can be changed in the contract. Note that changes must be justified.
- **Authorization** to sign the contract. The Funding Portal will suggest person(s), though this can be changed.

*Section 2 “Bank Details”*

- Payment installments will be transferred to the bank account of the PI&C’s **institution**
- WWTF requires an internal account number for the project. In many cases, institutions provide this number after the contract has been signed. This can therefore be added later, but at latest 1 month before the project starts.
- Please note that **all partner institutions** involved in the project and receiving funding from WWTF are required to create and keep an **internal account number** or a separate bank account in order to provide the required information for the final report.
- With regard to **Joint Projects**, the bank details of the NÖ institution must be provided.

*Section 3 “Personnel & Institutions”*

- **Partner institutions** other than those of the PIs' can be deleted and added. Changes must be justified in Section 4 "Project / Changes to scientific plan".
- **Employment of Personnel:** WWTF wants see commitment that all funded personnel (students, postdoc, technicians) will receive fair salaries and working conditions (e.g., commitment to balanced gender recruitment within groups; consideration for flexible working hours for staff with caretaking duties; promotion of career development and transferable skills for younger researchers, etc.). This concern primarily calls with longer projects (48 months) and may not be required for shorter ones.

*Section 4 "Project"*

- **Lay summary** in German should be suitable for a non-scientific audience. This will appear on the WWTF website alongside the English scientific abstract.
- **Changes to scientific plan:** Any changes compared to the proposal and known before the start of the project should be described here (e.g., changes in project duration and participating institutions). Changes based on recommendations provided in the written reviews (in case of a call that includes peer review) should also be added here. Changes in budget must be provided in Section 5 "Budget". If there are no changes, please enter "Project according to application".
- Upload **portrait photos** of core team members for the WWTF website.
- **Upload is optional.** Only if WWTF requires additional documents, please upload them here as PDFs. (may not apply to all calls)

*Section 4 "Budget"*

- **Additional persons** beyond the core team can be added and deleted. Changes to existing persons may can be made (e.g. from "N.N". to name of employee).
- **Costs** may be modified in their distribution. Please observe the following:
  - The max of non-personnel costs are outlined in the call specifications
  - WWTF prefers budget movement between the two categories (personnel and non-personnel) in favour of personnel costs.
  - For personnel with only in-kind funding, please do not enter a "Y1 salary 100%". However please indicate their average yearly time commitment to the project.
  - Regional cost distribution according to the call specification (e.g. for Joint Projects).
  - For the data to be submitted to WWTF, the total requested budget must exactly match the "budget granted". Due to the system's calculations, this may be difficult. Please ask WWTF for help if you encounter problems.

> If the new budget is substantially different to the original budget submitted in the grant application, we require the acknowledgement of all core team members of the revised budget. In this case, we ask you to send "Cost Overview" table to core team members and obtain their signature to indicate their agreement.

> When all sections have green checkmarks, you can press "Submit data". The contract will then be processed at WWTF office.