Project Phase (Funded Projects)

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- Guidelines for Writing the Scientific Section of a Final Report (Projects)

Submit a Report - Projects

> This manual concerns the system at https://fundingportal.wwtf.at/ (aka the new Funding Portal). Reports for calls prior to 2022 must be submitted through the legacy system https://funding.wwtf.at/

Access the report form:

- Go to https://fundingportal.wwtf.at/ and login with your credentials.
- Click on "MY PROJECTS" in the top menu.
- Click the button "Project Record 1"
- Click on Tab "Reports"
- Click on "Edit Report" (orange button)

> Tabs "Cost Overview" and "Message Board" are not available yet. "Cost Overview" will provide an overview what you have received and spent over the course of the project.

Report form:

Tab **Basic Information**

- Cannot be edited by grantees. It includes basic data about the grant and the report.

Tab **Scientific Report**

- "**Highlights**" of the project in the first year as well as "**Challenges**" in the project process are available as text boxes.
- "**Open Science Activities and Data Management**":
  - Please describe if you produce or, in other form, "own" data in your project which can be made open for a secondary use by others? (if you use data only secondary with no rights attached to share them, pls. indicate it (e.g., AMDC data)).
  - What are your plans so far to make the data acessable according to the FAIR principles.
  - Are there any other open science related activities that your plan to take in the next year / took within the reporting period?

>

> WWTF wants to raise awareness about the importance of open data. Hence, we want to inform us about data practices in the projects via reporting.

- For the report on the "**Project Progress**", please download the template. We provide this section as document in order to allow for figures, charts, etc. The filled out template should be uploaded as PDF.
- "**Abstracts**" can be edited in case you want to update them. However, you can leave also them as they are.

Tab **Personnel and Institutions**

- Personnel and institutions stated in the contract are already listed. Please fill out this section first, because the data entered here will then be available in the drop downs in the Costs tab.
- The institutions are suggested automatically based on our database. If not available, pls. overwrite the suggestion and press "Enter".

- Persons working on the project have to be added here by name.

Tab **Research Output**

Publications resulting from WWTF project so far (i.e. direct output):

- Select type of publication. If available, enter DOI first, as it autocompletes the "Year" and "Full Reference" textbox. Check the appropriate boxes that apply to the publication.

> The DOI autocomplete function may not work for all publications that have a DOI. For DOI of the major publication outlets it should work.

> In case that the publication is marked as open access, the DOI number is mandatory. Open Access means that the full text of the article is accessable (no paywall).

If no DOI is available, a new field opens with the possibility to enter a PubMed (PMID) or Arxiv ID. Note that this service should help you to automatically fill in the Full Reference field. It is neither mandatory to fill out that field nor can be guaranteed that it works all the time as we rely on external databases for that purpose. Also note that PubMed Central IDs do not work. Only use PMID.

> Please note that the acknowledgement of WWTF as a funder in publications is mandatory. The details how to acknowledge are described in the funding contract.

Other high-ranked publications of the WWTF project team, which are closely linked to the topic of the WWTF project:

- Please provide information about publications that are not an outcome of the WWTF project in case that they are very relevant for the community and to you. This field is not mandatory. It has no relevance for the reporting on the project itself, but is an opportunity to inform WWTF about other excellent publications of yours.
- Works the same as for "Direct Output".

Career steps of WWTF project team members:

- Please enter career steps of team members.

New grants and awards:

- Please enter new grants and awards team members have obtained.

New academic cooperation:

- Please enter new academic cooperation that emerged in the context of the WWTF project.

Industrial outreach:

- Enter information on industrial outreach such as patents.

Public outreach:

- Please report public outreach activities in the context of the projects such as newspaper reports, workshops, invited talks.
- If, for example, there was a media report about the project on a specific day, the begin date and end date are the same.

Tab **Costs**

- Here, all project expenditures of the projects need to be filled in.

Personnel costs:

- Click (+) Personnel statistics/costs to add lines.
- If the contribution was in-kind, costs claimed must be left empty. Only FTE % is required in that case.
- In case that the FTEs change during the reporting period, generate an extra line via (+).

Non-personnel costs and overheads:

- Report all non-personnel expenditures. Add as many lines as needed. Try to summarize expenditures, e.g. for workshop catering. Not every position must be reported in detail.

Overheads:

- Type in the amount of overheads the involved institutions have claimed.

> Click "**Submit Report**" in the **Costs Tab** once you have completed the report. After submission, the report cannot be edited anymore. Submitting is only possible if all check marks are set green.

> The Submit Button is only available in the Costs Tab!

Tab **Audit**

Functionality will be added later.

> A PDF of the current status of the report can be created at any time. The button is at the bottom of each page. Use this, for example, to provide your partners with the current status of the report / let them check the information in the report. This PDF will not be saved but created each time by the system.

Submit a Report - Vienna Research Groups

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Report form:

Tab **Basic Information**

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Tab **Scientific Report**

- **Highlights** of the reporting period
- **Challenges** during the reporting period
- **Development of the group, integration into the host institution and supporting structures**
  - Please focus on the development and composition of your group and elaborate on the integration into the research environment at the host institution and supporting structures of your university (e.g. mentoring, career coaching, further infrastructure).
- **Career Progress**
  - What it the status of your tenure track progress?
- **Open Science Activities and Data Management**:
  - Please describe if you produce or, in other form, "own" data in your project which can be made open for a secondary use by others? (if you use data only secondary with no rights attached to share them, pls. indicate it (e.g., AMDC data)) and what are your plans so far to make the data acessable according to the FAIR principles?
  - Are there any other open science related activities that your plan to take in the next year / took within the reporting period?
- **Transfer activities**
  - What target groups beyond the academic community might be interested in or use the (potential) results of your research?
- For the report on the "**Project Progress**", please download the template. We provide this section as document in order to allow for figures, charts, etc and for a more detailed report on the project progress according to the work packages. The filled out template should be uploaded as PDF.
- **Abstracts**
  - Lay Summary of Highlights in the Reporting Period: please fill out this section in German language. We use the information provided here for our public relations work.
  - Scientific Abstract: you can, but don't have to update this section.

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- **Publications resulting from WWTF project so far (i.e. direct output):** Select type of publication. If available, enter DOI first, as it autocompletes the "Year" and "Full Reference" textbox. Check the appropriate boxes that apply to the publication.

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- **Other high-ranked publications of the WWTF project team, which are closely linked to the topic of the WWTF project:**
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  - Works the same as for "Direct Output".

- **Career steps of WWTF Vienna Research Group team members:**
  - Please enter career steps of team members. Please indicate how you were directly involved in the career step of your group member.

- **New grants and awards:**
  - Please enter new grants and awards team members have obtained.

- **Teaching:**
  - Please indicate your teaching commitments.

- **Supervision:**
  - Please indicate supervision of theses here.

- **New academic cooperation:**
  - Please enter new academic cooperation that emerged in the context of the WWTF project.

- **Industrial outreach:**
  - Enter information on industrial outreach such as patents.

- **Public outreach:**
  - Please report public outreach activities in the context of the projects such as newspaper reports, workshops, invited talks.
  - If, for example, there was a media report about the project on a specific day, the begin date and end date are the same.

Tab **Costs**

Here, all project expenditures of the projects need to be filled in.

- **Personnel costs:**
  - Click (+) Personnel statistics/costs to add lines.
  - If the contribution was in-kind, please indicate the costs contributed.
  - In case that the FTEs change during the reporting period, generate an extra line via (+) for the respective time period.

- **Non-personnel costs**
  - Report all non-personnel expenditures. Add as many lines as needed. Try to summarize expenditures, e.g. for workshop catering, as per the budget. Not every position must be reported in detail.

- **Non-personnel costs contributed ("in-kind")**
  - **Report on all non-personnel expenditures contributed via in-kind contributions of your institution.**

- **Overheads:**
  - State the amount of overheads the involved institutions have claimed.

> Click "**Submit Report**" in the **Costs Tab** once you have completed the report. After submission, the report cannot be edited anymore. Submitting is only possible if all check marks are set green.

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Guidelines for Writing the Scientific Section of a Final Report (Projects)

Part I: Summary for the general public	
Target group: **general public**	Purpose of use: **WWTF webpage, publishing material addressing non-expert audiences**
Language: **German AND English** If you do not feel confident to write in German, nor have a team member that can provide a description in German, only submit the English summary.	2.500-3.700 characters (including spaces) each

> Explain your research in simple terms/concepts for members of the public with no scientific background.

> Avoid technical jargon and terms used only in your scientific community.

> Describe how your research questions and the underlying scientific problem tie into societal challenges and issues (where possible).

> Highlight the (potential) mid- to long-term applications outside the scientific area to which your research does or could contribute.

> Please provide one figure that visually captures the idea of the project or represents a central result (if available).

I.1. Summary for the general public

I.2. Zusammenfassung für eine breitere Öffentlichkeit

Part II: Summary for the general public	
Target group: **scientific peers and WWTF**	Purpose of use: **review by original peer reviewers of the project; evaluation by former jury members**
Language: **English**	Max. 25.000 characters (including spaces) on max. 10 pages in total (11pt font size, all data and figures have to be included in the 10 pages)

> Include **data** and **figures** to convey the results of the project.

> Reference your own and other's work, however focussing on the **most relevant literature citations**.

> Unless strictly necessary, avoid lengthy text quotations from existing publications (including your own).

> The questions in the individual sections are intended as a guide for writing the report and should not be included in the text.

> Use **references / links** in footnotes to provide evidence **regarding outcomes and impacts**.

II.1. Scientific abstract

Please provide a concise **scientific** abstract of the project including the results. **This section is limited to 1.000 characters (incl. spaces).**

II.2. Scientific challenges and development of the research project

Describe the scientific challenges you encountered in your research.

- Could the project aims be met?
- Which aims could not be met or had to be adapted?
- Which unexpected developments in terms of research paths were encountered during the course of the project?
- How did the challenges change the course of your research and (if so) in what direction?

II.3. Most significant achievements and results of the research project

- What is - in your opinion - the most important result of the project?
- What are the most innovative aspects of the project?
- How did your research contribute to the advancement of the scientific field(s) with respect to the state of the art, also in terms of methodological applications and relevance within the field and other scientific areas?
- Optional: If the project was interdisciplinary, how did the results of the project contribute to advancements of the involved disciplines and how did the project profit from this interdisciplinarity?
- Are follow-up activities planned? If so, briefly describe these.
- How did this project impact the career development of the project team members?

II.4. (Potential) impact on and benefits for society

- Do the results have (or have already had) a wider impact on society (e.g. economic, cultural, technological …)?
- Briefly describe and specify the areas of application.
- Who in society might profit/benefit the most from the results of your research? How can they be addressed?
- Do you plan follow-up knowledge transfer activities?
- Highlight the differences / development of this aspect compared to when you applied for the project (i.e. new ideas developed during the course of the project)