Proposal Phase (Projects Full Proposals)

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
Login and Access to Full Proposal

1. Go to https://fundingportal.wwtf.at/
2. Login with your credentials
3. You will see an overview of your proposal(s) and role(s) under the menu "My Proposals & Roles"

- **A** Click on "Short Proposal" to download a PDF of your submitted short proposal in case you need to return to the information in the short proposal.
- **B** Click on the project title to edit the full proposal
- **C** Click on your role to edit your specific role in this proposal

Update information about PIs

Contact details, CV, and information about your role in the project have been automatically transferred from the short proposal to the full proposal. Please ensure your contact details are up-to-date. To update your CV, delete the previous document and upload a new CV as PDF.

Update "Roles and responsibilities within project" and "Specific competencies for the project" only if relevant. Please describe convincingly your expertise to accomplish the work in the project. Make sure that the information provided here is in accordance with the according chapter of the Work Programme upload.

Step 1: Update your "Profile" if relevant

Upon login, go to "My Profile" in the top menu to update your profile. Please upload or update your CV based on the template provided.

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.

Different CVs in case of the submission of two proposals

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

Step 2: Update your "Role" if relevant

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 require different subsets of your expertise, please tailor the information according to the project.

Filling Out the Chapters

The proposal is comprised of a number of chapters, each under a separated tab.

For **WWTF Projects**, it is:

- Basic Information
- Personnel and Institutions
- Project
- 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 read the call guidelines of the respective call for the specifics of these chapters.

> 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.

Budgeting and Eligible Costs

Please consider [WWTF rules for eligible costs](#).

Authorizing 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") and all partner institutions.**

- Please consult your institutional research services regarding the person mandated to sign the proposals and plan sufficient time to obtain their signatures
- Make sure that you have added all participating institutions in the "Personnel and Institutions" section before downloading the signatures sheet, as these institutions will be included in the signatures sheet. Otherwise, the sheet might be incomplete.
- 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
  - You will find the signed signature pages in the Project PDF only as a link

Please ensure signatures are dated. Undated signatures and re-use of signatures from the short proposal will not be accepted.

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

Submit your Proposal

Once all symbols in all chapters are marked by green checkmarks, the proposal can be submitted. The "Submit proposal" 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. Please check your emails after hitting the submit button. **If you do not receive a confirmation email, please get in touch with the Call Manager.**

> 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.