PROJECT DESCRIPTION FOR   
PROPOSALS TO RESEARCH PARTNERSHIPS - INDUSTRIAL PHD

VERSION 01.03.2021

Table 1: Project data

|  |  |
| --- | --- |
| **Forschungspartnerschaften:** | ***Industrienahe Dissertationen 2021*** |
| **Full title:** | *Title of the project (max. 120 characters)* |
| **Short title:** | *Acronym (max. 20 characters))* |
| **Applicant:** | *Name of organisation*  *Name of mentor* |
| **PhD student:** | *First name surname* |
| **Support from University:** | *Name of university (institute)*  *Name of supervisor* |
| **Planned duration:** | * Start date: * End date: * Duration in months:   *Project start each first of the month* |
| **Costs and funding:** | * Total costs in Euro: * Total funding in Euro: |
| **Project objective:** | *Please state the objectives of the project and innovative content in 5 sentences here.* |

# In General

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## Checklist for Submission

The information provided in Chapter 0 is designed to help you in your submission and can be deleted in the final Project Description to be uploaded as an attachment via eCall. Questions, comments and notes marked in blue in the form **may not** be overwritten or deleted

### Checkliste Formalprüfung

The formal check serves to verify the application for formal correctness and completeness. Please note: **If the formal requirements are not met and the deficiencies cannot be corrected, the proposal will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.**

Table 2: List for formal check - completeness of the project description

| ***Criterion*** | ***Requirements checked*** | ***Can it be corrected?*** | **Consequence** |
| --- | --- | --- | --- |
| Use of correct form (Instrument in eCall is consistent with project description) | Project Description  (see [Downloads](https://www.ffg.at/dissertationen/ausschreibung2021)) | Yes | Rectification via eCall is possible |
| Application is complete. Required language has been used. | The Project Description form must be completed; Please do not chance headings  Language: German or English | Yes | Rectification via eCall is possible |
| Call-specific supplementary information to be included in the form. | **CV and if applicable** list of publication from mentor and PhD student (attached at “costs” in eCall).  **Betreuungszusage** from university (see [Downloads](https://www.ffg.at/dissertationen/ausschreibung2021) ). | Yes | Rectification via eCall is possible |
| Annual accounts | Annual accounts (balance sheet, profit and loss account) of the last 2 financial years have been submitted | Yes | Rectification via eCall is possible |

Table 3: List for formal check - eligibility

| ***Criterion*** | ***Requirements checked*** | ***Can it be corrected?*** | **Consequence** |
| --- | --- | --- | --- |
| The applicant and project partners are eligible for submission of a proposal.. | See Instrumentenleitfaden Dissertationen, chapter 2.2  Companies and non-university research institutes,   * with R&D activities in natural resources and technical studies, * located in Austria (**Niederlassung in Österreich)** | *No* | Rejection as result of formal check |

### Formatting

The specifications for formatting and page numbers serve to ensure the comparability and readability of the applications for the jury members. If the maximum number of pages is exceeded, it is up to the evaluation panel how to deal with this circumstance for reasons of equal treatment of all submitters. If necessary, chapters exceeding the maximum number of pages will not be read and can therefore not be evaluated.

Table 4: Number of pages

|  |  |
| --- | --- |
| ***Criterion*** | ***Requirements checked*** |
| Maximum number of pages | Project description: max. 40 pages (excl. appendices) |

### General points

* Adhere to the questions. **Questions, comments and notes marked in blue in the form may not be overwritten or deleted**
* Please make sure, that the information provided in this form corresponds to the information in the eCall-system. In case of differences, the information provided in the eCall-system is binding.
* A complete project proposal consists of the project description (presentation of the content) and a cost plan (presentation of costs).
* Describe your project in sufficient detail for reviewers to form an accurate impression of your planned project. Try to keep your text precise and to the point.
* The maximum number of pages is NOT a request to reach this limit. Applications should enable the reviewers to understand the topic and the benefits resulting from the proposed project. Quality is more important than quantity.
* In the event of any questions please refer to your contact person at the FFG (contact information is available in the call announcement).

## Submission

Project proposals may **only be submitted electronically via** [**eCall-system**](https://ecall.ffg.at/Cockpit/Tutorial-Hilfe) of the FFG **within the submission deadline**. Please see the detailed [eCall tutorial](https://ecall.ffg.at/Cockpit/Tutorial-Hilfe) for further information.

The main proposal may only be submitted if all partners have previously completed and submitted their partner proposals via eCall.

A project proposal is considered to have been submitted if the eCall application has been finalised by clicking the “Submit“ (“Einreichung abschicken”) button. On successful submission, a confirmation will be sent by e-mail. It is not possible to resubmit the proposal or parts of it or to revise the proposal after the submission deadline.

In the event of any questions about eCall please refer to your contact person at the FFG (contact information is available in the call announcement). It is NOT required to send a duly signed copy of the proposal submitted online.

All proposals submitted will only be made available to the persons involved in the administration of the call. All these persons are subject to strict confidentiality. In particular, the national and international experts who take part in the evaluation procedure must sign a declaration of confidentiality before they start their work.

**Submission deadline:**

**Proposals for funding must be received via eCall**

**by 12:00 noon on 17/12/2021.**

**If funding is exhausted prior to this submission deadline, the call will be closed early.**

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Kurzfassung

Kurzfassung auf **Deutsch** (max. 1 Seite), entspricht der Kurzfassung aus den Projektdaten im eCall-System.

Die aussagekräftige Kurzfassung muss folgende Punkte beinhalten:

* Ausgangssituation, Problematik und Motivation zur Durchführung des F&E-Projekts
* Ziele und Innovationsgehalt gegenüber dem Stand der Technik / Stand des Wissens
* Angestrebte Ergebnisse und Erkenntnisse

>Text<

Abstract

Summary in English (max. 1 page), including:

* Objectives: initial situation, scientific-technological challenges, motivation
* Aims and innovation potential compared to the state-of-art
* Expected results and findings

>Text<

# Quality of the Project

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## State-of-the-art and research questions

### State-of-the-art and novelty of research

Describe the international state-of-the-art and the novelty of your proposed research as well as your estimated contribution beyond state of the art. Refer to existing research activities and related work performed by other groups in the national and international context. Refer to existing products and services.

>Text<

### Problems, hypotheses and objectives

Address the problem, the unsolved scientific/technical question(s) or hypotheses clearly and comprehensibly. Describe briefly and concisely the essential qualitative and quantitative aims that are to be achieved as well as research questions that will be addressed in the PhD.

>Text<

## Novelty value and innovation leap

Justify the novelty value or innovation content (qualitative as well as quantitative) against the previously described state-of-the-art / state-of-knowledge.

>Text<

### Results of related research projects

Present the content demarcation to other projects carried out by you as completely as possible. Relevant are pre-projects, current and completed (of the last three years) projects with content reference. The results on which you build and possible synergies are important. Use the presentation to underline your competencies and experience in implementing the project applied for. In the case of FFG projects, please quote the FFG project number and the project title.

Please use the following table for a clear presentation:

Table 5: Presentation of the results and deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Funding agency*** | ***Project number*** | ***Title*** | ***Description of the already available results and relevant deliverables (verifiable results / products of the R&D work) with regard to the proposal*** | ***Location and type of documentation***  ***(e.g. link to homepage, publication, conference proceedings, interim report, final report, ...)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Quality of the project

### Overview and description of the work packages

Display the individual work packages for your project (see table). You can limit yourself to a representation of a few, but clearly comprehensible work packages, which, however, enable you to assess your project. In doing so, consider the dependencies in terms of content and time. A detailed description of the work packages is given in Chapter 1.3.2. A maximum of 10 work packages is permissible. Make sure that the information in the eCall is consistent.

Please insert additionally required lines: Click the cursor in the relevant line and select "Insert table lines below" from the menu bar.

**Overview work packages**

Table 6: Overview work packages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***WP Nr.*** | ***Work package description*** | ***duration in months*** | ***Start MM/JJ*** | ***End MM/JJ*** | ***Expected result*** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| n |  |  |  |  |  |

**Milestones**

List the milestones chronologically and describe the relationship to the work packages. Central milestones include, for example, results that are available at the end of work steps, but also important events such as planned publications, events, workshops, etc. (e.g. analysis result is available; prototype is finished; model is developed). Reports submitted to the FFG are not sufficient milestones.

Table 7: Overview milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Milestone Nr.*** | ***Milestone description*** | ***Work packages involved*** | ***planned date*** | ***Milestone reached if/when:*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| n |  |  |  |  |

### Detailed description of work packages

Describe the contents of the individual work packages, the expected results over time and the milestones. The methods/approaches and steps used must be clearly and consistently defined and described (approx. 1 page per work package).

This table is to be duplicated according to the number of work packages (WP).

Table 8: A Work package description

|  |
| --- |
| ***WP Nr.*** |
|  |
| ***Title of the WP:*** |
|  |
| *Objectives* |
| >Text< |
| *Content description* |
| >Text< |
| *Methods/approaches* |
| >Text< |
| *Milestones (to measure project progress), planned results and deliverables (verifiable results / products of R&D work)* |
| >Text< |

### Work plan and schedule

In coordination with the work packages, insert a graphic, detailed schedule (e.g. bar chart). Please pay attention to the readability of the schedule.

>Text<

### Description of costs

Explain the relevance of the cost items listed for the project: personnel costs, costs of infrastructure, material costs, third-party costs, travel costs (especially the purpose of the trips).

Please note the new regulations in the [cost guideline version 2.1](https://www.ffg.at/sites/default/files/downloads/page/kostenleitfaden_v21_en.pdf)

>Text<

## Integration of gender-specific aspects

If the application relates to people, please explain how and in which parts of the research programme gender-specific aspects have been taken into account in the methodological approach.

Please note: If (groups of) persons are the subject of research or if **persons will be affected by the research results**, this must be reflected in the research design.

## Consideration of sustainability effects

(max. 1 page)

Please describe what contribution the planned project will make to the ecological/social/economic sustainability goals that you think are relevant, indicating the key relevant Sustainable Development Goals of the United Nations (UN SDGs) and, if applicable, the EU Green Deal. Sustainability goals from other strategy documents may also be included.   
Please provide the following information with regard to the above sustainability goals:

* Description of the positive effects (ecological, social or economic effects)
* Qualitative and quantitative assessment of the positive effects, if sufficient data are available; describe the effects as compared to the state of the art (e.g. sectoral average, alternative processes…)
* Description and consideration of system boundaries / system relevant issues (e.g. effects within value networks,…)

Please note: Negative displacement effects should also be taken into account.   
If the planned project is not expected to achieve explicitly positive effects / contributions to sustainability goals at any time (research, benefit and exploitation, ex-post impact monitoring and beyond), we would ask you to explain and justify this neutral status / effect.   
Please note that projects producing overall (net) negative effects will score 0 points in this criterion.

# Suitability of the Applicant

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## Organisational structure

Describe your organization and your core topics in a few sentences. Describe to what extent the PhD project is embedded in the organization's strategy, especially with regard to innovation and market strategy.

>Text<

## Description of involved people, competences and supervision

Which prerequisites/experiences are brought along by the PhD candidate to be able to successfully implement the PhD project? Which training and experience does the mentor have as a central contact person? Underpin the professional competence with the CVs of the mentor(s) as an attachment in the eCall directly with the person. Also describe how the organisational framework conditions are or will be designed.

>Text<

## Competencies of third-parties (if applicable)

Please describe which competencies are not represented by the applicant and are therefore contributed by third parties (e.g. via subcontracts). Describe which subcontractor contributes these competencies and in what form.

Each subcontract larger than € 20 000,- must be presented individually and in detail with regard to the service content! If the subcontractor has not yet been determined, it must be stated what is required and which qualifications a subcontractor must fulfil.

*Subcontractor*

Table 9: Subcontractor

| Relevante WP |  |
| --- | --- |
| Name of subcontractor |  |
| Service content |  |

# Benefit and Exploitation

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## Benefit and exploitation for the organisation

What are the benefits of the dissertation project and the expected results for the applicant? What is the motivation or motive for applying for an industry-related dissertation? Describe the positive sustainability effects during exploitation, indicating any sustainable economic perspectives created for applicant as well as any additional societal / social effects.

>Text<

## Industrial application relevance and exploitation concept

To what extent can the results of the PhD project be applied directly? Describe the concrete industrial application relevance and corresponding exploitation concept.

>Text<

## Perspective of PhD student

Describe the planned personnel development measures for the PhD student. What is the current employment relationship? What is the long-term perspective of the PhD student in the funded company? Is an employment planned or to be expected beyond the end of the project?

>Text<

# Relevance of the Project to the Call

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## Call objectives

Please list the call objectives (in descending order) that your project addresses as a priority.

>Text<

## Incentive effect of funding

Please explain how funding changes the project in terms of:

* Enabling: The project could not be carried out without funding. (Explain why funding is necessary to enable the project.)
* Duration: The project can be completed within a shorter period of time than possible without funding. (Explain to what extent and why funding helps to speed up the completion of the project.)
* Size: Size of the project can be increased compared to the project being carried out without funding. (Give reasons why the size of the project can be increased compared to the project being carried out without funding.)
* Scope: The scope of the project can be increased. (Give reasons to which extent the funding will significantly expand the object of the project, e.g. will the project become more ambitious?)

Please demonstrate the incentive effect of the funding in accordance only with the criteria applicable to the project.

>Text<