CENTRES OF EXPERTISE
LAURA BASSI

Guideline for the preparation of a
full-scale application for the Impulse Programme

"Laura Bassi Centres of Expertise"

Start of call: 3 February 2009, 12:00 hrs

Deadline for filing full-scale application: 24 March 2009, 12:00 hrs

Vienna, January 2009

1. INTRODUCTION

Dear Applicant,

You have been invited by the Austrian Federal Ministry of Economics and Labour to submit a full-scale application for the call of the one-off impulse programme "Laura Bassi Centres of Expertise".
This Guideline identifies the terms and conditions governing the "Laura Bassi Centres of Expertise" impulse programme based on the Programme Document developed by the Federal Ministry of Economics and Labour. This programme is based on the guidelines to promote economic and technological research and development ("RTD Guidelines").
This **Guideline** refers to the second part of the call (start: 3 February 2009, 10:00 hrs; deadline for submitting applications: 24 March 2009, 12:00 hrs) and **is designed to help you file a written full-scale application and prepare you for the hearing**. For your more general preparation reference is made to the Programme Document, which regulates the objectives and principles of the impulse programme to promote "Laura Bassi Centres of Expertise". This Guideline also contains references for further reading in the Programme Document. Redundancies have been intentionally used in order to improve readability and clarity.
All documents of relevance for submission can be downloaded from the web sites of the w-fFORTE programme (www.w-fforte.at) at **laura-bassi/antragsstellung/antragsunterlagen** and of FFG (www.ffg.at/w-fforte).

We wish you all the best for preparing your full-scale application.

Your w-fFORTE Team

2. INFORMATION ON THE CALL FOR THE IMPULSE PROGRAMME "LAURA BASSI CENTRES OF EXPERTISE"

2.1 Next steps of the call procedure

12 consortia have been invited by the Federal Ministry of Economics and Labour to submit a written full-scale application.

The application must be filed **electronically by eCall** (see Guideline item 3.3) in English, by **24 March 2009, 12:00 hrs** at the latest. A **printout of the eCall form**, signed and sealed by the applicant's authorised representative, must be received by the FFG/Structural Programmes department **by 31 March 2009** at the latest.

In addition to being invited to submit a written full-scale application, you are also asked to present your concept within the scope of a hearing which will take place at the FFG premises from 18 to 20 May 2009, Sensengasse 1, A-1090 Vienna (for further information please see the Guideline, item 2.3.5).

Based on the expert opinion for the written full-scale applications and the minutes of the hearing, a jury will give its recommendations on which applications should be funded. This jury will also identify possible stipulations and/or conditions of funding. Drawing on this jury recommendation, the Austrian Federal Ministry of Economics and Labour will then decide which applications will be offered funding (see Guideline item 2.3.6). The object of the programme is to provide funding for six "Laura Bassi Centres of Expertise". The selected applicants for a "Laura Bassi Centre of Expertise" will receive an offer for funding for a limited period by the FFG's structural programme department.

Submission consulting: An **information event** will be held on 3 February 2009 to provide information on the next steps of the call process. You will also have an opportunity to obtain advice on your submission, either in person or by telephone. For an appointment please contact Mrs. Corinna Wilken (corinna.wilken@ffg.at, tel.: +43 (0)5 7755-2608) or Mr. Markus Schobel (markus.schobel@ffg.at, tel.: +43 (0)5 7755 - 2302).

2.2 Milestones at a glance

Table 1 provides an overview of the milestone dates up to the launch of the “Laura Bassi Centres of Expertise”.

Information event to help with submission of the full-scale application	3 February 2009
Deadline for submitting the full-scale application	24 March 2009
Hearing	18–20 May 2009
Jury Panel 2	22–23 June 2009
Decision by the Federal Ministry of Economics and Labour	June/July 2009
Provision of the funding offer	July 2009
Planned launch of the “Laura Bassi Centres of Expertise”	September 2009

2.3 Checking of the full-scale application for a “Laura Bassi Centre of Expertise”

The second stage of the evaluation procedure consists of the drawing-up of a written full-scale application by the applicant and a hearing.

The written application is checked and assessed for compliance with the formal requirements, the stipulations regarding cost and financing as provided for in the Programme Document, the likely economic success of the planned “Laura Bassi Centre of Expertise” and its future potential.

For the hearing, the applicant needs to present the scientific and organisational concept in a short overview and respond to questions in a hearing which serves to reflect and round off the overall application (see Guideline item 8)

2.3.1 Formal requirements

Compliance with the formal requirements is assured by a so-called eligibility check made by internal experts after the deadline for accepting applications has passed. This eligibility check does not involve an assessment of the content. **The formal requirements must be met, otherwise the application will be rejected.**

The eligibility check monitors compliance with the following:

(This list is intended to serve you as a checklist for submitting your application.)

1.	Complete and in time	Y	N
1.1	eCall in time (24 March 2009, 12:00 hrs)		
1.2	eCall: Part A of the application as pdf file		
1.3	eCall: Part B as Excel file		
1.4	eCall: Annex as pdf file		
1.5	eCall printout: (31 March 2009)		
2.	Components of the application		
2.2	Part A completely filled in		
2.3	Part B completely filled in		
2.4	Annexes		
3.	Signature		
3.1	Authorised signature on eCall printout (seal and signature)		
4.	Amount of co-financing/federal funding		
4.1	Maximum federal funding		
4.1.1	Max. € 320,000.– per year and Centre		
4.1.2	Max. 60% of eligible overall costs		
4.2	Rates of company partners		
4.2.1	Min. 35% of eligible overall cost		
4.2.2	Ratio between cash and in-kind contributions: at least 50% cash share or at most 50% in-kind share		
4.2.3	50% in-kind contribution of company partners: identical with costs of company partners		
4.3	Rates of scientific partners		
4.3.1	Min. 5% of the eligible overall cost (can be fully contributed in kind)		
5.	Term		
5.1	Term: max. 7 years/1st funding period: 4 years		
6.	Consortium		
6.1	Scientific partner is the applicant		
6.2	At least 1 scientific partner and at least 1 company partner		
7.	Letter of commitment LOC (annexed)		
7.1	Letter of commitment corresponds to requirements in the template for each partner		
7.2	Authorised signature given (seal and signature)		

8.	Annex		
8.1	CVs of key personnel		
8.2	Annual accounts of past three years		
9.	No. of pages		
9.1	Content application (Part A): max. 30 pages		
9.2	Annex to the application: max. 30 pages		
10.	Type size		
10.1	Type size: 11 pt minimum, font: Arial		
10.2	Spacing: 1.3 minimum		
10.3	Paper: printed on both sides		
11.	Language		
11.1	Application in English		

2.3.2 Check of cost and financing in line with Programme Document

The FFG checks whether the specifications of the Programme Document with regard to cost and financing are complied with. This check is made along the lines of Part B (Cost table, see also Guideline Item 5) and the comments on the cost and financing in Part A.

Compliance with the following criteria is checked in particular:

- *Applicant:*
  submitted projects checked for overlapping, in order to prevent double funding
- *Personnel cost:*
  hourly rates, with due regard to maximum rates
  composition of overheads: are the cost items included eligible for funding?
- *Other cost items:*
  R&D infrastructure utilisation – breakdown of the value given in the table (need for project)
- *Materials costs:*
  Are the cost items eligible for funding? Are there any unit costs that are not explained?
- *Travel costs:*
  Are explanations given for the travel costs?
- *Third-party costs:*
  Are the cost items eligible for funding?
- *Financing:*
  Compare cost and in-kind contributions, i.a. 50% in-kind rate for company partners (cf. Programme Document Item 7.2)

The results of this check are made available to the jury for their evaluation.

2.3.3 Economic evaluation

An economic evaluation of the full-scale applications is performed by FFG experts.

The “Laura Bassi Centres of Expertise” are envisaged to carry out application-focused basic research. The applications are assessed for **their potential for the successful exploitation of research results** in science and business and for the **economic success** of the planned “Laura Bassi Centres of Expertise”.

The applications will be assessed along the following criteria:

- potential for economic utilisation of the research results;
- performance of the enterprise(s) involved,
- international patent law protection strategy.

The results of the economic evaluation are noted in a written comment and made available to the jury.

2.3.4 Future potential analysis

The full-scale applications are evaluated by national human-resources experts. The object of the future potential analysis is to consider and evaluate those aspects that are indispensable for successful management and practical handling. The “Laura Bassi Centres of Expertise” should be characterised by an **explicit common research management** carried out by the scientific and company partners and they should offer a **wide range of career options for scientists** in cooperative research. In order to evaluate this potential, a study is made of the CVs of the key staff (see Guideline Item 7), as well as key aspects of Centre management and career development as described in a number of items of the application (see Guideline Item 4).

Your application will be evaluated by the following criteria:

Centre management:

- soundness of the **underlying commercial basics**: contract text, budget planning, controlling,
- sound **project planning** at the individual project level,
- **project implementation.**

Leadership and career:

- safeguarding **staff development** with a view to fostering the careers of staff members,
- **selecting suitable staff members** to ensure that all competences required for the “Laura Bassi Centre of Expertise” are available,
- experience and know-how in the choice of staff members, and applicant’s concept for recruiting staff.

The results will be noted in a written evaluation and made available to the jury.

2.3.5 Hearing

The hearing (see Guideline Item 8) consists of a short presentation by the applicant and (where applicable) its team, and an interview procedure. The questions are tailored from the evaluation of applications and serve to reflect and supplement the applicant's written presentation.

The evaluation body is made up of a Variable Committee (research agenda) and a Standing Committee.

The hearing will assess the applications in accordance with the following sets of criteria:

- **quality of the research programme**, defined jointly by the science and business departments,
- **quality of the consortium's research competence**,
- **criteria regarding the management target**,
- **criteria regarding the career target**.

Any questions that have remained unsettled by the economic evaluation can be raised at the hearing. The results will be noted in the minutes of the hearing and made available to the jury.

2.3.6 Jury

Drawing on the summary of the cost and financing evaluation, the economic assessment, the assessment of the future potential and the hearing minutes, the jury makes its recommendations as to which projects are to be funded and, where necessary, draws up stipulations and/or conditions.

Based on the jury's recommendation, the Federal Ministry of Economics and Labour decides on which projects will be funded.

3. ASSISTANCE AND TIPS: "YOUR STEPS TO FILE A FULL-SCALE APPLICATION"

3.1 Assistance in preparing a full-scale application

Please do not hesitate to contact the FFG experts if you have any questions. In addition to obtaining advice by telephone, you can arrange to get personalised assistance by appointment:

For **general information** on the call and your content application please contact:

Mag. Markus Schobel	markus.schobel@ffg.at	+43 (0)5 7755 - 2302
Dr.in Corinna Wilken	corinna.wilken@ffg.at	+43 (0)5 7755 - 2608

For **specific information** on the cost and financing please contact:

Mag. Andreas Herrmann	andreas.herrmann@ffg.at	+43 (0)5 7755 - 2601
Mag. Alexander Glechner	alexander.glechner@ffg.at	+43 (0)5 7755 - 2607

3.2 How to file your application

Your application must be filed in **electronic form (eCall)** at https://ecall.ffg.at.

Your electronic application will be used for evaluation, analysis and documentation.

Your application consists of four components:

- the master and project data entered in the **eCall** system (see instructions to fill in the eCall form, available for downloading),
- the content application (Part A) (see Guideline Item 4),
- the tables incorporated in the application (Part B) (see Guideline Item 5),
- and the **Annex** (see Guideline Item 6).

The application forms for Part A (Word file) and Part B (Excel file) and templates for the Annex can be found at the web sites of w-fFORTE (www.w-fforte.at) and FFG (www.ffg.at/w-fforte). They need to be edited externally and then uploaded in the e-Call system (https://ecall.ffg.at).

Please do not forget, that a **printout of the eCall form**, signed and sealed by the applicant's authorised representative, must be received by the FFG/Structural Programmes department **by 31 March 2009** at the latest.

3.3 Electronic filing (eCall)

Your application must be filed in **electronic form (eCall)** at http://ecall.ffg.at. Please check and complete all your data from the summary application by the eCall system.

Detailed explanations to fill in and use the eCall system can be found at the web sites of w-fFORTE (www.w-fforte.at) at **laura-bassi/antragsstellung/antragsunterlagen** and of FFG (www.ffg.at/w-fforte) for downloading.

Alternatively, you can fill in the e-Call form in several steps: please do not forget to save any changes inbetween by clicking the <Save> button. For further information please refer to the “Tutorial” in the eCall system.

4. INFORMATION ON THE CONTENT APPLICATION (PART A)

4.1 General information on the full-scale written application

The application form for Part A "Content application" (Word file) can be downloaded from the web sites of w-fFORTE (www.w-fforte.at/en/laura-bassi) and of FFG (www.ffg.at/w-fforte).

Please fill in the form externally and upload it by the eCall system as a PDF file under "further project data" (see also the information to fill in the eCall for downloading). The data volume for eCall uploading is limited to 5 MB per application including all its annexes.

The written summary application covered information to evaluate the scientific quality of your research project and an overview of the envisaged cost. The **full-scale written application** needs to provide information for evaluating the cost and financing as per the Programme Document (see Guideline Item 2.3.2), **commercial information** (see Guideline Item 2.3.3) and information on the objectives **Centre management** and **leadership and career** (see Guideline Item 2.3.4).

4.2 How to fill in the application forms

Please fill in your data on the cover sheet.

- **Long title** = full name of the Centre (max. 120 characters) as given in the summary application
- **Short title** = abbreviated title of the Centre (max. 20 characters) as given in the summary application
- **eCall application number** = same number as used in the summary application
- **Applicant** = your name
- **Authorised signatory** = person authorised to sign on behalf of the applicant
- **Address** = your address
- **Telephone/fax** = your contact by telephone/fax
- **E-mail** = your contact by e-mail
- **Head of the Centre** / **contact person for the application** = individual responsible
- **Duration** = DD.MM.YYY to DD.MM.YYYY
- **Total requested volume** = EURO for 48 months
- **Total requested federal funding** = EURO for 48 months

A DESCRIPTION OF THE "LAURA BASSI CENTRE OF EXPERTISE"

In your summary application you described the research programme to be pursued by the "Laura Bassi Centre of Expertise" envisaged by you, and you provided an overview of the cost, financing and personnel. The content of your summary application has already been evaluated and will no longer be a subject of the written full-scale application.

This full-scale application must include further contents and concepts for evaluation. The criteria (see Guideline Item 2.3) are described in more detail below along the lines of the form for the Content Part A. Please check that you have enumerated your know-how and experience in your curriculum vitae (see Guideline Item 7).

Below the structure of the content application (Part A) is listed. Some of its items were already included in the summary application. They are listed here for the sake of completeness but do not require any further elaboration in the full-scale written application.

A0 SHORT SUMMARY

Component of the summary application.

A1 DIRECTORY

Please update the directory for Part A after you have completed all your work.

A2 RESEARCH PROGRAMME OF THE "LAURA BASSI CENTRE OF EXPERTISE"

Items A2.1 to A2.5 were included in the summary application.

A2.6 Economic success of the planned Centre

The object of the economic evaluation (see Guideline Item 2.3.3) is to assess applications with a view to their ability to **successfully utilise the research results** in science and business and to achieve an economic success for the planned "Laura Bassi Centres of Expertise".

In describing your planned Centre please elaborate on the following points:

Potential for economic utilisation of the research project

- How do you expect to utilise the results and in what form will you strive to utilise them?
- Which customers will you address for the new product/process?
- Which economic advantages will be opened to the customers?
- What, at today's level of knowledge, is your estimate of the basic market potential for the product/process?
- How do you define the overall market?
- What are the facts underlying these estimates?

Performance of company/companies involved

- Have sales already been achieved in the project field or with similar products/processes?
- If so, at what level?

International patent law protection strategy

- How will you regulate titles under international patent law within the consortium? The specific arrangements between the partners regarding exploitation rights need to be agreed in a consortium agreement only after the funding offer has been made.

A2.7 Work, time and milestone schedules

One selection criterion in assessing an application is your **adequate planning of resources** for the **research programme and management activities, including milestones**. It is these factors which are used by the evaluators preparing the future potential analysis (see Guideline Item 2.3.4) and the international experts sitting on the Variable Committee of the hearing.

Implementing projects in a scientific environment is particularly demanding since it is typically difficult to forecast the outcome of research work. It is up to the planning activity to define verifiable subgoals and to ensure an adequate distribution of work to allow the project to be efficiently controlled and to identify any deviation in good time.
In your summary application you divided your research project into work packages which you described. For the full-scale application we ask you to draw up a detailed **work and time schedule and a milestone schedule** along the lines of the work packages described in the summary application, adding information where necessary.
Use your milestones schedule to elaborate on the alternatives to be used in the event that any deviations occur with regard to planned work steps in order to ensure that your “Laura Bassi Centre of Expertise” will continue to operate smoothly and efficiently. Consider options for interventions for possible problems and outline these options. Who could provide the requisite expertise if there is a gap in the team of the “Laura Bassi Centre of Expertise”? Describe how you and your team will tap sources for lacking competence. If you intend to use expertise outside the consortium do not forget to include the requisite expenditure in the third-party costs (see Guideline Item A3.3).

A3 RESOURCES OF THE “LAURA BASSI CENTRE OF EXPERTISE”

Another criterion used by the evaluators is the development of a **cogent cost and financing structure** for your planned “Laura Bassi Centre of Expertise” (see Guideline 2.3.2).
These factors are used by the evaluators preparing the future potential analysis (see Guideline Item 2.3.4) and by international experts of the Variable Committee at the hearing. Please provide a coherent description (in items A3.1 to A3.3) of the objectives and resource requirements for your project in terms of the milestone schedule from Item A2.7

A3.1 R&D personnel

In your summary application you already furnished an overview of your R&D personnel plans.
For the full-scale application we would ask you to enumerate all planned positions in terms of the skills to be provided by the staff. Please assign the envisaged staff to the work packages in the work, time and milestone schedules (Guideline Item A2.7). If the work distribution at the "Laura Bassi Centre of Expertise" has already been decided at the time of the full-scale application please include the CVs of the requisite staff members.
It is desired to achieve a share of women among the researchers and project heads that is adequate for the research field (for a definition see the Programme Document). If this should prove to be impossible, the reasons given must be substantiated.

A3.2 R&D equipment

In your summary application you included an overview of the R&D equipment available for the "Laura Bassi Centre of Expertise". For the full-scale application it is necessary to give a detailed description of the full R&D equipment as planned, broken down by the work packages of the work, time and milestone schedules (cf. A2.7).

A3.3 Third-party costs

Please describe any third-party costs you have planned. These may include the cost of consulting or similar services that serve your research activities, including external research, technical know-how, patents, etc.

A4 MANAGEMENT AND IMPLEMENTATION OF THE "LAURA BASSI CENTRE OF EXPERTISE"

Another criterion for selecting a "Laura Bassi Centre of Expertise" are your know-how and experience, as well as your concepts for the **operational management**, **project planning** and **project implementation** of the planned "Laura Bassi Centre of Expertise". This assessment is part of the future potential analysis (see Guideline Item 2.3.4).
The questions listed in each item are designed to help you focus. Please describe the aspects of relevance for you and your planned "Laura Bassi Centre of Expertise".

A4.1 Principles of operational management

For a Centre to be managed properly it is necessary to plan, control and monitor several projects in terms of their budgets and milestones. It needs to comply with the requirements of the funding agency and those of its commercial partners. Underlying this multi-project management are negotiations for contracts that define the frame for cooperation and the method of utilising the results already at the launch of your "Laura Bassi Centre of Expertise".
Please describe your knowledge and experience with regard to operational management:

- Which processes and tools for budget planning, budget controlling and ensuring liquidity do you intend to use for managing the Centre?
- How will you carry out the contract negotiations and what are your key items in the contracts with your partners?
- Do you or your team members have the requisite knowledge and practical experience? If not, do you have plans on how to obtain the lacking competences?
- Which operational management concerns do you see as the key aspects in your planned "Laura Bassi Centre of Expertise" and how will you and your team handle them?

A4.2 Project planning

For the successful implementation of the research concept it is important to assign competences for project control. These can be very demanding in a scientific environment since the outcomes of research work are difficult to foresee. Drawing up a concrete plan which identifies verifiable subgoals makes it possible to adequately control a project and also highlights any deviations which need counter-action.

Please describe your knowledge and experience with regard to project planning:

- Where have you or your team members acquired know-how in project planning and project implementation?
- What practical experience do you or your team have in planning and implementing projects or complex work programmes?
- Which tasks and responsibilities in the field of planning and implementation do you perceive to be of particular importance to ensure the success of your planned "Laura Bassi Centre of Expertise"? How will you and your team take account of these aspects?

A4.3 Project implementation

Scientists working in the applied sciences are expected to produce results that correspond to the priorities and stipulations of the industry. On the other hand, research needs creative leeway in order to flexibly respond to changes over the course of the project and to develop alternative approaches whenever necessary.

This is achieved by teamwork, i.e. all persons involved need to be motivated by clarifying to them the framework conditions after any backlash or to help them through difficult phases.

Please describe your knowledge and experience with regard to project implementation:

- Describe the processes and structural elements of the controlling system.
- Describe your previous experience in project implementation.
- What practical experience do you have of planning and implementing projects and complex work programmes?

A5 CAREER OPPORTUNITIES AT THE "LAURA BASSI CENTRE OF EXPERTISE"

Another criterion is the creation of **structures suitable to foster the scientific and/or business career of all staff**. This is evaluated in the course of the future potential analysis (see Guideline Item 2.3.4).

A5.1 Human resources development

The "Laura Bassi Centre of Expertise" should aim to successfully implement research projects and to specifically foster the career of the individuals involved in these projects. The ability to identify and promote the individual fortes of its staff members is expected to have a positive influence on the development of the "Laura Bassi Centre of Expertise". Another desirable effect is the ability to bond outstanding experts who are in great demand both by industry and science more strongly to the "Laura Bassi Centre of Expertise", thus keeping down the fluctuation rate and the associated brain drain. Furthermore, considering that the Centres are set up for a limited period only it is important to pursue proper career planning in order to prepare staff members for the future.

Please describe your knowledge, experience and concepts for human resources development:

- Where have you and your team obtained knowledge in human resources development and leadership?
- Where have you and your team members had an opportunity to use such knowledge and obtain practical experience?
- Which leadership responsibilities have you undertaken, and which activities were associated with your function?
- What is your practical experience in human resources development?
- Where do you see the key leadership responsibilities in your planned "Laura Bassi Centre of Expertise" and will these be utilised by you and your team?
- A key objective of the "Laura Bassi Centre of Expertise" impulse programme is to create career options for team members. How will you and your team meet this challenge?
- Which specific measures of human resources development are planned for the staff members of your Centre?
- How will you take account of different career perspectives?
- How do you and your team envisage handling the outflow of know-how if team members leave your "Laura Bassi Centre of Expertise" before its termination?

A5.2 Staff recruitment

Excellent science staff is a scarce resource. Squeezed between scientific and industrial interests, the Centre needs to develop strategies to discover talent and persuade them to work at the Centre – a task that can be quite demanding due to the scarcity of young scientists in many disciplines.

Please describe your procedure to recruit staff:

- Where have you or your team members acquired know-how in staff recruitment?

- What practical experience does your team have in staff recruitment?
- Assuming that you should have to recruit new team members at some later date, how would you and your team proceed?

A6 COST AND FINANCING STRUCTURES AT THE "LAURA BASSI CENTRE OF EXPERTISE"

Another criterion for evaluating the application is a **cogent cost and financing structure** for your planned "Laura Bassi Centre of Expertise" (see Guideline Item 2.3.2).

Item A6 of the application requires you to list all planned costs, which must correspond to the resources described in Item A3 of the Guideline.

Please insert the following tables from Part B in your application:

- Table 3.1, "Total costs summary" of Table sheet 3.1, Total cost, and
- Table 5.1 "Financing – Total" of Table sheet 5, Financing.

Please comment the tables from **Part B of the application** (see also Guideline Item 6).

A6.1 Table sheet 1.1, "Personnel"

Please show the hourly rates of all partners (including the applicant's):

- What are the hourly rates made up of (salary + overhead rate)?
- What is the overhead rate?
- Is the overhead rate greater than 20%? If so, please provide a detailed calculation of the overhead rate.
- Which costs are included in calculating the overhead rate? Please enumerate.

For your hourly rates you can use the Excel file to calculate hourly rates, to be downloaded from (www.ffg.at/w-fforte).

A6.2 Table sheet 1.2, "Personnel costs including overhead"

Please explain the allocation of personnel cost to the partners.

A6.3 Table sheet 2, "Other direct costs"

Please explain Table 2.1.a, "Use of R&D infrastructure – total":

- Please show your calculation of the RDI infrastructure use for each item.
- What is the ratio of using the R&D infrastructure for this project compared to other projects?

Please explain Table 2.4.a, "Third party costs – total / costs of third party services":

- Which works and services are purchased from third parties?
- Please explain the allocation of other cost items to the partners.
- Please explain the allocation of other cost items to the work packages.

A6.4 Table sheet 3, "Total costs"

- Please explain the allocation of total costs to the partners.
- Please explain the allocation of total costs to the work packages.

A6.5 Table sheet 4, "Contribution per partner"

Please show the in-kind financing contributions from all partners (including the applicant's) (materials and personnel contributions).

A6.6 Table sheet 5, "Financing"

Please explain table 5.1, "Financing – total":

- Please elucidate your financing. Check that the minimum and maximum rates for financing as stipulated in the Guideline are complied with.
- Give reasons for the funding rate applied for by you.
- Scientific partners: Show the in-kind financing contributions (materials and personnel contributions). The research facilities within the consortium must contribute at least 5% of the total cost eligible for funding, which may be furnished entirely as in-kind contributions (materials and personnel).
- Company partners: Show the in-kind financing contributions (materials and personnel contributions). The company partners within the consortium must contribute at least 35% of the total cost eligible for funding. Up to 50% of the financing contribution can be provided as in-kind contributions (materials and personnel). The remaining financing contribution must be given in cash.
- Funding rate: Give reasons for the funding rate applied for by you.

A7 CONTRIBUTION OF THE "LAURA BASSI CENTRE OF EXPERTISE" TO THE PROGRAMME GOALS

Part of the summary application.

5. INFORMATION ON THE TABLES FOR THE APPLICATION (PART B)

5.1 Information to help fill in the application forms

The application form "Part B, Tables for Application" (Excel) can be downloaded from the web sites of w-fFORTE (www.w-fforte.at) at **laura-bassi/antragsstellung/antragsunterlagen** and of the FFG (www.ffg.at/w-fforte).

Please download the form, fill it in externally and upload it as an Excel file in the eCall system under "further project data" (see also Guideline Item 7). The data volume for uploading in eCall is limited to 5 MB for each application including its annexes.

The cost and financing tables must **comply** with the written explanations given in **Part A6**.

The short titles for the work packages and partners from table sheet **II, "Short titles"** are automatically copied into the cost and financing tables. Thus you need not fill in the columns "Partners (including applicant)" and "Work packages" in the cost and financing tables. Please do not delete any line giving a partner or work package. If no material costs should accrue for any one partner, enter "0" in the appropriate line. The column heading of "Partners" in the tables includes all partners that make a financing contribution (whether in cash or in kind).

The cells in the tables are not blocked and can be customised to your project. Please note:

Do not overwrite the formulas in the coloured fields.

The information from the tables for the cost categories is copied into the tables for total costs. Please fill in the cost tables before filling in the financing tables.

You can add lines if those given in the tables are insufficient. Make sure that the formulas (e.g. sums for a column or line) are extended to the newly added lines/cells!

Rounding differences at the check sums are possible up to +1/-1.

5.2 Structure of the Excel file and table sheet numbering

I. Cover
II. Short titles
1.1. Personnel
1.2. Personnel costs including overhead
2. Other direct costs
2.1. Use of R&D infrastructure
2.2. Travel expenses
2.3. Material costs
2.4. Third party costs – costs of third-party services
2.5. Other direct costs
3. Total costs
4. Contribution per partner
5. Financing

TABLE SHEET I, "COVER"

Please fill in all of Table sheet I, "Cover":

- **Centre title** = name of the Centre (max. 120 characters), use the same name as in the summary application
- **Short title** = short name (max. 20 characters), use the same name as in the summary application
- **eCall application number** = use the eCall application number from the summary application
- **Applicant** = name of the entity applying for funding
- **Authorised signatory** = name of individual authorised to sign the application
- **Project leader =** name of the project leader
- **Funding period** = DD.MM.YYYY to DD.MM.YYYY; first funding period corresponds to 4 years
- **Total costs applied** = EUR for 4 years
- **Federal funding applied** = EUR for 4 years

TABLE SHEET II, "SHORT TITLES"

Please **start out** by filling in Table sheet **II, "Short titles",** giving the short titles of the work packages and partners (including the applicant) in **Part B** (see also Guideline Item 6.1).

BIIa. Table a, "Work packages"

Please enter a short title (max. 5 characters) for each of the planned work packages. Enter the designation of the work package (e.g. "analysis") in the column headed "Title of the work package". Allocate the cost category to the relevant work packages in the cost tables.

BIIb. Table b, "Scientific Partners (incl. applicant)"

Choose a short title (max. 5 characters) for each scientific partner (including the applicant) to enter in the "Short titles" column. Enter the **official full name** of the Scientific Partner in the column "full name".

BIIc. Table c, "Company Partners"

Choose a short title (max. 5 characters) for each company partner to enter in the "Short titles" column. Enter the **full name/official name as stated in the Company Register** or similar official file in the column "Name according to the excerpt from the Company Register".

Example:

Short titles	Name according to the excerpt from the Company Register
FFG	Österreichische Forschungsförderungsgesellschaft m.b.H.

B1.1 TABLE SHEET "PERSONNEL"

B1.1.a. Table "Hourly rates and personnel hours"

Please enter information on the staff members who are to contribute to your "Laura Bassi Centre of Expertise" on an ongoing basis:

- First and last name = enter the names of planned personnel. If you have not yet appointed any, enter "N.N." for each and number them consecutively ("N.N.1", "N.N.2", etc.).
- Function = enter the function of each project staff member (e.g. project head, junior researcher, etc.).
- G = group/function group: assign the staff member to a function group (1–4) as per the following table.

Representative example of assignment to function groups:

MA-Funktion im Projekt	Gruppe	2009 Stundensatz valorisiert
GF, Univ.Prof., Wiss.Leit., Key Researcher Controlling,	1	69,38
Assistenz der GF u. Wiss.Leit.	2	60,04
Junior Researcher,	3	50,70
TechnikerIn, Fachkraft, Sekretariat	4	26,75

Staff member's function in the project	Group	Valorised 2009 hourly rate

- f/m = enter "f" for female and "m" for male.
- Partner (incl. applicant) = enter the partner employing the staff member.
- Hourly rate incl. Overhead = enter the planned hourly rate including overhead per year and staff member in the columns "Year 1 to Year x".

Under the RTD Guidelines, personnel costs are eligible for funding up to thresholds specified in Item 8 of the "Ordinance of the Federal Minister of Finance governing guidelines for determining and showing

the financial effects of new laws" (Federal Law Gazette II no. 50/1999, Annex 3, as amended). The ordinance can be **downloaded**.

The following table is an **example** of functional assignments:

			lt. BGBl. II Nr. 50/1999, Anhang 3	Valorisierte Werte		
Beschäftigte nach Funktion	Beispiele für Funktionszuordnung	Zuordnung zu Gruppe lt. Verordnung	2005 Jahrespersonalkosten (Brutto inkl. LNK)	2009 Jahrespersonalkosten (Brutto inkl. LNK)	Jahresstunden	2009 valorisierter Stundensatz
Wissenschaftliche Beschäftigte						
1. Führungsebene	Wissenschaftliche Leitung	VB-HL-Höh. Dienst 1	104.277	116.565	1680	69,38
2. Führungsebene	stv. Wissenschaftliche Leitung, Area Leitung etc.	VB-HL-Höh. Dienst 2	90.235	100.868	1680	60,04
Key Scientist	Key Researcher	VB-HL-Höh. Dienst 1	104.277	116.565	1680	69,38
Senior Scientist	Senior Researcher	VB-HL-Höh. Dienst 2	90.235	100.868	1680	60,04
Junior Scientist	Junior Researcher	VB-HL-Höh. Dienst 3	76.192	85.170	1680	50,70
Diplomanden & Dissertanden	Junior Researcher	VB-HL-Höh. Dienst 3	76.192	85.170	1680	50,70
Beschäftigte in der Administration						
1. Führungsebene	Geschäftsführung (GF)	VB-HL-Höh. Dienst 1	104.277	116.565	1680	69,38
2. Führungsebene	Assistenz der GF	VB-HL-Höh. Dienst 2	90.235	100.868	1680	60,04
Key Administration	Controlling	VB-HL-Höh. Dienst 1	104.277	116.565	1680	69,38
Senior Administration	AssistenInnen	VB-VD-Gehob. Dienst 1	40.207	44.945	1680	26,75
Junior Administration	Sekretariat	VB-VD-Gehob. Dienst 2	40.207	44.945	1680	26,75
TeschnikerInnen/Fachkräfte	Technician	VB-VD-Gehob. Dienst 1	40.207	44.945	1680	26,75
in € pro Jahr						

The hourly rates can be annually adjusted for planning purposes as follows: The basis for the hourly rates are the levels for 2005 (as per the Federal Law Gazette of 2006). For subsequent years, the increase reflects the valorisation of salaries for civil servants: 2.7% for 2006; 2.35% for 2007; 2.7% for 2008; 2.55% for 2009 (for valorised values for 2009 see the above table). For subsequent years, a cautious estimate of valorised figures can be used. Please note that the maximum rates do not include any overhead rates.
In assessing personnel costs, you can either add 20% in overhead rates or use a higher rate after disclosing your overhead calculation. Even if you choose to add up to 20%, you need to show in Part A6 which costs are included.

Please note that, in the event your application for funding is successful, the personnel cost will be accounted for at its actual value. If requested you need to furnish documentation of this by way of a payroll account, wage/salary statement and record of hours worked.

Hourly rates for shareholders:
For partners, associates or shareholders working on the project (sole proprietors, partnerships or persons holding a stake of more than 25% in a corporation) who cannot show any personnel cost, an hourly rate of not more than EUR 30.– (including overhead rate) can be used for calculating the costs eligible for funding. For very small SMEs (up to 9 staff), partners working on the project can be alternatively assigned the actual hourly rate of the most expensive staff member.

Personnel hours = enter the planned personnel hours per year and staff members in the columns “Year 1 to Year x”.

B1.2. TABLE SHEET "PERSONNEL COSTS INCL. OVERHEAD"

The colour-marked cells in the table are automatically computed on the basis of data from the other table sheets and therefore need **not** be filled in. Please do not overwrite any formula!

B1.2.a. Table "Personnel costs in EUR"

This table is automatically computed on the basis of data from table sheet 1.1, "Personnel" and therefore need not be filled in.

B1.2.b. Table "Personnel costs per partner"

Please enter the planned personnel cost for each partner (including the applicant). The partners are copied from Table sheet II, "Short titles". Please do not delete any partner from this table. If a partner does not accrue any personnel costs, enter "0" for this partner's personnel costs. Please check that the sums of Tables 1.2.a, "Personnel costs in EUR" and 1.2.b, "Personnel costs per partner" are identical (line: Table 1.2.a, Personnel costs in EUR = Table 1.2.b, Personnel costs per partner / check sum).

B1.2.c. Table "Personnel costs per work package"

Please enter the planned personnel cost for each work package. The work packages are copied from Table sheet II, "Short titles". Please do not delete any work package from the table. Check that the sums of Tables 1.2.a, "Personnel costs in EUR" and 1.2.c, "Personnel costs per work package" are identical (line: Table 1.2.a, Personnel costs in EUR = Tab. 1.2.c, Personnel costs per work package / check sum).

B2. TABLE SHEET "OTHER DIRECT COSTS"

Table sheet 2, "Other direct costs" includes the following four cost categories:

2.1. Use of R&D infrastructure

2.2. Travel expenses

2.3. Material costs

2.4. Third party costs (third party services)

B2.1.a. Table "Use of R&D infrastructure – total"

Please enter the planned use of the research and development infrastructure required for the project (on an annual basis: pro rata depreciation, consumables, etc.).

Up to a value of EUR 400.– (excl. VAT), the R&D infrastructure can be included as a minor asset in the cost category 2.3.a, "Material costs – total". Please state the partner (including applicant) to whom the proportional use is assigned.

B2.1.b. Table "Use of R&D infrastructure per partner"

Please enter the planned use of the research and development infrastructure per partner (including the applicant). The partners are copied from Table II, "Short titles". Please do not delete any partner from the table. If a partner does not use any R&D infrastructure, enter "0" in the appropriate line. Please check that the sums of tables 2.1.a, "Use of R&D infrastructure – total" and 2.1.b, "Use of R&D infrastructure per partner" are identical (line: Table 2.1.a, Use of R&D infrastructure – total = Table 2.1.b, Use of R&D infrastructure per partner / check sum).

B2.2.a. Table "Travel expenses – total"

Please enter the planned annual travel expenses necessary for the project (such as per diems, railway travel, accommodation, conference fees). Use the "Type of costs" column to specify the reasons for travel and the destination (e.g.: lecture at conference Y in …, poster presentation, attendance without a lecture at conference X in …, etc. if already known).

B2.2.b. Table "Travel expenses per partner"

Please enter the planned travel expenses per partner (including the applicant). The partners are copied from Table II, "Short titles". Please do not delete any partner from the table. If a partner does not accrue any travel expenses enter "0" in the appropriate line. Please check that the sums of Tables 2.2.a, "Travel expenses – total" and 2.2.b, "Travel expenses per partner" are identical (line: Table 2.2.a. Travel expenses – total = Table 2.2.b. Travel expenses per partner / check sum).

B2.3.a. Table "Material costs – total"

Please enter the planned materials costs required for the project (e.g. testing materials). Up to a value of EUR 400.– (excl. VAT), the R&D infrastructure can be included as a minor asset in the cost category 2.3.a, "Material costs – total". If this threshold of EUR 400.– is exceeded, use of the R&D infrastructure must be included in Table 2.1.a, "Use of R&D infrastructure – total".

B2.3.b. Table "Material costs per partner"

Please enter the planned materials costs for each partner (including the applicant). The partners are copied from Table II, "Short titles". Please do not delete any partner from the table. If no materials costs accrue at a partner, enter "0" in the appropriate line. Please check that the sums of Tables 2.3.a, "Material costs – total" and 2.3.b, "Material costs per partner" are identical (line: Table 2.3.a, Material costs – total = Table 2.3.b, Material costs per partner / check sum).

B2.4.a. Table "Third party costs – total / Costs of third party services"

Please enter the planned third-party costs necessary for the project. Third-party costs include all works and services obtained from a third party. These would include, e.g., works and services purchased from research facilities which do not contribute to the financing, or complete work/service units typically regulated under a works and services agreement.

B2.4.b. Table "Third party costs per partner"

Please enter the planned third-party costs for each partner. The partners are copied from Table II, "Short titles". Please do not delete any partner from the table. If no third-party costs accrue at a partner, enter "0" in the appropriate line. Please check that the sums of Tables 2.4.a "Third party costs – total" and 2.4.b, "Third party costs per partner" are identical (line: Table 2.4.a, Third party costs – total = Table 2.4.b, Third party costs per partner / check sum).

B2.5.a. Table "Other direct costs – total"

This table is automatically computed based on the data of the four cost categories in Table sheet 2, "Other direct costs" and therefore need not be filled in.

B2.5.b. Table "Other direct costs per partner"

This table is automatically computed based on the data of the four cost categories in Table sheet 2, "Other direct costs" and therefore need not be filled in.

B2.5.c. Table "Other direct costs per work package"

Please enter the planned costs for each work package. The work packages are copied from Table II, "Short titles". Please do not delete any work packages from the table. If no unit costs accrue for a work package, enter "0" in the appropriate line. Please check that the sums of Tables 2.5.a, "Other direct costs – total" and 2.5.c, "Other direct costs per work package" are identical (line: Table 2.5.a, Other direct costs – total = Table 2.5.c, Other direct costs per work package /check sum).

B3 TABLE SHEET "TOTAL COSTS"

The colour-marked cells in the table are automatically computed on the basis of data from the other table sheets and therefore need **not** be filled in. Please do not overwrite any formula!

B3.1. Table "Total costs summary"

This table is automatically computed on the basis of data from Table sheets 1.2 and 2 and therefore need not be filled in.

B3.2. Table "Total costs per partner"

This table is automatically computed on the basis of data from Table sheets 1.2 and 2 and therefore need not be filled in.

B3.3. Table "Total costs per work package"

This table is automatically computed on the basis of data from Table sheets 1.2 and 2 and therefore need not be filled in.

B4 TABLE SHEET "CONTRIBUTION PER PARTNER"

B4.1. Table "Contributions per year - Scientific Partners"

Please enter the contributions, i.e. the financing contributions made by the scientific partners (including the applicant), for each year divided into cash and in-kind contributions. The evaluation of the in-kind contribution is made by the partners themselves if no reference values are stipulated (e.g. for personnel costs, see "eligible costs"). The in-kind contributions must be documented by actual costs.

B4.2. Table "Contributions per year - Company Partners"

Please enter the contributions, i.e. the financing contributions made by the company partners, for each year divided into cash and in-kind contributions. The evaluation of the in-kind contribution is made by the partners themselves if no reference values are stipulated (e.g. for personnel costs, see "eligible costs"). The in-kind contributions must be documented by actual costs.
Please note the maximum of 50% for the in-kind rate for all company partners in total and therefore the costs of the company partners have to be identical with their in-kind contributions.

Financing contributions by way of public funding are given in Table 5.1.

B4.3. Table "Contributions per year"

This table is automatically computed on the basis of data from Tables 4.1 and 4.2 and therefore need not be filled in.

B5 TABLE SHEET "FINANCING"

The colour-marked cells in the table are automatically computed on the basis of data from the other table sheets and therefore need **not** be filled in. Please do not overwrite any formula!

B5.1. Table "Financing – total"

Please describe the financing for the project. Lines 1, "Public financing" and 2, "Company partners contribution" are automatically computed and need not be filled in.

Show the financing contributions as follows:

"1. Public financing:

- federal funding,
- scientific partners

"2. Company partners contributions"

- cash
- in-kind (personnel and materials costs)

Please ensure that the cost will be covered by financing. Make sure that the sums of Tables 3.1, "Total costs summary" and 5.1, "Financing – total" are identical (line: Table 3.1, Total costs summary = Table 5.1, Financing – total / check sum).

B6. TABLE "HOURLY RATE CALCULATION" (OPTIONAL)

You can use the Excel file "Hourly rate calculation" to check your hourly rates. This file can be downloaded from www.ffg.at/w-fforte and optionally added to the tables of the application.

This table allows you to check whether the actual salaries of your project staff exceed the maximum funded hourly rates. These maximum hourly rates must also be applied when evaluating in-kind contributions. Functions are assigned to staff groups as examples only, the table can be customised to your situation. Please note that the values have been valorised by the FFG for 2009; for the subsequent years, a cautious estimate can be used (see explanation in the section on personnel costs). For the final account you need to furnish evidence for the cost from your payroll accounts. Where hourly rates are higher, the part exceeding the threshold will not be funded.

In assessing personnel costs, you can either add 20% in overhead rates or use a higher rate after disclosing your overhead calculation. Even if you choose to add up to 20%, you need to show in Part A6 which costs are included.

In calculating the hourly rate (Table sheet "Hourly rate calculation") please note that the calculation is based on 1680 annual hours (corresponding to a 40 hour work week). If your employment deviates from this you need to make a proportionate calculation.

6. INFORMATION ON THE ANNEX TO THE APPLICATION

The templates for the Annex can be downloaded from the FFG web site www.ffg.at/w-fforte and the w-fFORTE web site www.w-fforte.at/de/laura-bassi.

The following documents need to be enclosed electronically as PDF files:

- Annex A: CVs (see Guideline Item 8). Please do not change the template for the CVs.
- Annex B:
  - Letter of Commitment (LOC) by the company partners: statements of support signed by the company partners
  - Letter of Commitment (LOC) by the scientific partners: statements of support signed by the scientific partners
  - Annual Accounts of the past 3 years by company partners

7. INFORMATION ON THE PRESENTATION OF COMPETENCES IN THE CV

Your summary application already included the CV(s) of your team members.

The information provided by you through the CV(s) are analysed and assessed by the evaluators of the future potential analysis and by the Variable Panel for the hearing with the following objectives:

- identify both individual contributions and the whole range of contributions made by an individual to advancing scientific knowledge,
- identify and consider the framework within which the individual has so far worked scientifically and the time so far devoted by the individual to research,
- identify any external competences of relevance to the “Laura Bassi Centre of Expertise”.

When preparing your full-scale application please make sure that all relevant information can be obtained from your presentation in the summary application. If necessary, add further information using the form “Form for the CV”.

If you personally do not have any specific knowledge and skills which you consider to be of importance for managing the “Laura Bassi Centre of Expertise”, please add the CVs of colleagues who have (and can prove to have) such competences and explain how you will obtain these competences or include persons that have these competences (see Guideline Item A3.1). Please account for such measures in your budget plan.

7.1 Ad education and employment

Please ensure that the following information can be gained from your description:

- Which organisational conditions were relevant for you: were you employed on a full- or part-time (please give percentage) basis? Were there periods in which you worked as a freelance?
- Which institutes employed you in which function? Which responsibilities beyond a purely scientific activity were important (e.g. head of a research team)?

- Are your periods of further education clearly listed and described in terms of their scope and content? Have you acquired know-how in business management, project management, team development and staff leadership through your spells of further education?

Please state any interruptions in your occupational career and specify the reasons where necessary. The following table serves as an example:

From	To	Extra-university practice	Care of children and other family members	Other:
1 May 2000	1 May 2001		Maternity protection	
27 June 2003	28 September 2005	Staff scientist; Company XYZ		
1 January 2006	1 January 2006			Further education: business management basics (ABC institute)

7.2 Ad research

Please ensure that the following information can be gained from your description in the full-scale application:

- career milestones with regard to networking, multi-disciplinary cooperation,
- your most innovative ideas, activities, contributions in the scientific field (if not shown in the application),
- your most important (research) cooperations and contacts.

Please arrange your publications by peer-review-publications, conference-contributions and patents. A convincing representation facilitates a better judgement of your resp. your team members´ qualifications for the performance of your proposal.

7.3 Ad projects

Please ensure that your description shows the following:

- project dimensions (term, financial resources, number of persons involved, institutions involved in the case of cooperative projects),
- total amount of third-party funds obtained (please include only those third-party-funded projects where you made a major contribution to obtaining them),
- your functions in such projects, i.e. your personal contribution to implementing them (including budget responsibility, project management, team development, etc.).

7.4 Ad honours and awards

Please ensure that your description shows the following:

- Memberships, evaluation work, functions in (university) bodies and similar.
- You may also add information from your private sphere (e.g. honours and awards obtained from associations, sports clubs, etc.).

7.5 Ad management skills

Please check whether the information given by you on “Education and employment”, “Research”, “Projects” and “Honours and awards” provide pointers to your management skills.

Please ensure that your description shows the following:

- Number of diploma/master theses written under your supervision, and share of those made within the scope of third-party-funded projects (i.e. scientific theses of stage 2 for three-stage study courses and of stage 1 for one-stage study courses). Number of doctoral theses written under your supervision, and share of those made within the scope of third-party-funded projects. What was your experience gained from these?
- Name key activities of teaching and transferring scientific knowledge to an external audience. State the target group.
- What, in your opinion, is the most important previous experience to be contributed by you to the Centre, apart from your specialist competences (managerial experience such as organisation of conferences, series of university lectures, project management, etc., work in university bodies, experience in the private sphere such as management tasks at associations, clubs, etc.).

Describe your special skills and give examples of how these skills contributed to the success of projects, joint research work and publications.

8. INFORMATION ON THE HEARING

The hearing is expected to be held in Vienna between **18 and 20 May 2009**, in the **English language**. We would ask you to reserve time for this in your time schedule. We are making all efforts to fix the exact date of your interview as soon as possible and to inform you in good time. More detailed information on the procedure and requirements will be given to you together with the confirmation of your appointment.

We wish you all the best for preparing your full-scale application.