

VERSION 1.0
VALID AS OF: 1 APRIL 2019



FINDING TALENT: RESEARCHERS

**CAREER GRANTS
TENDER GUIDELINES**

TABLE OF CONTENT

0 Preamble	3
1 Key Points	4
2 Objectives of the Tender.....	5
3 The Basis of Funding.....	5
3.1 What are Career-Grants?.....	5
3.2 Who is eligible for funding?	6
3.3 What is the scope of the funding?	6
3.4 Which costs can be claimed?	7
3.4.1 Interview Grant	7
3.4.2 Relocation Grant	7
3.4.3 Dual Career Grant.....	8
3.5 What are the criteria for assessing the applications?	9
3.6 Which documents are required for the submission?	9
4 Submission.....	9
4.1 How to submit an application?	9
4.2 How may confidential project data be used?	10
5 Project Assessment and Funding Decision	10
6 Funding Procedure	11
6.1 Which reports and expense records are required?.....	11
6.1.1 Interview Grant	11
6.1.2 Relocation Grant	11
6.1.3 Dual Career Grant.....	11
6.2 How is the funding agreement set up?	12
6.3 How is the funding paid out?	12
6.4 How should project changes be communicated?	12
7 Legal Basis.....	13

0 PREAMBLE

The Federal Ministry for Transport, Innovation and Technology (BMVIT) aims at supporting people working in applied research during the entire course of their career in order to stimulate the full use of human potential in the field of application-oriented science and technology for Austria as a research location.

The focus is on topics of relevance for research policy, society and business: energy, mobility, production, ICT, human potential, space and safety & security.

More information:

<http://www.bmvit.gv.at/innovation/forschungspolitik/themenmanagement.html>

The BMVIT endeavours to spark young people’s enthusiasm for research and development, to connect researchers with businesses and to provide equal opportunities for all so that sufficient highly qualified human resources will be available in the future.

The BMVIT’s funds available in the “Talent” funding scheme serve to provide stimuli and create a sound foundation for training, the labour market and other relevant areas.

Talent – funding scheme	
Discovering talent: Young scientists	<ul style="list-style-type: none"> – Internships for Pupils – Four Weeks in Science and Technology – Talents Regional – Children, Companies and the World of Research
Using talent: Equal opportunities	<ul style="list-style-type: none"> – FEMtech Career – Equal Opportunities in Applied Research – FEMtech Internships for Female Students – Entry into a Research Career – FEMtech Research Projects – Gender Conscious Innovation
Finding talent: Researchers	<ul style="list-style-type: none"> – The Austrian Job Exchange for Research, Development and Innovation – Career Grants for Interviews, Relocation and Dual Careers in Applied Research

All details about the Talent funding scheme are available from www.ffg.at/en/talents on the Austrian Research Promotion Agency’s (FFG) website.

1 KEY POINTS

Overview Career Grants	
Instrument	C 13 Grants, Version 3.0
Short description	<p>Funding of researchers from abroad who come to Austria:</p> <ul style="list-style-type: none"> – for job interviews in the field of research, development and innovation – to start a new employment relationship in the field of research, development and innovation and relocate to Austria – as well as funding of the professional integration of the researcher's partner
Basic Data	
Funding (EUR)	<p>Interview Grant: max. 80% of travel and accommodation costs (accommodation funding: max. € 80)</p> <p>Relocation Grant: max. € 2,000</p> <p>Dual Career Grant: max. € 2,000</p>
Funding rate	80 - 100%
Sponsor	BMVIT
Submission deadline	Ongoing submission The tender will be closed, once all financial means have been used up
Languages	German, English
Contact	Mag. Christine Kreuter Tel.: +43(0)5-7755-2709 talente@ffg.at
Information on the Web	www.ffg.at/en/career-grants/tender
Tender documents	<ul style="list-style-type: none"> – The current Tender Guidelines for Career Grants – Funding Agreement including expense account form – Form Interview Grant: Confirmation of a job interview – Form Relocation Grant: Confirmation of taking up a post in research, development and innovation – Programme Document Talente – Evaluation Manual <p>www.ffg.at/en/career-grants/tender (Links & Downloads)</p>

Submission is only possible via eCall (electronic submission system of the FFG):
<https://ecall.ffg.at/CareerGrant>

2 OBJECTIVES OF THE TENDER

The aim of this tender is to attract researchers from abroad for application-oriented research in Austria.

Career grants should help to reduce personnel shortages in application-oriented research in Austria and to improve the starting position of Austrian companies and research institutions in the international competition for research staff.

3 THE BASIS OF FUNDING

3.1 What are Career-Grants?

Career Grants assist researchers from abroad in starting and/or continuing their career in Austria.

The **Interview Grant** provides financial support to researchers for the journey to a job interview in Austria. The duration of the applicant's stay in Austria does not have any effect on whether an Interview Grant is awarded.

The **Relocation Grant** provides financial support for the relocation to Austria to start a new employment relationship in the field of research, development and innovation. The funding applicant takes up his/her ordinary residence in Austria.

The **Dual Career Grant** serves to promote dual careers. Promoting the professional integration of a qualified partner will make it easier for researchers to decide to move to Austria. The Dual Career Grant must be **submitted by the relocating researcher's partner**.

Career Grants are available to researchers of any nationality and in all scientific disciplines.

3.2 Who is eligible for funding?

1. Individual researchers (as natural persons only) who live abroad and
 - are interested in entering new employment in the field of research, development and innovation and have been invited to Austria for a job interview (Interview Grant).
 - relocate to Austria to take up new employment in the field of research, development and innovation (Relocation Grant).

A Master's degree is the minimum requirement.

2. A **Partner** who relocates to Austria together with the researcher (Dual Career Grant). Funding can only be awarded **in connection with an approved Relocation Grant**.

The partner is required to have the minimum of a Master's degree.

Researchers who are on educational leave or have been given leave of absence from an active employment relationship for the time of their research work abroad and are returning to their post in Austria **are not entitled to funding**.

3.3 What is the scope of the funding?

Funding takes the form of non-repayable subsidies. There is no legal right to a grant. Grants are awarded in accordance with available funds.

	Interview Grant	Relocation Grant	Dual Career Grant
Amount of funding	Max. 80% of eligible costs	Max. € 2,000	Max. € 2,000
Eligible costs	<p>Travel costs to Austria for a job interview</p> <p>Accommodation costs in Austria up to max. € 100</p>	<p>Travel and relocation costs for grant applicant, partner, child(ren)</p> <p>Integration costs for grant applicant (German course, intercultural training)</p>	<p>Integration costs for partner:</p> <ul style="list-style-type: none"> – German course – Intercultural training – Career advice – Childcare costs

3.4 Which costs can be claimed?

Eligible costs include all expenses that can be attributed to the Career Grants as well as all expenses directly and actually incurred by the applicant. In principle, costs are funded after the submission of the application for funding. Costs incurred prior to submission are only eligible if they have been incurred no more than 4 months before the interview or before moving to Austria.

Costs that have already been funded under another funding scheme (costs charged twice or multiple times) are **not eligible for funding**.

3.4.1 Interview Grant

The **funding amount is limited to 80%** of the eligible costs.

Funding includes:

1. **Travel costs** from abroad to a job interview in Austria (plane, train, bus, when travelling by car: petrol costs, highway toll). **The most cost-effective way of travel** is funded, e.g. economy class when flying or second-class when going by train.
2. **Accommodation costs** in Austria, up to a maximum of € 100

Funding does not include:

- Funding applications submitted **after departing** for Austria
- Transfer costs to/from the station or airport in the country of departure
- Taxi costs
- Cancellation fees
- Costs for luggage deposit, excess luggage, food, extra costs such as parking fees, etc.

3.4.2 Relocation Grant

The **maximum amount of funding is € 2,000**.

Funding includes:

1. **Travel and relocation costs** for the grant applicant, partner and child(ren)
 - a) Travel costs to Austria (plane, train, bus, when travelling by car: petrol costs, highway toll). **The most cost-effective way of travel** is funded, e.g. economy class when flying or second-class when going by train.
 - b) Removal firm costs
 - c) Costs for a rental truck or rental van: rent, petrol for round trip
 - d) Costs for relocation services
 - e) Costs for parcel shipment, container shipment
 - f) Storage costs

g) Real estate agent's fees

2. Integrations costs for the applicant only:

- a) Costs for a German course
- b) Costs for intercultural training, e.g. fee for culturally specific training in preparation for the stay in Austria or for an introduction into living and working in Austria

Funding does not include:

- Funding applications submitted **after relocating** to Austria
- Funding applications submitted **after having started work**
- Transfer costs to/from the station or airport in the country of departure
- Cancellation fees
- Costs for taxi, food, etc.

3.4.3 Dual Career Grant

Funding amounts to a **maximum of € 2,000**.

Funding includes:

1. Integration costs for the partner

- Costs for a German course
- Costs for intercultural training, e.g. fee for culturally specific training in preparation for the stay in Austria or for an introduction into living and working in Austria
- Costs for career advice, e.g. fees for job interview coaching, job coaching, potential analysis

2. Childcare costs

Children must be taken care of by private or public childcare facilities (e.g. nursery, kindergarten, crèche, childcare at universities) or by an educationally qualified person.

Only the immediate costs for childcare itself are funded, as well as costs for food and drink and costs for arts and crafts materials. These must be clearly visible on the invoice.

Funding does not include:

- Funding applications submitted **after the researcher has relocated** to Austria
- Funding applications submitted **after the researcher has started work**
- Costs that are not incurred directly, such as tuition fees for private schools and commuting costs relating to childcare
- Cancellation fees, etc.

3.5 What are the criteria for assessing the applications?

Grant applications are assessed according to the following criteria:

1. **Quality and relevance of the post:** The post for which a job interview is held or an employment relationship is entered into, must
 - at least be filled for 12 months and
 - directly relate to research, development and innovation and
 - have a place of employment in Austria.
2. **Qualification of the grant applicant:** Funding applicants must have an academic degree. Proof of at least a Master's degree is required.

3.6 Which documents are required for the submission?

The submission comprises the **Funding application** (via eCall) plus the following **documents**:

- a) Proof of an academic degree (minimum: Master's degree)
- b) Job advertisement (Interview Grant)

4 SUBMISSION

4.1 How to submit an application?

Funding applications can only be submitted by eCall at any time (electronic submission system of the FFG).

Link to eCall: <https://ecall.ffg.at/CareerGrant>

The funding applications will be reviewed in the order of receipt. The tender will be closed, once all financial means have been used up.

Submission deadlines

The FFG must receive the funding applications within the following deadlines:

Interview Grant:	before the researcher departs for the interview
Relocation Grant:	before the researcher relocates to Austria and before he/she starts work

Dual Career Grant: before the **researcher relocates to Austria** and before he/she **starts work**

Note: We recommend submitting the application two weeks at the latest before the job interview or the relocation and work start respectively.

Steps to Submission:

- Complete the application for funding in eCall
- Submit the application for funding in eCall by clicking "Submission"
- Upon successful submission, an automatic confirmation will be sent. No further editing will be possible.

4.2 How may confidential project data be used?

Personal data obtained in connection with the initiation and performance of the agreement will be used by the funding provider (FFG) for the conclusion and performance of the funding agreement, for the fulfilment of the tasks entrusted and for control purposes. The details may be forwarded to the Federal Minister for Transport, Innovation and Technology for statistical purposes.

The legal basis for data processing is Art 6 (1)(b) GDPR and Art 6 (1)(c) GDPR.

5 Project Assessment and Funding Decision

The formal review and assessment of the grant applications (in accordance with the eligibility criteria) is carried out on an ongoing basis by the FFG. Should it be necessary to revise the content, the applicant will be informed and will be able to remedy the deficiencies within a period communicated by the FFG.

If the applicant is not eligible to apply (see section 3.2.), the application for funding will be withdrawn from further consideration.

The funding decision is made by the FFG's management on behalf of the Federal Minister for Transport, Innovation and Technology.

6 FUNDING PROCEDURE

6.1 Which reports and expense records are required?

All documents are available from the FFG website: <http://www.ffg.at/en/career-grants/tender>.

6.1.1 Interview Grant

One month at the latest after the job interview:

1. The completed and signed “Funding agreement including expense account form” (**by post** as original)
2. Receipts of the costs submitted for funding (invoices, payment receipts, **by post** as originals)
3. The completed form “Confirmation of a job interview”
We recommend that you have the job interview confirmed by your interview partner’s signature while on site.

6.1.2 Relocation Grant

Three months at the latest after relocating:

1. The completed and signed “Funding agreement including expense account form” (**by post** as original)
2. Receipts of the costs submitted for funding (invoices, payment receipts, **by post** as originals)
3. The completed form “Confirmation of taking up a post in research, development and innovation”. The form must be signed by the future employer.
4. Registration certificate(s) for the partner and/or child(ren) for whom costs were submitted. They serve as proof of a joint household.

6.1.3 Dual Career Grant

Six months at the latest after the researcher’s relocation:

1. The completed and signed “Funding agreement including expense account form” (**by post** as originals)
2. Receipts of the costs submitted for funding (e.g. invoices for German course, childcare, career advice, **by post** as originals)
3. Registration certificate(s) for those children for whom costs were submitted. They serve as proof of a joint household.

Please note: The deadline for submission of the expense records is calculated from the date of the researcher’s relocation and **not from the date of the partner’s relocation.**

Evidence of all costs submitted for funding must be provided by submitting originals of the respective invoices made out in the name of the applicant. If no original invoice was issued (e.g. electronic invoice), a payment record (e.g. credit card statement) must be presented. The FFG reserves the right to demand any relevant documents at a later date if required.

6.2 How is the funding agreement set up?

After the job interview or after the relocation to Austria, the “Funding agreement including expense account form” must be sent to the FFG by post as original.

Address:
Austrian Research Promotion Agency (FFG)
Structural Programmes, Career Grants
Sensengasse 1, 1090 Wien

Following approval, the form will be signed by the FFG’s management and returned to the applicant as the funding agreement (via eCall). The applicant is not entitled to any funding until the funding agreement is concluded.

6.3 How is the funding paid out?

The accounts will be reviewed by the FFG to verify whether the funding provided was put to the intended use. After review the amount of the subsidy will be transferred ex post by bank transfer in Euro to the researcher’s bank account. Transfers to a company or an organization is not possible.

Foreign currencies are converted by the FFG according to the exchange rate at www.oanda.com. The conversion is made at the current exchange rate on the day of receipt of the expense records. We ask that you specify an Austrian bank account for the transfers if possible in order to avoid bank fees.

6.4 How should project changes be communicated?

The applicant must communicate any significant changes (e.g. change of date for the job interview or the relocation, email address) to the FFG by eCall-message immediately after he/she has become aware of such changes. Changes to the bank account details are to be made directly in the eCall system (electronic submission system of the FFG).

7 LEGAL BASIS

The legal basis for the processing is the Programme document Talente, based on the guidelines Humanressourcen-FTI-RL.