

**Finding talent:  
Researchers**

**Career Grants**

**Tender guidelines**

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## 1. 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 network 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	
<b>Discovering talent: Young scientists</b>	<ul style="list-style-type: none"> <li>• Internships for Pupils – Four Weeks in Science and Technology</li> <li>• Talents Regional – Children, Companies and the World of Research</li> </ul>
<b>Using talent: Equal opportunities</b>	<ul style="list-style-type: none"> <li>• FEMtech Career-Check for SME – Gender Analysis</li> <li>• FEMtech – Equal Opportunities in Applied Research</li> <li>• FEMtech Internships for Female Students – Entry into a Research Career</li> </ul>
<b>Finding talent: Researchers</b>	<ul style="list-style-type: none"> <li>• The Austrian Job Exchange for Research, Development and Innovation</li> <li>• <b>Career Grants</b> for Interviews, Relocation and Dual Careers in Applied Research</li> </ul>

All details about the Talent funding scheme are available from <http://www.ffg.at/talente> on the Austrian Research Promotion Agency’s (FFG) website.

## 2. OBJECTIVES OF THE TENDER

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

Career Grants are intended to assist researchers in starting and/or continuing their career in Austria.

## 3. KEY POINTS IN BRIEF

<b>Overview Career Grants</b>			
<b>Instrument</b>	Grants, version 2.0		
<b>Short description</b>	Funding of researchers from abroad who come to Austria: <ul style="list-style-type: none"> <li>• for job interviews in the field of research, development and innovation</li> <li>• to start a new employment relationship in the field of research, development and innovation and relocate to Austria</li> <li>• as well as funding of the professional integration of the researcher's partner</li> </ul>		
<b>Funding (EUR)</b>	<b>Interview Grant:</b> max. 80% of travel and accommodation costs (funding accommodation: max. € 80) <b>Relocation Grant:</b> max. € 2,000 <b>Dual Career Grant:</b> max. € 2,000		
<b>Funding rate</b>	80 - 100%		
<b>Sponsor</b>	BMVIT		
<b>Submission deadline</b>	Ongoing submission The tender will be closed, once all financial means have been used up		
<b>Languages</b>	German, English		
<b>Contact</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Mag. Christine Kreuter</b>  <a href="mailto:talente@ffg.at">talente@ffg.at</a>            Tel.: +43(0)5-7755-2709         </td> <td style="width: 50%; vertical-align: top;"> <b>Mag. Christine Meissl</b>  <a href="mailto:talente@ffg.at">talente@ffg.at</a>            Tel.: +43(0)5-7755-2719         </td> </tr> </table>	<b>Mag. Christine Kreuter</b> <a href="mailto:talente@ffg.at">talente@ffg.at</a> Tel.: +43(0)5-7755-2709	<b>Mag. Christine Meissl</b> <a href="mailto:talente@ffg.at">talente@ffg.at</a> Tel.: +43(0)5-7755-2719
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<b>Address</b>	Österreichische Forschungsförderungsgesellschaft mbH (FFG) Career Grants Sensengasse 1, 1090 Vienna, Austria		
<b>Information on the Web</b>	<a href="http://www.ffg.at/career-grants/tender">http://www.ffg.at/career-grants/tender</a>		
<b>Tender documents</b>	<ul style="list-style-type: none"> <li>• The present <b>Tender Guidelines</b> for Career Grants</li> <li>• <b>Funding Application</b> form</li> <li>• <b>Funding Agreement</b> including expense account form</li> <li>• Form <b>Interview Grant: Confirmation of a job interview</b></li> <li>• Form <b>Interview Grant: Confirmation of a post not publicly advertised</b></li> <li>• Form <b>Relocation Grant: Confirmation of taking up a post in research, development and innovation</b></li> <li>• Programme document Talente and directive "Humanressourcen-FTI-Richtlinie"</li> </ul>		

## 4. REQUIREMENTS AND FUNDING CONDITIONS

### 4.1. What are Career Grants?

Career Grants assist researchers from abroad in starting and/or continuing their career in Austria. Scientists from abroad applying for a post in research, development and innovation in Austria receive financial support for costs incurred in travelling to Austria for a job interview. Career Grants also assist researchers in relocating to Austria and in the integration of their partners.

Funding is available for:

- the journey to Austria for job interviews in the field of research, development and innovation (**Interview Grant**)
- relocation costs incurred in taking up a post in research, development and innovation (**Relocation Grant**); the funding applicant takes up his/her ordinary residence in Austria.
- the professional integration of a qualified partner of the researcher relocating to Austria (**Dual Career Grant**)

Career Grants are available to all scientific disciplines and researchers of any nationality. Graduation from university is required (minimum: master's degree).

### 4.2. Who is eligible for funding?

**Individual researchers** (as natural persons only) who live abroad and

- are interested in entering into a new employment relationship in the field of research, development and innovation and have been invited to Austria for a job interview (Interview Grant).
- relocate to Austria to enter into a new employment relationship in the field of research, development and innovation (Relocation Grant)

A **Partner** who

- relocates to Austria together with the researcher (**Dual Career Grant**). It can only be awarded in connection with an approved Relocation Grant. Graduation from university is required (minimum: 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.

### 4.3. What is the scope of the funding?

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

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

#### 4.4. What costs are eligible?

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.

Funding is only provided for costs incurred no earlier than 4 months prior to the submission of the funding application.

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

##### 4.4.1. Interview Grant

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. A maximum of 2 Interview Grants may be awarded per calendar year.

The applicant is obliged to inform the FFG about the outcome of the job interview without delay.

**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: costs equivalent to train). 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.

##### 4.4.2. Relocation Grant

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 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. **Integration 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

#### 4.4.3. Dual Career Grant

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**. Proof of at least a master's degree is required.

The Dual Career Grant will be awarded **on condition that the Relocation Grant** submitted by the researcher **has been approved**.

**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 do not incur immediately, such as tuition fees for private schools and commuting costs relating to childcare
- Cancellation fees, etc.

#### 4.5. What are the criteria for assessing the applications?

Grant applications are assessed according to the following criteria:

**Qualification of the grant applicant:** Funding applicants must have an academic degree. Proof of at least a master's degree is required.

**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.

#### 4.6. Which documents are required for the submission

All documents and information relevant to the submission are available from the FFG website: <http://www.ffg.at/career-grants/tender>

The submission comprises the Funding **Application plus enclosures.**

The following documents must be enclosed:

- a) **Proof of an academic degree** (minimum: master's degree)
- b) Only for Interview Grants:
  - A **confirmation of the advertised post** (e.g. photocopy of the job advertisement). If the post was not publicly advertised, an original of the form "**Interview Grant: Confirmation of a post not publicly advertised**" must be enclosed, signed by the HR manager. The form serves to confirm that the indicated position in that organisation was actually vacant at the time. The confirmation may be sent at a later date.
  - **An invitation to a job interview** by the organisation offering the job (e.g. an email)

### 5. SUBMISSION PROCEDURE

Funding applications can be submitted at any time by email ([talente@ffg.at](mailto:talente@ffg.at)). The FFG must receive the funding applications however **before departure as well as before start of work**. The tender will be closed, once all financial means have been used up.

The funding applications will be reviewed in the order of receipt. The grant recipients are responsible for submitting their application on time.

#### Submission deadlines



The FFG must receive the funding applications

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**

Relocation Grant must have been approved

**Note:** We recommend submitting the application two weeks at the latest before

- departing for the job interview (Interview Grant)
- the researcher relocates and starts work (Relocation Grant and Dual Career Grant)

All submitted funding applications are treated as confidential. If required, the grant recipients' data may be forwarded to the BMVIT for statistical purposes.

## 6. PROJECT ASSESSMENT AND FUNDING DECISION

The funding application will be reviewed with regard to formal correctness and completeness according to the criteria specified in the Tender Guidelines. The result of the assessment will be communicated by email.

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

## 7. PROCEDURE AFTER THE FUNDING DECISION

### 7.1. 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. Following approval, the form will be signed by the FFG's management and returned to the applicant as the funding agreement.

The applicant is not entitled to any funding until the funding agreement is concluded.

### 7.2. How is the funding paid out?

The amount of the subsidy will be transferred ex post by bank transfer in Euro exclusively to the researcher's bank account. Transfers to a company or an organisation are prohibited.

Foreign currencies are converted according to the exchange rate at [www.oanda.com](http://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.

### 7.3. Which reports and expense records are required?

Evidence of all costs submitted for funding must be provided by submitting originals of the respective invoices or receipts 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.

### 7.3.1. Interview Grant

**One month at the latest after the job interview**, the following documents must be sent to the FFG by post as originals:

1. The completed and signed “Funding agreement including expense account form”
2. 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.
3. Receipts of the costs submitted for funding (invoices, payment receipts)

The applicant is obliged to inform the FFG on the outcome of the job interview without delay.

### 7.3.2. Relocation Grant

**Three months at the latest after relocating**, the following documents must be sent to the FFG by post as originals:

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

### 7.3.3. Dual Career Grant

**Six months at the latest after the researcher’s relocation**, the following documents must be sent to the FFG by post as originals:

1. The completed and signed “Funding agreement including expense account form”
2. Receipts of the costs submitted for funding (e.g. invoices for German course, childcare, career advice)
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.

## 7.4. How are project changes to be communicated?

The applicant must communicate any significant changes (e.g. change of date for the job interview or the relocation, email address, account details) to the FFG by email immediately after he/she has become aware of such changes.

## 7.5. What happens after the end of the project period?

The accounts will be reviewed by the FFG to verify whether the funding provided was put to the intended use. The review serves to determine the eligible costs. The amount of the subsidy will be transferred to the bank account specified by the applicant after the conclusion of the review.