

FFG

Exzellente Frauen forschen am Brennpunkt von Wissenschaft und Wirtschaft

CENTRES OF EXPERTISE
LAURA BASSI

Information event
„Laura Bassi Centres of Expertise“

Submission consulting on providing information
for the full-scale application

3 February 2009

Haus der Forschung
Österreichische Forschungsförderungsgesellschaft

Wirtschaftsgruppe von Frauen in Forschung und Technologie W-FORTE Umsetzung FFG (eine Initiative des BMWFT) im Rahmen von FFORTE EEF bmf

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Programme:

- Welcoming
- General information
- Presentation of the guidelines for drafting a full-scale application and application forms
Dr.ⁱⁿ Corinna Wilken (w-FFORTE)
Mag.^a Martina Amon (Controlling, FFG)
- Questions from audience
- Networking
- Option: Individual submission consulting

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General information and intermediate results

- 18 applications submitted
- Quality of all submitted applications was judged as very high
- 11 applications have been selected for drafting a full-scale application
- General recommendations made by evaluators and jury:
 - CVs (publications-conference contributions-posters-patents-etc.)
 - Publication list
 - For the hearing: "popular scientific"

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Guidelines for drafting a full-scale application

- Service feature of FFG/w-fORTE
- Assistance for drafting the full-scale application
- complete picture of the programme
- checklist for submission
- examples for calculation of costs
- important links

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General preparation

- **Programme document:** regulates the objectives and principles of the impulse programme "Laura Bassi Centres of Expertise"
- **Guidelines for drafting a summary application**
- **Guidelines for electronic filing**
- Download from:
 - www.w-fforte.at/en/laura-bassi
 - www.ffg.at/w-fforte

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Structure of the guidelines for application

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- 3 Information on the content application (Part A)
- 4 Information on the tables for the application (Part B)
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Content application (Part A)

- Word document
- Download from :
 - www.w-fforte.at/en/laura-bassi
 - www.ffg.at/w-fforte
- Fill in externally
- upload as PDF-file
- Max. 5 MB

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Structure of content application (part A)

- A Description of the „Laura Bassi Centres of Expertise“

- ✓ A0 Short summary
- A1 Directory
- A2 Research programme of the „Laura Bassi Centres of Expertise“
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A2 Research programme of the „Laura Bassi Centres of Expertise“

- A2.1 to A2.5 ✓
- A2.6 Economic success of the planned centre
 - Potential for economic utilisation of the research project
 - Performance of company/companies involved
 - International patent law protection strategy
- A2.7 Work, time and milestone schedules

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A2.6 Economic success of the planned Centre

- Potential for *economic utilisation* of the research project
 - Way and form of utilisation of results
 - Description of potential customers
 - Estimation of the basic market potential for the product/process
 - Definition of overall market
- *Performance* of *company/companies* involved
- *International patent law protection strategy*
 - Plans for regulation of titles under international patent law within the consortium

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A2.7 Work, time and milestone schedules

Adequate planning of resources for the research programme and management activities, including milestones

- Detailed work and time schedule and a milestone schedule along the lines of work packages (defined in summary application)
- Elaboration on alternatives
- Options for interventions for possible problems and description of these options
- Description of way tapping sources for lacking competence

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Structure of content application (part A)

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 - A0 Short summary ✓
 - A1 Directory
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A3 Resources of the „Laura Bassi Centres of Expertise“

Development of a cogent cost and financing structure

- A3.1 R&D staff
- A3.2 R&D equipment
- A.3.3 Third-party costs

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A3 Resources of the „Laura Bassi Centres of Expertise“

- A3.1 R&D staff
 - All planned positions
 - Assignment of envisaged staff
 - An adequate share of women among researchers and project heads
- A3.2 R&D equipment
Detailed description of the full R&D equipment as planned
- A3.3 Third-party costs
Description of any third-party costs

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Structure of content application (part A)

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A4 Management and implementation of the „Laura Bassi Centres of Expertise“

Know-how, experience, and concepts for operational management, project planning and project implementation

- A4.1 Principles of operational management
- A4.2 Project planning
- A4.3 Project implementation

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A4.1 Principles of operational management

Planning, controlling and monitoring of several projects in terms of budgets and milestones

- Description of processes and tools for budget planning, budget controlling and ensuring liquidity for managing the Centre
- Way of contract negotiations and key items in the contracts with partners
- Description of requisite knowledge and practical experience
- Difficulties and concerns in operational management: description of ways to handle these problems

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A4.2 Project planning

Assignment of competences for project control

- Know-how of the team in project planning and project implementation available in the team
- Practical experience of the team in planning and implementing projects or complex work programmes
- Tasks and responsibilities in the field of planning and implementation important for the success of the centre
- Consideration of these aspects by the team

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A4.3 Project implementation

- Description of processes and structural elements of the controlling system
- Description of previous experience in project implementation
- Description of practical experience of planning and implementing projects and complex work programmes

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

Creation of structures suitable to foster the scientific and/or business career of all staff

- A5.1 Human resources development
- A5.2 Staff recruitment

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A5.1 Human resources development

- Knowledge of the team in human resources development and leadership
- Description of opportunity to use such knowledge and obtain practical experience
- Description of leadership responsibilities
- Description of practical experience in human resources development
- Definition of key leadership responsibilities in the planned centre
- Description of creating career options for team members
- Description of specific measures of human resources development
- Description of vision for different career perspectives
- Description of handling outflow of know-how

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A5.2 Staff recruitment

- Description of know-how in staff recruitment
- Description of practical experience in staff recruitment
- Procedures in staff recruitment

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5 INFORMATION ON THE ANNEX TO THE APPLICATION

- templates for the Annex can be downloaded from:
 - www.ffg.at/w-fforte
 - www.w-fforte.at/de/laura-bassi
- documents enclosed electronically as PDF files:
 - Annex A:
 - CVs
 - Annex B:
 - Annual Accounts of the past 3 years by company partners
 - 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

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6 INFORMATION ON THE PRESENTATION OF COMPETENCES IN THE CV

- Analysed and assessed by:
 - Evaluators of the future potential analysis
 - Variable Panel for the hearing
 - Members of the Jury Panel 2
- Objectives:
 - Identification of individual contributions
 - Identification of the whole range of contributions
 - Identification and consideration of the framework
 - Identification of any external competences of relevance to the "Laura Bassi Centre of Expertise"

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Ad education and employment

- Description of organisational conditions:
 - Full- or part-time
 - Freelancer
- Description and function:
 - responsibilities beyond a purely scientific activity were important (e.g. head of a research team)?
- Further education:
 - Periods are clearly listed and described in terms of scope and content
 - Know-how in business management, project management, team development and staff leadership

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Ad research

- Career milestones:
 - Networking
 - multi-disciplinary cooperation
- Innovative ideas, activities, contributions in the scientific field
- Important (research) cooperation and contacts.
- Arrangement of publications:
 - peer-review-publications
 - conference-contributions
 - Patents

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Ad projects

- Project dimensions:
 - term, financial resources, number of persons involved, institutions involved
- Total amount of third-party funds obtained
- Description of your functions in such projects:
 - personal contribution to implementing them
 - budget responsibility
 - project management
 - team development

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Ad honours and awards

- Memberships
- Evaluation work
- Functions in (university) bodies and similar
- Information from private sphere:
 - Associations
 - sports clubs
 - etc.

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Ad management skills

- Supervision:
 - Number of diploma/master and scope of third-party-funded projects
 - Number of doctoral theses written and scope of third-party-funded projects
 - experience
- Key activities of teaching and transferring scientific knowledge
- Important previous experience
 - managerial experience
 - special skills and examples
 - contribution to the success of projects, joint research work and publications

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7 Information on the Hearing

- **Short presentation** by the applicant and (where applicable) its team, and an **interview procedure**.
- The evaluation body:
 - **Variable Committee** (research agenda)
 - **Standing Committee**.
- Assessment in accordance with the following sets of criteria:
 - quality of the research programme,
 - quality of the consortium's research competence,
 - criteria regarding the management target,
 - criteria regarding the career target
- The results noted in the minutes and made available to the jury

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Tables for application
Part B:

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A6 Cost and financing structures

Comments to the tables from part Teil B:

- A6.1 Personnel
- A6.2 Personnel costs including overhead
- A6.3 Other direct costs
- A6.4 Total costs
- A6.5 Contributions per partner (incl. applicant)
- A6.6 Financing

→ **calculation base and explanations**

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Eligible costs I

Only costs which are necessary for the centre are eligible for funding. This includes all expenses or costs attributable which are incurred

- **directly,**
- **actually** and
- **in addition** (to the usual operating expenses)
- **for the duration of the funded research activity.**

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Eligible costs II

- **Personnel costs** of the researchers/technicians and other personnel, provided that these work on the R&D project.
- Personnel costs are eligible for funding up to the respective guideline values (please check BGBl. II Nr. 50/1999, Anhang 3).
- Overhead costs may be calculated

→ Table sheets: „Personnel“

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Eligible costs III

- **Use of R&D-infrastructure** – Costs for instruments and equipment insofar and for as long as they are used for the project
- If not used for the entire lifecycle only the portion of the depreciation determined in accordance with proper accounting principles is eligible.

→ Table sheet: „other direct costs“, sub table „Use of R&D-infrastructure“

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Eligible costs IV

Third party costs - Costs for contract research, technical expertise and patents purchased at market prices from third parties either directly or on licence, as well as costs of consultancy and other equivalent services obtained solely for the R&D project.

→ Table sheet: „Other direct costs“, sub table „Third party costs“

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Eligible costs V

- **Material costs** - Other operating costs, including the costs of materials, supplies and the like, incurred directly in connection with the research activity.
- **Travel expenses** are only eligible up to the „Reisegebührenschrift 1955 BGBl. 133“.

→ Table sheet: „Other direct costs“, sub table „travel expenses“ and „Material costs“

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Eligible costs VI

Value-Added Tax

- As a rule, the VAT payable on eligible costs does **not qualify for funding**.
- VAT costs may only qualify for funding if
 - it is actually and ultimately borne by the respective partner and
 - the partner is not eligible for input tax deduction.

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Non-Eligible Costs

- Costs for the purchase of real estate and immoveable property
- Building investments, investments in manufacturing machines and production facilities
- Costs which are not directly to the funded project
- Costs which were incurred before the full application for funding was submitted
- Costs which are not eligible for funding under European law

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Good Luck! Viel Erfolg!

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