Submission System Guide

Top Vet Science Call 2020

How to Use the WWTF Online Submission System

Proposals have to be submitted via the online submission system.

1. Go to **vetfunding.wwtf.at**
2. **Register** with your e-mail address and name: the password will be sent to you by e-mail. If you had previously registered for a WWTF call, you can re-use your login credentials.
3. **Log in**, go to "my proposals", and create a new proposal.
4. **Fill in** all the required information in the online forms and upload the requested files (in PDF format). You can save the current status of your proposal at any time, access the system multiple times, and edit the content.
5. **Submit proposal**: the submit button becomes active only after all required information has been filled in and uploaded (indicated by a green check mark next to the chapter title). Once the proposal has been submitted, no more changes are possible.

Note: The submission system closes at 2 pm (Vienna local time) on the day of the deadline.

Required Structure of a Proposal

Applications will undergo an assessment by international scientists; therefore, all proposals must be written in **English**. Please write precisely and to the point but with sufficient details to allow the evaluation by international peers.

The proposal comprises the following parts, which have to be completed in the online form (mandatory fields are marked with an asterisk):

Project Team

Gender policy: The Vetmeduni Vienna is attempting to increase the proportion of female staff, particularly in senior positions, and in accordance with § 41 of the 2002 Universities Act it is striving to attain a balanced representation of men and women, especially on its scientific staff. Applications from qualified women are thus particularly welcomed.

1) Principal Investigators (PIs)
Fill in the following **details** for both PIs (clinical and non-clinical researcher): title, full name and contact information (e-mail address and telephone number), highest academic degree (drop-down), date of doctorate, and the board certification status (if applicable, drop-down). In the drop-down section "current employment", select whether the PI is employed at the Vetmeduni or not. If the PI is currently employed at the Vetmeduni, the name of the institute/department/organisational unit has to be specified, the current funding source has to be selected (drop-down) and the type of contract (drop-down). If the PI is not employed at Vetmeduni, the name of the current hosting institution has to be indicated. Finally, state the PI's current position (e.g. postdoc, veterinary clinician).

Upload a **CV** (2 pages, PDF upload, mandatory use of the provided CV template) with the following information:

Curriculum vitae (1 page):

- Personal information
- Higher education, including obtained degrees and dates when these were received
- Appointments/positions: a list, in reverse chronological order, of all the individual's academic/ professional appointments or other work experience
- Fellowships and awards
- Selected memberships
- Selected third party funding: a list of selected funded projects incl. project duration, funding source, granted amount of money and the role in each project
- A list of the most relevant collaborations. Indicate the names and nature of the cooperation.
- Other relevant activities/ experience: a list highlighting the broader impact of the professional and scholarly activities which focus on the generation, integration, and transfer of knowledge
- If applicable, a list of career breaks

List of Publications (1 page):
A summary of the publication record. A list of up to ten selected peer-reviewed publications published. Mark publications most relevant to the proposed research with an asterisk.

2) Mentors (clinical and non-clinical):
As for the PIs, fill in the **information** for both mentors: title, full name, highest academic degree (drop-down), date of doctorate (if applicable), their affiliation within the Vetmeduni, their position, and contact information (e-mail address and telephone number). Also, a **CV** (same template as for the PIs) has to be uploaded. Finally, upload **letters of support** (2-page PDF) from the mentors describing how they intend to support their mentees throughout the course of the project (also in terms of career development and support in acquiring additional funding), and confirming the availability of the required resources and infrastructure.

Project Basic Information

The **title** of the project, **keywords** and the **scientific disciplines** relevant to the project*.* The project ID will be set after the proposal has been submitted.

Scientific Abstract (max. 1500 characters, including spaces)
This part should provide a complete project summary. Clearly state the research question and the aims of the team as a whole. Describe the most innovative aspects of the proposed research project and how it fits to the scope of the call.

Research Project (max. 15 pages PDF upload)

A template with the structure and headings for the research project is provided in the submission system. Page numbers are indications about the expected length of each part; however, we allow for some flexibility between subsections if this allows for a more precise presentation of the project.

You may use the word-processing software of your choice but use a **common font type** such as Arial and a **font size of 11pt. Line spacing** should be between 1.15 and 1.5. If these style recommendations are significantly changed, thereby causing legibility issues, this might be

cause for formal rejection of the proposal. **Do not add any headers or footers** (such as page numbers, proposal number, title of proposal) to the file, since this information will be added automatically after the upload of the PDF. You may **include figures, tables**, etc. to improve the scientific presentation. The size limit for the overall proposal is 8 MB.

Excluded Peer Reviewers (optional)

Applicants may, without stating any reasons, exclude up to three peers (i.e. individual researchers and not institutions) from reviewing their proposal. The names will be stored in the database and will not be visible in the electronic proposal or in the PDF. We only ask international reviewers to evaluate the project, hence, no reviewer with an Austrian affiliation or with very close links to Austrian research will be asked to evaluate the proposal.

Ethics Statement (max. 750 characters, including spaces)

All animal experiments require an approval from the Vetmeduni Vienna Ethics Committee[1]. If required, information should be given with respect to the ethical approval. Is an ethical approval available covering the prospective use of data and the planned analysis? If not, state whether an additional approval is required.

Project Budget/Cost Planning

Costs are shown in **thousands of Euro**, e.g. 30.60 k Euro = 30,600 Euro.

Personnel costs: Includes the names of the PIs and their respective PhD students, as well as the possibility to allocate funding for a clinical replacement. Insert the annual salary costs for each person. For information regarding Vetmeduni internal cost calculations for salaries contact Claudia Kohla (claudia.kohla@vetmeduni.ac.at).

Non-personnel costs: Automatically allocates 15k Euro bench fees per person annually. The bench fee covers expenses for **materials,** consumables and software, **travelling costs** (to attend project related scientific events and meetings), **publication costs** (including costs for patent filing and open access publication[2]), and **workshops/conferences.** In addition, project related costs up to 35k Euro annually can be requested for **equipment**, **internal services** and **external services**. Include a concise description of costs per cost category.

Explanation of cost planning (max. 3.000 characters, including spaces): A detailed explanation of how the requested funding will be used, especially for the non-personnel costs.

Signatures

At the bottom of the webpage the proposal can be downloaded as a PDF, which also includes the signature sheet. Both PIs and both mentors are required to sign the signature sheet. Multiple copies may be used for signing. **Upload one PDF (max. 4 pages) with all the required signatures.** Hard copies of the proposal or the signatures are not required.

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[1] *Refer to the Vetmeduni "Guidelines for Good Scientific Practice":*
https://www.vetmeduni.ac.at/fileadmin/_migrated/content_uploads/GoodScientificPractice_01.pdf

[2] *Refer to the Vetmeduni "Open Access Policy": https://www.vetmeduni.ac.at/de/forschung/open-access/*