

## Guidelines for legal processing of the DOC fellowship programme

### Part 1: General provisions

- ➔ Fellowship holders who have not submitted confirmation of enrolment with the application must subsequently submit this at the latest upon acceptance of the fellowship.
- ➔ Fellowship holders are obliged to immediately notify the Department for Fellowships and Awards of any changes in name and/or address (both postal as well as email addresses).
- ➔ DOC Fellowships may be conducted by means of an **employment contract** at an Austrian university or research institution (see item 1) or as a “**new self-employed**” (see item 2).

**Note:** Fellowship holders conducting their project at a research institution of the ÖAW **must** be employed at that research institution by means of an employment contract.

#### ➔ Commencement of the fellowship

The fellowship can be started from 1 September 2024 until 1 January 2024 at the latest (on the first of each month). Exceptions (e.g. pregnancy, parental leave) are possible, but must be coordinated with the Department for Fellowships and Awards. The last possible date for commencement of the fellowship is 1 December 2025.

- ➔ In case of questions regarding the residence of third-country nationals (entry, visas, etc.), please contact your university and/or the ÖAD, Austria’s Agency for Education and Internationalisation ([www.oead.at](http://www.oead.at)).

## 1. EMPLOYMENT CONTRACTS (for employment at universities or Austrian institutions outside of universities)

### 1.1. Personnel costs

Employment at the university of research institution must be commenced by 1 January 2025 at the latest; the earliest date of commencement is **1 September 2024** (Commencement is *always* the first of the month). Commencement of employment must be reported to the Department for Fellowships and Awards at least four weeks in advance on the form provided for this purpose (**employment form**), providing information on the internal grant number and the bank account number of the research site (**by email**).

The statutory regulations as well as the university guidelines applicable on the date of signing of the employment contract apply. Employment is entered into for the duration of the length of the fellowship approved but at maximum for three years. There is no claim to extension out of funds of the fellowship programme (exception: part-time arrangement, see item 3).

**If the viva or the thesis defence is passed before the end of the fellowship period, the fellowship is deemed to be ended and the payments of the ÖAW will stop.**

The fellowship holder is obliged to send a copy of the employment contract to the Department for Fellowships and Awards.

The personnel costs approved by ÖAW (49,080 EUR per year) **are to be understood as super gross amounts** and include the statutorily provided indirect salary costs (including the employer's portion), taxes and social security.

ÖAW transfers the personnel costs in equal instalments per calendar year directly to the payroll office indicated by the fellowship holder. With salary payroll, care should be taken that the personnel costs approved by ÖAW are not increased during the term of the fellowship.

The final instalment (for the final three fellowship months) is only transferred after submission of the final report (see as well item 4, report submission).

**After the end of the fellowship, billing of the personnel costs and travel costs must be sent by email to the Department for Fellowships and Awards for the entire fellowship period (e.g. as SAP cost unit list).**

**Personnel costs may not be converted into travel costs.**

As a general rule, if personnel costs are left over, these must be paid to the fellowship holder as a premium (if the amount is high enough); travel costs that were transferred by the ÖAW but not completely used up, must be transferred back to the ÖAW.

### 1.2. Child care allowance

For children living in the common household, a comprehensive allowance for child care is possible up to a maximum of 1,900.00 EUR super gross (regardless of the number of children) per fellowship year. This amount is paid out in the payroll process with the personnel costs.

The childcare allowance can be applied for by means of an informal letter to which a copy of the birth certificate should be attached.

### 1.3. Travel costs

Fellowship holders can use up to 500,- euros per year for research stays abroad and active participation in scientific conferences. The amount for the entire approved fellowship period will be transferred with the first installment when the fellowship begins.

The travel costs must be billed directly with the university or institution where you are employed according to the guidelines in effect there. In the general annual billing sent to the Department for Fellowships and Awards, the travel costs used up must be listed.

**Note:** In case you receive a Marietta-Blau fellowship (ÖAD), the DOC fellowship must be interrupted. Travel costs for arrival and departure for your stay abroad can be reimbursed, expenses during your stay abroad cannot be covered.

## 2. NEW SELF-EMPLOYED

(no employment at universities or Austrian institutions outside of universities)

### 2.1. Personnel costs

The fellowship must be commenced at the latest by 1 January 2025; the earliest commencement date is **1 September 2024** (Commencement is *always* the first of the month).

Commencement of the fellowship must be reported to the Department for Fellowships and Awards at least four weeks in advance on the form provided for that purpose (**statement of obligation**) including information of the bank account (**by e-mail**).

Disbursal of the fellowship is only made to domestic bank accounts or to bank accounts in the EU/EEA.

Disbursal of the fellowship (49,080 EUR per year) is made by ÖAW in equal instalments per calendar year. The final instalment (for the final three fellowship months) is only transferred after submission of the final report, (see also item 4, report submission). There is no claim to extension from out of the fellowship programme funds (exception: part-time arrangement, see item 3).

**If the viva and the thesis defence are passed before the end of the fellowship period, the fellowship is deemed to have ended and payments of ÖAW will stop.**

The amounts transferred are super gross amounts. The fellowship is subject to income tax. The fellowship holder must take care of taxation and social security contributions.

Information from SVS (social security office of the commercial economy) on the subject of "New self-employed" can be found at [www.svs.at](http://www.svs.at).

**Fellowship holders are obliged to send a confirmation of the registration with SVS by email to the Department of Fellowships and Awards at the latest three months after fellowship commencement.**

## 2.2. Child care allowance

For children living in the common household, an allowance for child care of up to a maximum of 1,900.00 EUR super gross is possible per fellowship year. This amount is disbursed as a comprehensive amount (regardless of the number of children).

The allowance for child care can be applied for by means of an informal letter, with which a copy of the child's birth certificate must be enclosed.

## 2.3. Travel cost allowance

Fellowship holders can use up to 500,- euros per year for research stays abroad and active participation in scientific conferences. Congress visits are only financed if the fellowship holder presents research results there.

Any travel must be applied for in advance (**by means of a form**) and will then be checked by Joanna Kölbl ([joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)).

In this matter, the ÖAW guidelines for billing of travel costs apply and accordingly the following allowances may be granted: Transport costs, registration fees (at congresses) as well as lodgings allowances (no hotel or Airbnb bills!).

After the end of the travel, a travel cost billing (**by means of a form**) including the original receipts must be submitted by post. Only then will the costs be reimbursed.

Both forms as well as further information are available on <https://stipendien.oeaw.ac.at/en/stipendien/doc/doc-documents/travel-expenses/>

**Note:** In case you receive a Marietta-Blau fellowship (ÖAD), the DOC fellowship must be interrupted. Travel costs for arrival and departure for your stay abroad can be reimbursed, expenses during your stay abroad cannot be covered.

## 3. Information on taxation

DOC fellowships are subject to income tax. VAT (value added tax) does not have to be paid because there is no exchange of services between the ÖAW and the fellowship holders. Funding is granted regardless of a specific performance by the funding recipients to fulfill research tasks in the general public interest. According to the Ministry of Finance, the submission of a work report, which is linked to the granting of funding, cannot be seen as compensation. The fellowships are therefore not subject to VAT if only a work report has to be submitted.

### 3. PART-TIME FELLOWSHIPS

With proof of care obligations for at least one child under the age of seven, part-time employment or a part-time fellowship may be availed of.

In that case, the duration of the fellowship or the employment may be extended by a maximum of half of the contractually agreed period.

When returning the *statement of obligation* or the *employment form*, the informal application for part-time must be enclosed together with a copy of the child's birth certificate and motivation for taking advantage of part-time employment or a part-time fellowship.

An application for part-time may also be made during the funding period after the birth of a child.

### 4. INTERRUPTION OF THE FELLOWSHIP

The fellowship can be interrupted for a maximum of 12 months after consultation with the Department for Fellowships & Awards. It is not possible to interrupt the fellowship more than twice during the funding period.

An interruption must be reported at least two months before the start.

Interruptions lasting less than three months will only be approved in exceptional cases. An interruption due to an educational leave is not possible.

### 5. REPORT SUBMISSION

After half of the fellowship period as well as three months before the end of the fellowship, an interim and a final report must be submitted **on your own initiative** to the Department for Fellowships and Awards by email to [stipendien.berichte@oeaw.ac.at](mailto:stipendien.berichte@oeaw.ac.at).

All fellowship holders will be invited to present the progress of their projects at the ÖAW in the second year of the funding period. The exact date will be announced in time.

Enclosed with the report, there must be a statement by the thesis supervisor on the progress of the project. Should the interim report not be received on time, fellowship payments will be stopped. At the end of a subsequent deadline of six months, the possibility of further receipt of the fellowship will lapse.

**Disbursal of the final instalment (for the final three fellowship months) occurs after submission of the final report.**

The following points should be taken up in the **interim report** (5-15 pages):

- Survey of activities of the fellowship holder during the reporting period (stays abroad, conference participation, teaching duties, etc.) including information on their significance for the research project
- Presentation of the progress of the project (both substantively as well as organisationally), in particular progress or results in the reporting period with reference to the project application
- Presentation of planned projects up to the end of the fellowship

The following points should be taken up in the **final report** (5-15 pages):

- Survey of activities of the fellowship holder during the reporting period (stays abroad, conference participation, teaching duties, etc.) including information on their significance for the research project.
- Presentation of the progress of the project (both substantively as well as organisationally), in particular the progress or results in the reporting period with reference to the project application
- Presentation of planned projects after the end of the fellowship.

## Part 2: External Communication

### 1. PUBLIC RELATIONS

On publications, in press releases or in interviews occurring during the fellowship period or which present project results, the following notation must appear

“Recipient of a DOC Fellowship of the Austrian Academy of Sciences at the University ... “

**After successful completion of doctorate or PhD studies (also after the end of the fellowship period) the Department for Fellowships and Awards must be sent a copy of the dissertation.**

### 2. COLLABORATION

Collaboration between ÖAW and the **Institute for Human Sciences (IWM)** or between ÖAW and the **Internationales Forschungszentrum Kulturwissenschaften (IFK)** make it possible for fellowship holders from the field of the humanities, the social sciences and cultural sciences to complete a six-month research stay at one of the two institutes during the fellowship period.

Application documents of those candidates who have already expressed their interest will be forwarded to one of the two institutions. Please take into account that the IFK expects some knowledge of German (at least level B1) when applying for this.

➔ **Note:** Different requirements for “new self-employed” and employees!

For more information, please contact the Department for Fellowships and Awards.

If you are planning a stay in the US, we would like to refer you to the services of the science section of the Austrian Embassy in Washington ([www.ostaustria.org](http://www.ostaustria.org)) which advises Austrian researchers in the USA. The association ASCINA, run by a network of Austrian scientists in North America, has set itself the goal of providing support directly to young austrian researchers. You can find more detailed information on this at [www.ascina.org](http://www.ascina.org).

## DOC – Guidelines on processing

For information on organisational questions in connection with receiving your fellowship, travel costs and billing, please contact:

**Mag Joanna Kölbl**

Tel: 01/51581/1311

Email: [joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)

Forms and information regarding travel costs: <https://stipendien.oeaw.ac.at/en/stipendien/doc/doc-documents/travel-expenses/>

For information on report submission please contact:

**Mag Eva Gutknecht**

Tel: 01/51582/1310

Email: [Eva.Gutknecht@oeaw.ac.at](mailto:Eva.Gutknecht@oeaw.ac.at)

Forms and information on report submission: <https://stipendien.oeaw.ac.at/en/stipendien/doc/doc-documents/doc-information-on-submitting-reports/>