

## APART-GSK

### Guidelines for legal processing of the fellowship programme

**APART-GSK** is a funding programme for younger generation academic scholars in social sciences and humanities in the initial post-doc phase who have excelled. The programme is meant to offer young researchers on their path to academic independence the opportunity to apply for announced funding resources by themselves and with their own research idea without restriction as to subject. The funding should provide resources to the recipients in reaching an academic level that facilitates successful application for career-track positions or high-level funding awards (e.g. START programme, ERC Starting Grant).

**Eligible to apply** are national and foreign post-docs up to a maximum of three years after their doctorate who can already demonstrate outstanding publications.

The project can be carried out at any appropriate Austrian research institution, in which context part of the time funded can be spent abroad.

The fellowships are awarded for a **period** of 24, 36 or 48 months.

The amount of the fellowship (= **personnel costs**) amounts to EUR 70,000.00 gross/gross per year.

Per year, additional resources up to a maximum of EUR 12,000.00 may be applied for project-related **travel and materials costs as well as other costs** (e.g. open access publications, coaching or personnel development measures, etc.).

For **care of children** a cost allowance is provided for in a maximum amount of EUR 2,000.00 (gross/gross) per year.

In case of employment of the grant winner at a university or extra-university research institution in connection with the fellowship, **overhead** costs in the amount of 20% of the personnel costs will be paid out.

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## GENERAL

Fellowships financed by the APART programme may be completed via employment by means of an **employment contract** at an Austrian university (see item 1) or as a “**new self-employed**” (see item 2).

**Attention:** Fellowship holders carrying out a project at an ÖAW research institution **must** be employed at that research institution under an employment contract.

**Changes relating to name and/or address (both postal as well as email address) must be immediately reported to the Department for Fellowships and Awards.**

## EMPLOYMENT CONTRACTS

(employment at a university or a non-university research institution in Austria)

### Personnel costs

Employment at the relevant research venue must be commenced by 1 June 2020 at the latest; the earliest date of commencement is **1 March 2020** (commencement *always* means the first of the month).

Commencement of employment must be reported to the Department for Fellowships and Awards at the latest four weeks in advance on the form provided for this purpose (**Employment Form**) with inclusion of the internal grant number and the bank account of the research venue (**by post with original signature**).

Statutory regulations and, where applicable, the university guidelines apply. Employment will be entered into for the duration of the funding period granted, but for a maximum of four years. There is no claim to extension from the resources of the funding programme.

A copy of the employment contract must be sent to the Department for Fellowships and Awards.

The personnel costs granted by ÖAW (EUR 70,000.00 per year) are to be understood as **super-gross amounts** and include statutorily provided indirect salary costs (including the employer's portion), taxes and charges.

ÖAW will transfer the personnel costs in connection with the disbursement plan in instalment portions per calendar year directly to the payroll office indicated by the fellowship holder. In payrolling, it must be taken into account that the personnel costs approved by ÖAW are not raised or inflation-protected for the duration of the fellowship.

The final instalment (for the final three fellowship months) will only be transferred after receipt of the final report.

The employment financed by ÖAW funding payments excludes any other income-providing work (exception: adjunct lecturing).

### **Overhead costs**

In addition, ÖAW will pay the university or the non-university research facility overhead costs in the amount of EUR 14,000.00 per year (i.e. 20% of the personnel costs).

### **Childcare allowance**

For children living in the common household an allowance for childcare of up to a maximum of EUR 2,000.00 super-gross is possible per fellowship year. This amount is disbursed as a comprehensive amount (regardless of the number of children).

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

### **Travel, materials and other costs**

The recipients of an APART-GSK fellowship can additionally use the approved funding grant to finance

- project-related travel costs,
- materials costs (consumables, IT accessories and small equipment, notebook/laptop),
- other costs (e.g. for work contracts, fee bills, open access publishing, project-tailored required software, coaching and personnel development measures, etc.)

Any budget not used up in the assigned fellowship year (e.g. due to postponing a research stay) may also be used at a later point in time within the period of funding. The amount approved for the entire duration of the fellowship for travel, materials and other costs constitutes the basis of billing.

### **Travel costs**

For research stays nationally and abroad and for active participation in conferences and seminars, travel cost expenses approved may be availed of. Should the purpose of the travel not be related to the funded project, then the travel costs must be reimbursed.

### **Materials costs**

Additionally approved funding grants may be used to finance consumable materials (including books), IT accessories and small equipment (up to EUR 400.00) and a notebook or laptop (up to EUR 3,000.00).

### Other costs

For production of independent work results by third parties, work contracts may be entered into. The legal regulations for signing work contracts must be complied with.

The work contractor must possess the trade permit for the work and/or be registered with the Social Security Insurance Office for Commercial Business (SVA) as “New Self-employed”. If there is a VAT ID number then it must be disclosed.

Fee invoices must show the name and address of the issuer with an indication given of the assignment and duration of the work for which the fee was disbursed. A copy of the trade permit or the payment evidence paid to the Social Security Insurance Office for Commercial Business (SVA) for the issuer must be enclosed. If there is a VAT ID number, then it must be disclosed.

### Billing of travel, materials and other costs

The materials and other costs are to be billed with the relevant university or research institution according to the guidelines in effect there. The amount approved when the fellowship was granted will be transferred directly to the institution by ÖAW in equal instalments for the calendar year.

In connection with travel cost billing, active participation in the seminar or conference or the invitation of the hosting research institution (unless the latter is already cited in the fellowship application), must be demonstrated.

At the termination of the fellowship a billing of the personnel, travel, materials and other costs over the entire course of the fellowship (e.g. as a SAP cost centre list) must be sent by email to the Department for Fellowships and Awards.

**Reallocations between travel, materials and other costs are possible in consultation with ÖAW. Personnel costs may not be reallocated.**

## NEW SELF-EMPLOYED

(No employment at a university or a non-university research institution in Austria)

### Personnel costs

The fellowship must be commenced at the latest by 1 June 2020; the earliest commencement date is **1 March 2020** (commencement is *always* the first of the month). Commencement of the fellowship must be reported to the Department for Fellowships and Awards at the latest four weeks in advance on the form provided for that purpose (**statement of obligation**) with indication of the bank account number (**by post with an original signature**).

Disbursement of the fellowship will only be made to national bank accounts or to bank accounts in the EU/EEA zone.

Disbursement of the fellowship will be made by ÖAW in connection with the disbursement schedule in equal instalments per calendar year. The final instalment (for the final three fellowship months) will only be transferred after receipt of the final report.

There is no claim to extension from resources of the funding programme.

The amounts transferred are super-gross amounts. The fellowship is **subject to income tax**. The fellowship holder is responsible for taxation and social security contributions. Information from the SVA (Social Security Insurance Office for Commercial Business) on the subject of “New Self-Employed” can be found under [www.svagw.at](http://www.svagw.at).

At the latest three months after commencement of the fellowship, confirmation of registration with SVA must be sent by email to the Department for Fellowships and Awards at ÖAW.

### **Childcare allowance**

For children living in the common household an allowance for childcare of up to a maximum of EUR 2,000.00 super-gross is possible per fellowship year. This amount is disbursed as a comprehensive amount (regardless of the number of children).

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

### **Travel, materials and other costs**

Recipients of an APART-GSK fellowship can additionally use the approved funding grant to finance

- project-related travel costs,
- material costs (consumable materials, IT accessories and small equipment, notebook or laptop),
- other costs (e.g. for work contracts, fee invoices, open access publishing, project-tailored required software, coaching and personnel development measures, etc.).

Any budget not used up in the budgeted fellowship year (e.g. due to changing of a research stay) may also be used at a later point in time within the fellowship period. The amount approved for the entire fellowship period for travel, materials and other costs constitutes the basis for billing.

### **Travel costs**

For active participation in conferences and seminars and for research stays nationally and abroad, travel cost reimbursements may be availed of. Should the purpose of the travel not be related to the project funded, the costs will not be covered.

### **Materials costs**

Additionally approved funding resources may be used to finance consumable materials (including books), IT accessories and small equipment (up to EUR 400.00) and notebooks or laptops (up to EUR 3,000.00).

### **Other costs**

For production of independent work results by third parties, work contracts may be entered into. The legal regulations for signing work contracts must be complied with.

The work contractor must possess the trade permit for the work and/or be registered with the Social Security Insurance Office for Commercial Business (SVA) as "New Self-employed". If there is a VAT ID number then it must be disclosed.

Fee invoices must show the name and address of the issuer with an indication given of the assignment and duration of the work for which the fee was disbursed. A copy of the trade permit or the payment evidence paid to the Social Security Insurance Office for Commercial Business (SVA) for the issuer must be enclosed. If there is a VAT ID number, then it must be disclosed.

### **Billing of travel, materials and other costs**

The travel, materials and other costs will be billed directly with the ÖAW Department for Fellowships and Awards in connection with an annual billing.

The annual billing must be sent as of 31 December by 31 January of the following year to the Department for Fellowships and Awards. After termination of the fellowship, a new final billing (for travel, materials and other costs of the final fellowship year) must be transmitted to the Department for Fellowships and Awards.

The billing consists of:

- A listing of costs (e.g. an Excel table) with exact indication of date and description of the expense and amount (in the relevant currency); signed and checked by the fellowship holder for substantive and mathematical correctness

- Original vouchers, such as e.g. invoices, payment confirmations

The conversion from foreign currencies occurs according to the exchange rate of the Austrian Federal Ministry of Finance (see the current information under [https://www.bmf.gv.at/zoll/Kassenwerte\\_Zollwertkurse.html#Kassenwerte](https://www.bmf.gv.at/zoll/Kassenwerte_Zollwertkurse.html#Kassenwerte)).

Additional documents for billing of travel costs:

- Travel costs billing form (retrievable at <https://stipendien.oeaw.ac.at/stipendien/apart-gsk/apart-gsk-unterlagen/>)
- Air tickets, boarding passes, bus and railway tickets in the original
- Seminar or conference fees
- Hotel bills (up to 120 Euro per night)

Billing is only possible with proof of active participation in seminars or conferences or submission of the invitation of the research institution abroad (unless already included in the fellowship application).

Billed costs not in conformity the grant will not be recognised by ÖAW and will not be reimbursed.

**Reallocations between travel, materials and other costs are possible in consultation with ÖAW.**

## 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 unstructured 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.

## INTERRUPTION OF THE FELLOWSHIP

The fellowship may be interrupted for a maximum of one year after consultation with the Department for Fellowships and Awards. An interruption **must be reported at the latest two months before it commences**. Interruptions lasting less than three months are only granted in exceptional cases. An interruption due to an educational leave (Bildungskarenz) is not possible.

## REPORTING

After half of the funding 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).

In the final fellowship year, the fellowship holders will be invited to present their project progress in connection with an event at ÖAW. The exact date and time will be given well in advance.

Should the interim report not be received on time, then fellowship payments will be stopped. At the expiry of a second deadline of six months, the possibility of further receipt of the fellowship will lapse.

**Disbursement of the final instalment (for the final three fellowship months) will occur after receipt of the final report.**

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

- A survey of the activities of the fellowship holder during the reporting period (stays abroad, conference participation, teaching obligations, etc.) including indication of their significance for the research project
- Description of the course 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
- Description of the projects planned up to the end of the fellowship

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

- A survey of the activities of the fellowship holder during the reporting period (stays abroad, conference participation, teaching obligations, etc.) including indication of their significance for the research project
- Description of the course 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
- Forecast of projects planned after the end of the fellowship

## PUBLIC RELATIONS

On project related publications, press dispatches or interviews the notation

“Fellowship holder of the Austrian Academy of Sciences (APART-GSK) at the Institute for \_\_\_\_\_ of the University”

Or “Recipient of an APART-GSK Fellowship of the Austrian Academy of Sciences at the Institute of \_\_\_\_\_ of the University”

must appear.

## DATA PROTECTION AND DATA PROCESSING

The legal basis for processing of personal data by ÖAW is the application and, in case of award, the availing of the fellowship in connection with the APART-GSK funding programme. The processing of personal data, where necessary for the selection process and completion of the fellowship, will occur on a statutory basis or if there is a justified interest of ÖAW (article 6, paragraph 1, letters b, d and f GDPR, § 2g FOG). ÖAW processes the data for the purpose of completing the fellowship, for documentation purposes and to fulfil reporting obligations.

Recipients of the personal data are the chairpersons and members of the Award Committee (reports), referees, the administrative departments of ÖAW as well as government bodies (e.g. ministries with jurisdiction, court of audit, EU).

In addition to that, the following types of data are made available on a ÖAW internet page, and/or published in publicly accessible reports (§ 2g, paragraph 1, numeral 2 FOG): First names, family names, academic titles, gender, where applicable, institutions of origin or destination as well as title, description and additional information on the project funded.

The data will be stored as long as this is required or allowed for completion of the fellowship, for documentation purposes or for reporting obligations in relation to the public administration.

Fellowship holders have a right to information about personal data relating to them as well as to correction or restriction of processing, a right to object to processing as well as the right to portability. In addition, they have the right to appeal to the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna,

telephone: +43 1 52 152-0, email: Dsb@dsb.gv.at or with the regulatory authority with jurisdiction in another EU Member State.

More precise information on rights and contact data of the ÖAW data protection officer can be found in ÖAW's data protection statement (see <https://www.oeaw.ac.at/die-oeaw/datenschutz/>)

## NOTES

If you are planning a **stay in the United States**, we would like to draw your attention to a service of the Science Section of the Austrian Embassy in Washington ([www.ostaustria.org](http://www.ostaustria.org)) which advises Austrian researchers in the US.

The association ASCINA, managed by a network of Austrian scientists in North America has set itself the goal of providing support directly to Austrian researchers,

More precise information can be found under [www.ascina.org](http://www.ascina.org)

For information on organisational issues in connection with completion and disbursement of the fellowship as well as on billing of travel, materials and other costs, please contact:

### **Mag. Joanna Kölbl**

Department for Fellowships and Awards of ÖAW

Vordere Zollamtsstraße 3, 2. Stock, Tür 217, 1030 Vienna

Tel: 01/51581/1311

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

Forms and information on travel costs: <https://stipendien.oeaw.ac.at/en/stipendien/apart-gsk/apart-gsk-unterlagen/>

For information on reporting, please contact:

### **Mag. Eva Gutknecht**

Department for Fellowships and Awards of ÖAW

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Tel.: 01/51581/1310

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

Forms and information on reporting: <https://stipendien.oeaw.ac.at/en/stipendien/apart-gsk/apart-gsk-unterlagen/apart-gsk-berichtlegung/>