

## 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).

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

**Caution:** 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.

### 1. EMPLOYMENT CONTRACTS

(for employment at universities or Austrian institutions outside of universities)

#### 1.1. Personnel costs

Employment at the particular research site must be commenced by 1 June 2019 at the latest; the earliest date of commencement is **1 March 2019** (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 post with an original signature**).

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 grant approved but at maximum for three years. There is no claim to extension out of funds of the grant programme (exception: part-time arrangement, see item 3).

**If the viva or the thesis defence is passed before the end of the grant period, the fellowship is deemed to be ended and the payments of the ÖAW to the research site in question 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 (**38,000 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. This usually corresponds to an employment extent of 25-28 hours per week.

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.**

## 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 cost allowance

DOC fellowship holders have the opportunity of applying for a travel cost allowance. Per fellowship year a maximum of 500 EUR are provided for. The entire amount can also be taken in advance. These allowances are approved for active participation in scientific conferences and for research stays abroad.

Please report before travelling to Joanna Köbel ([joanna.koebel@oeaw.ac.at](mailto:joanna.koebel@oeaw.ac.at)) if there is a need for a travel cost allowance. The amount will then be lodged in your project account by bank transfer.

The travel costs must be billed directly with the 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.

## 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 June 2019; the earliest commencement date is **1 March 2019** (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 post with an original signature**).

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

Disbursal of the fellowship 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 grant programme funds (exception: part-time arrangement, see item 3).

**If the viva and the thesis defence are passed before the end of the grant period, the fellowship is deemed to have ended and payments of ÖAW to the research site in question 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 SVA (social security office of the commercial economy) on the subject of “new independent employees” can be found at [www.svagw.at](http://www.svagw.at).

**Fellowship holders are obliged to send a confirmation of the registration with SVA 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

DOC fellowship holders have the opportunity of applying for a travel cost allowance. Per fellowship year a maximum of 500 EUR are provided for. The entire amount can also be taken in advance. These allowances are approved for active participation in scientific conferences and for research stays abroad.

The travel must be applied for in advance (**by means of a form**) and 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!).

Congress visits are only financed if the fellowship holder presents research results there.

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 our webpage <https://stipendien.oeaw.ac.at/stipendien/doc/doc-unterlagen/doc-reisekosten/>

## 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 grant 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 submitted during the grant period after the birth of a child.

#### 4. REPORT SUBMISSION

After half of the grant 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 Eva Gutknecht ([eva.gutknecht@oaeaw.ac.at](mailto:eva.gutknecht@oaeaw.ac.at)).

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.

#### 5. INTERRUPTION OF THE FELLOWSHIP

After consultation with the Department for Fellowships and Awards, the fellowship may be interrupted for a maximum of one year. Any interruption **must be reported at the latest two months before its commencement**. Interruptions lasting shorter than three months are only approved in exceptional cases. An interruption due to an educational leave (Bildungskarenz) is not possible.

## Part 2: Internal and external communication

### 1. PUBLIC RELATIONS

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

„Stipendiat/in der Österreichischen Akademie der Wissenschaften (DOC) am Institut für\_\_\_\_\_“

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

After successful completion of doctorate or PhD. studies (also after the end of the grant 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 during the fellowship period a six month research stay at one of the two institutes.

We will forward to one of the two institutions the short version of the applications of each candidate whose dissertation project meets the research profile of IWM or IFK and who have already expressed their interest.

→ **Caution:** 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 US. The association ASCINA, run by a network of Austrian scientists in North America, has set itself the goal of providing support directly to young researchers.

You can find more detailed information on this at [www.ascina.org](http://www.ascina.org).

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

**Mag Joanna Kölbl**

Department for Fellowships and Awards of ÖAW

Postgasse 7-9, 1010 Vienna

Tel: 01/51581/1311

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

DOC – Guidelines on processing

Forms and information regarding travel costs: <https://stipendien.oeaw.ac.at/de/stipendien/doc/doc-unterlagen/doc-reisekosten/>

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/de/stipendien/doc/doc-unterlagen/doc-berichtlegung/>