

# GO.INVESTIGATIO

## [LOCATION-INDEPENDENT ARCHIVE AND TRAVEL GRANTS]

### GUIDELINES FOR PROCESSING OF THE FELLOWSHIP

#### 1. Fellowship commencement

The start of the fellowship is possible from **1 July 2024 to 1 December 2024** on the first of each month.

Please inform the Department of Fellowships & Awards at least four weeks in advance and send the signed **confirmation form** (data privacy statement) as well as the statement of obligation (**Verpflichtungserklärung**) by email to Joanna Kölbl ([joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)).

**Note: the fellowship may only be divided between two stays!**

#### 2. Payment of the fellowship

Payment of the fellowship is made by the accounting department of the ÖAW in Vienna in equal instalments per calendar year.

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

#### Taxes:

The GO. INVESTIGATIO fellowship is intended to cover the additional costs incurred as a result of and during the stay abroad. The fellowships are therefore awarded in Austria in accordance with §3 para. 1 Z. 3 lit. d Income Tax Act tax-free.

#### 3. Travel expenses

Depending on the amount of travel they will be undertaking in connection with the grant, recipients may apply for an amount of max. EUR 800.00 to cover travel and accommodation expenses.

After the travel has been completed, the form for travel cost billing (Reisekostenabrechnung) incl. receipts (boarding pass, invoices, confirmation of payment) should be sent by email to Joanna Kölbl ([joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)). Only then can the costs be reimbursed.

The ÖAW guidelines on the settlement of travel expenses apply; accordingly, the following costs may be granted: travel expenses (flight and train costs) and accommodation allowances (no hotel or Airbnb bills!).

Any eventual lodgings expenses will be reimbursed on the basis of lodgings rates (cf. The Federal State's Legal Information System, RIS (Rechtsinformationssystem des Bundes, RIS); the 2b lodgings rate applies). (see also [http://www.ris.bka.gv.at/Dokumente/BgblPdf/2001\\_434\\_2/2001\\_434\\_2.pdf](http://www.ris.bka.gv.at/Dokumente/BgblPdf/2001_434_2/2001_434_2.pdf)).

The lodging rate can also be charged if accommodation does not cost anything. The lodging rate for Austria amounts to 15 Euro per night.

Per diems (Tagessätze) are not permitted.

For travel by private car, costs equivalent to a second-class rail ticket are accepted. Taxi bills will only be accepted if justified (e.g. heavy luggage).

Forms and information regarding travel costs:

<https://stipendien.oeaw.ac.at/en/fellowships/goinvestigatio/goinvestigatio-documents/goinvestigatio-travel-expenses>

#### **4. Costs of foreign health insurance**

In addition, recipients can request a subsidy of max. EUR 300.00 to cover the costs of foreign health insurance.

Payment is made upon presentation of the completed international health insurance.

#### **5. Achievement of objectives**

Grant recipients will be required to present the results of their research projects in public and to send a final report (reporting form enclosed) to the Department for Fellowships & Awards ([Stipendien.Berichte@oeaw.ac.at](mailto:Stipendien.Berichte@oeaw.ac.at)) no later than one month after the end of the funding period. Publications authored in connection with the grant must also be presented.

Forms and information on report submission:

<https://stipendien.oeaw.ac.at/en/fellowships/goinvestigatio/goinvestigatio-documents/goinvestigatio-report>

#### **5. Public relations**

The words "gefördert im Rahmen der Archiv- und Reisestipendien GO.INVESTIGATIO der ÖAW" or "funded within the framework of the OeAW's Archive and Travel Grant GO.INVESTIGATIO" must be inserted in all publications authored in connection with the grant.

#### **6. Data protection information**

The legal basis for the processing of your data is your applying for and, in case of an award, your acceptance of the fellowship in the framework of the GO.INVESTIGATIO [Location-independent archive and travel grants] programme (article 6 (1) b EU GDPR and § 2g FOG). We process your personal data for the purpose of processing the fellowship, for documentation purposes and to meet the reporting obligations.

The recipients of your personal data are the relevant member of the committee, the administrative departments of ÖAW as well as, where applicable, government offices (e.g. the relevant ministries, the Court of Audit, EU).

In addition to that, we wish to point out that the following types of data may be displayed on an ÖAW internet page or published in publicly available reports (§ 2g, par 1, numeral 2 FOG): first names, last names, academic titles, gender, where applicable institution of origin and institution of destination as well as title, description, duration and further information about the grant project.

We save your data as long as this is required or legally allowed for processing the fellowship, for documentation purposes or for reporting obligations in regard to the public administration.

You have the right to information about the personal data relating to you as well as to rectification or restriction of processing, a right to object to processing as well as the right to data portability.

In addition, you have a right to appeal to the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: + 43 1 52 152-0, email: [dsb@sb.gv.at](mailto:dsb@sb.gv.at) or to the competent data protection authority in another EU Member State.

You will find more precise information on your rights and the contact data of ÖAW's data protection supervisor in the ÖAW Data Protection Declaration (cf. <https://www.oeaw.ac.at/die-oeaw/datenschutz/>).

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

**Mag. Joanna Kölbl**  
ÖAW Fellowships & Awards  
Tel. +43/1/51581-1311  
E-Mail: [joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)

In case of any other questions, please contact:

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ÖAW Fellowships & Awards  
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