

APART-GSK

Guidelines for the Processing of the Fellowship Program

APART-GSK is a funding program of the OeAW for excellent young researchers in the humanities, social sciences and cultural sciences (GSK) in the first post-doc phase. The program is intended to offer exceptional young researchers on their way to scientific independence the opportunity to acquire funding by themselves and with their own research idea.

The funding is intended to help prepare for the next essential career step ("2nd book" or habilitation).

Eligible to apply are post-docs from Austria and abroad who have completed their doctorate no longer than three years ago and who can already provide evidence of outstanding publications. The project can be implemented at any suitable Austrian research institution, although part of the time can also be spent abroad with funding.

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

The amount of a fellowship (= personnel costs) is EUR 89,100 gross/gross per year. Additional funds of max. EUR 12,000 per year can be applied for project-specific travel and material costs as well as other costs (e.g. open access publications, coaching or personnel development measures, etc.).

A cost subsidy of max. EUR 2,000 (gross/gross) per year is provided for childcare.

General

→ Commencement of the fellowship

The fellowship can be started from February 1, 2026 until July 1, 2026 at the latest (on the first of each month).

Exceptions (e.g. due to pregnancy and/or parental leave) are possible, but must be coordinated with the Department of Fellowships & Awards. The last possible date for the start of the fellowship is December 1, 2026.

→ Employment or "New Self-employed"

The fellowship can be carried out through employment by means of an employment contract at an Austrian research institution (see point 2.1) or as a "new self-employed person" (see point 2.2).

Please note: Fellowship holders who carry out their project at an OeAW research institution must be employed at this research institution by means of an employment contract.

→ Fellowship holders are obliged to notify the Department of Fellowships & Awards **of any changes of name and/or address** (both postal and e-mail address) immediately.

Employment / New Self-Employed

1. Employment

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

1.1. Personnel costs

Employment at the university or research institution must be taken up by July 1, 2026 at the latest; the earliest starting date is **February 1, 2026** (start is always the first of the month).

The Department of Fellowships & Awards must be notified of the start of employment at least four weeks in advance using the form provided for this purpose (*employment form*), stating *Innenauftragsnummer* and bank details of the research institution (signed by e-mail - we also accept digital signatures via ID-Austria).

The legal provisions and, if applicable, the university guidelines apply. The employment relationship is concluded for the duration of the approved funding period, but for a maximum of four years. There is no entitlement to an extension from funds from the funding program.

A copy of the employment contract must be submitted to the Department of Fellowships & Awards no later than 3 months after the start of the fellowship.

The personnel costs approved by the OeAW (89,100 euros per year) are to be understood as super gross amounts and include the legally provided non-wage costs (incl. employer's contribution), taxes and levies.

The OeAW transfers the personnel costs directly to the payroll office specified by the fellowship recipient in proportionate instalments per calendar year in accordance with the payment plan. When calculating the salary, it must be taken into account that the personnel costs approved by the OeAW will not be increased or secured during the period of the fellowship.

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

The employment financed by funding from the OeAW excludes other income-generating activities (exception: teaching assignments).

1.2. Childcare allowance

For children living in the same household, a lump-sum subsidy for childcare up to a maximum of 2,000 euros super gross (regardless of the number of children) per fellowship year is possible. This amount is paid out via payroll accounting with personnel costs.

The childcare subsidy can be applied for by means of an informal e-mail accompanied by a copy of the child's birth certificate.

1.3. Travel, material and other costs

Fellowship holders can claim additional approved funding to finance

- project-related travel expenses,
- material costs (consumables, IT accessories and small appliances, notebook/laptop),

- other costs (e.g. for contracts for work, fee notes, open access publication, project-specific software, coaching and personnel development measures, etc.).

A budget that is not used in the estimated fellowship year (e.g. due to postponement of a research stay) can also be used at a later date during the funding period. The amount of travel, material and other costs approved for the entire duration of the fellowship forms the basis for the billing.

Travelling expenses

For research stays in Austria and abroad and for active participation in conferences/meetings, approved travel expenses can be claimed. If the purpose of the trip is not related to the funded project, the fellowship holder must reimburse the travel expenses to OeAW.

Materials

Additional approved subsidies can be used to finance consumables (including books), IT accessories and small appliances (up to 400 euros) and notebooks/laptops (up to 3,000 euros).

Other costs

Contracts for work and services can be concluded for the creation of independent works by third parties. The legal provisions for the conclusion of contracts for work and services must be complied with.

The contract holder must have a trade licence for the activity and/or be registered with the *Sozialversicherungsanstalt der Gewerblichen Wirtschaft* (SVA) as a “new self-employed person”. If a VAT number is available, this must be disclosed.

Fee notes must bear the name and address of the exhibitor, with a note of the task and the duration of the activity for which the fee was paid. A copy of the trade licence or payment receipt for the *Sozialversicherungsanstalt der Gewerblichen Wirtschaft* (SVA) of the issuer must be enclosed. If a VAT number is available, this must be disclosed.

Billing of travel, material and other costs

The material and other costs must be billed with the university or research institution on the basis of the regulations applicable there.

The amount approved when the fellowship is awarded will be transferred directly to the institution by the OeAW in aliquot instalments per calendar year.

As part of travel expense reports, proof of active participation in the meeting/conference or the invitation of the host research institution – if not already submitted in the fellowship application – must be provided.

After the end of the fellowship, a statement of personnel, travel, material and other costs covering the entire fellowship period (e.g. as SAP list of cost units) must be sent by e-mail to the Department of Fellowships and Awards.

Reallocations between travel, material and other costs are possible in coordination with the OeAW. Personnel costs may not be reallocated.

2. New self-employed

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

2.1. Personnel costs

The fellowship must be started by July 1, 2026 at the latest; the earliest starting date is **February 1, 2026** (start is always the first of the month).

The start of the fellowship must be notified to the Department of Fellowships & Awards at least four weeks in advance using the form provided for this purpose (*statement of obligation*), stating the bank details (signed by e-mail - we also accept digital signatures via ID-Austria).

The fellowship is only paid out to domestic bank accounts or bank accounts in the EU/EEA area.

The fellowship is paid out by the OeAW in aliquot instalments per calendar year in accordance with the payment plan. The last instalment (for the last three months of the fellowship) will only be transferred after receipt of the final report.

There is no entitlement to an extension from funds from the funding program.

The amounts transferred are super gross amounts. The fellowship is **subject to income tax**. The fellowship holder must take care of the taxation and social security contributions himself/herself. Information from the SVA (*Sozialversicherungsanstalt der Gewerblichen Wirtschaft*) on the subject of "New Self-Employed" can be found under www.svagw.at.

No later than three months after the start of the fellowship, a confirmation of registration with the SVA must be sent to the Department for Fellowships & Awards of the OeAW by e-mail.

2.2. Childcare allowance

For children living in the same household, a lump-sum subsidy for childcare up to a maximum of 2,000 euros supergross (regardless of the number of children) per fellowship year is possible.

The childcare subsidy can be applied for by means of an informal e-mail accompanied by a copy of the child's birth certificate.

2.3. Travel, material and other costs

Fellowship holders can claim additional approved funding to finance

- project-related travel expenses,
- material costs (consumables, IT accessories and small appliances, notebook/laptop),
- other costs (e.g. for contracts for work, fee notes, open access publication, project-specific software, coaching and personnel development measures, etc.)

Any budget that is not used in the estimated fellowship year (e.g. due to postponement of a research stay) can also be used at a later date during the funding period. The amount of travel, material and other costs approved for the entire duration of the fellowship forms the basis for the billing.

Travel expenses

Approved travel expense reimbursements can be claimed for active participation in conferences/ meetings and for research stays in Austria and abroad. If the purpose of the trip is not related to the funded project, the costs will not be covered.

Materials

Additional approved subsidies can be used to finance consumables (including books), IT accessories and small appliances (up to 400 euros) and notebooks/laptops (up to 3,000 euros).

Other costs

Contracts for work and services can be concluded for the creation of independent works by third parties.

The legal provisions for the conclusion of contracts for work and services must be complied with. The contract holder must have a trade licence for the activity and/or be registered with the *Sozialversicherungsanstalt der Gewerblichen Wirtschaft* (SVA) as a new “self-employed person”. If a VAT number is available, this must be disclosed.

Fee notes must bear the name and address of the exhibitor, with a note of the task and the duration of the activity for which the fee was paid. A copy of the trade licence or payment receipt for the *Sozialversicherungsanstalt der Gewerblichen Wirtschaft* (SVA) of the issuer must be enclosed. If a VAT number is available, this must be disclosed.

Billing of travel, material and other costs

Travel, material and other costs are billed directly with the Department of Fellowship & Awards of the OeAW as part of an annual statement.

The annual statement must be sent by e-mail to the Department of Fellowship & Awards as of December 31 by January 31 of the following year at the latest. After the end of the fellowship, a final statement (for travel, material and other costs of the last fellowship year) must be sent by e-mail to the Department of Fellowship & Awards.

The billing consists of:

- statement of costs (e.g. Excel sheet) with exact date and description of the expenditure and amount (in the respective currency); signed and checked for accuracy in terms of content and calculation by the scholarship holder
- original receipts (scan in PDF format), such as invoices, payment confirmations

The conversion of foreign currencies is carried out 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).

Additional documents for the billing of travel expenses (scans in PDF format):

- Travel costs billing form (available at <https://stipendien.oeaw.ac.at/stipendien/apart-gsk/apart-gsk-unterlagen/>)
- Flight tickets, boarding passes, bus and train tickets
- Meeting/Conference Fees
- Hotel bills (up to max. 120 euros/night)

Billing is only possible if proof of active participation in meetings/conferences or presentation of the invitation from the research institution abroad is submitted (if not already included in the fellowship application).

Costs that are not invoiced in accordance with the approval of OeAW will not be recognised or reimbursed by OeAW.

Reallocations between travel, material and other costs are possible in coordination with the OeAW.

Part-time Fellowships

With proof of care obligations for at least one child under the age of 7 or in the case of chronic illness or disability, part-time employment or a part-time fellowship can be claimed. In this case, the term of the funding or employment relationship can be extended by a maximum of half of the contractually agreed period.

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

An application for part-time work can also be submitted during the funding period after the birth of a child.

Interruption of the Fellowship

The fellowship can be interrupted for a maximum of one year after consultation with the Department of Fellowship & Awards. An **interruption must be reported at least two months before the start**. Interruptions lasting less than three months are only granted in exceptional cases.

Reporting

Halfway through the funding period and three months before the end of the fellowship, an interim or final report must be sent by e-mail to the Department of Fellowships & Awards Stipendien.Berichte@oeaw.ac.at.

In the last year of the fellowship, fellowship holders can be invited to present the progress of the project at an event at the OeAW. The exact date will be announced in due course.

If the interim report does not arrive in time, the fellowship payments will be stopped. After the expiry of a grace period of six months, the possibility of further use of the fellowship expires.

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

- Overview of the fellow's activities during the reporting period (stays abroad, conference participations, teaching obligations, etc.) including information on the significance for the research project
- Presentation of project progress (both in terms of content and organisation), in particular progress and results in the reporting period with regard to the project proposal
- Outlook on planned projects after the end of the fellowship

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

- Overview of the fellow's activities during the reporting period (stays abroad, conference participations, teaching obligations, etc.) including information on the significance for the research project
- Presentation of project progress (both in terms of content and organisation), in particular progress and results in the reporting period with regard to the project proposal
- Outlook on planned projects after the end of the fellowship

Public Relations

On project-related publications, press releases or interviews, the note must be

"Fellowship holder of the Austrian Academy of Sciences (APART-GSK) at the Institute for _____ the University of _____"

bzw. „Recipient of an APART-GSK Fellowship of the Austrian Academy of Sciences at the Institute of _____ of the University _____“

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Data Protection and Data Processing

The legal basis for the processing of personal data by the OeAW is the application and, if awarded, the use of the fellowship within the framework of the APART-GSK funding program. The processing of personal data is carried out insofar as it is necessary for the selection process and the processing of the fellowship, is based on a legal basis or there is a legitimate interest of the OeAW (Art. 6 para. 1 lit. b, c and f GDPR, § 2g FOG). The OeAW processes the personal data for the purpose of processing the fellowship, for documentation purposes and for the fulfilment of reporting obligations.

The recipients of the personal data are the chairpersons and members of the fellowship committee (reports), reviewers, the administrative departments of the OeAW and government bodies (e.g. responsible ministries, Court of Auditors, EU).

In addition, the following types of data may be made available on an OeAW website or published in publicly available reports (§ 2g para 1 no. 2 FOG): first names, surnames, academic titles, gender, if applicable, institution of origin and destination as well as title, description, duration and other information about the funded project.

The data will be stored for as long as this is necessary or permitted by law for the processing of the fellowship, for documentation purposes or for reporting obligations to the public administration.

Fellowship holders have the right to information about personal data concerning them as well as to rectification or restriction of processing, a right to object to processing and the right to data portability. In addition, they have the right to lodge a complaint with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: +43 1 52 152-0, e-mail: dsb@dsb.gv.at or with a competent supervisory authority in another EU member state.

More detailed information on the rights and the contact details of the data protection officer of the OeAW can be found in the data protection declaration of the OeAW (see <https://www.oeaw.ac.at/en/oeaw/data-protection>).

Notes

If you are planning a **stay in the USA**, we would like to draw your attention to the ASCINA association. This was launched by a network of Austrian scientists in North America and aims to directly support young Austrian researchers.

You can find more detailed information on this under www.ascina.org.

For information on **organizational questions** in connection with the processing and payment of the fellowship as well as the billing of travel, material and other costs, please contact:

Mag.^a **Regina Kamauf**

Department of Fellowships & Awards of the OeAW

Phone: 01/51581/1311

E-Mail: regina.kamauf@oeaw.ac.at

Forms or information on travel expenses:

<https://stipendien.oeaw.ac.at/stipendien/apart-gsk/apart-gsk-unterlagen/apart-gsk-reise-materialkosten>

For information on **reporting**, please contact:

Mag.^a **Eva Gutknecht**

Department of Fellowships & Awards of the OeAW

Phone: 01/51581/1310

E-Mail: eva.gutknecht@oeaw.ac.at

Forms or information on reporting:

<https://stipendien.oeaw.ac.at/stipendien/apart-gsk/apart-gsk-unterlagen/apart-gsk-berichtlegung/>