INFORMATION FOR PROJECT APPLICATIONS FOR THE CALL FOR KEY PROJECTS: ACTION FOR SUSTAINABLE FUTURE

MANDATORY INFORMATION

All applications must include a cover sheet containing the following information:

- Contact person (s) and contact details
- Participating organizations
- Project title (and subtitle)
- Abstract (max. 250 words)
- Budget

For the further application, it is not obligatory to adhere to the template. The template serves as an orientation and is one possible way of structuring the application. Nevertheless, the following information must be included in the application so that the proposals can be compared and evaluated:
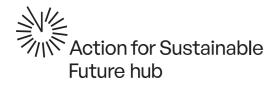
- Problem outline, research question and objective
- Implementation plan
- List of the different project participants and explanation of the selection
- Reference to the selection criteria
- Timeline
- Budget

TEMPLATE

1. INTRODUCTION (1-2 PAGES)

The introduction provides a brief and concise overview of the project, which deals with sustainability issues and can receive support from the ASF hub in terms of content and methodology. A hook or example can be used to introduce the problem. The following guiding questions should also be briefly answered in the introduction:

- What are the questions and objectives of the project?
- What scientific / artistic expertise is required?
- How will the four selection criteria be considered?
- Who are the partners and participants involved in the project?

2. IMPLEMENTATION PLAN (2-3 PAGES)

The implementation plan describes the methods and strategies planned for implementing and achieving the objectives. The following questions should be answered:

- How are the goals to be achieved and implemented?
- Which methods will be used?
- What particular advantages or special perspectives do these methods enable?

3. DETAILED REFERENCE TO THE SELECTION CRITERIA (2 PAGES)

In this part, the selection criteria for key projects defined by the Sustainability Board of the ASF hub are discussed in detail.

FOCUS ON SUSTAINABILITY

- Which SDGs does the project focus on in terms of content?
- How are they addressed?
- What synergies and/or possible contradictions arise between the SDGs?
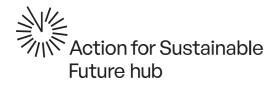
CITIZEN PARTICIPATION

- How and which groups of citizens are involved?
- What is the level of involvement?
- How is collaboration at eye level facilitated?
- How is the connection between society, art and science ensured?
- What concrete strategies are being pursued?

DIVERSITY AND INVOLVEMENT

- How is diversity achieved among the different project participants?
- How can diversity of the people involved in the project be achieved?
- How is accessibility of the projects enabled?

SOCIETAL IMPACT

- What longer-term societal impact does the project seek to achieve?
- What is the longer-term societal impact at the project outcome level as well as on the level of the collaborations?
- How can impact be achieved and enabled

4. LIST OF DIFFERENT PROJECT PARTICIPANTS (1 PAGE)

Here the different people, actors and institutions involved in the project should be listed and their importance and role within the project explained.

- Who is involved in the project and how?
- Why are these project partners suitable to carry out the project?
- What competencies do they bring to the project?
- What special perspectives does this enable?

5. TIMELINE (1 PAGE)

The timeline lists the various activities planned for and milestones to be achieved within the project, assigning them to the respective months of the project. This should clearly show the individual work packages into which the project is divided and whether this can be carried out in the planned period. Here is an example for the year 2022:

Q1 2022			Q2 2022			Q3 2022			Q4 2022		
1	2	3	4	5	6	7	8	9	10	11	12
Workpackage 1											
		Workpackage 2									
				Workpackage 3							
							Milestone 1				
										Interim report	

6. BUDGET (1 PAGE)

The budget plan provides an overview of the costs incurred and is intended to provide traceability of the activities planned in the project

The following costs can be billed:

- Personnel expenses: here an orientation is based on the cost rates of the FWF https://www.fwf.ac.at/de/forschungsfoerderung/personalkostensaetze
- Personal fees
- Material expenses and services: e.g. Catering, printing costs, advertisements, room rentals, communication and collaboration software, small equipment (e.g. digital recorder, video camera, laptops up to EUR 1500), research and office infrastructure (up to EUR 1500)
- Travel expenses: public transport, 2nd class
- Subcontracting: Third party services that serve the implementation of the activities (e.g. facilitation of workshops). When subcontracting abroad, 20% VAT must be included in the budgeting for the activity

7. LITERATURE (NOT INCLUDED IN THE PAGE COUNT)