Internal procedure for submission of project proposals

Applicant
Prepares project proposal and budget; if applicable: obtains LoI, MoU, bids and drafts of contract and partnership agreement

§26 Projects
are set up in the name of the project leader, i.e. the project leader is a contract party.
⇒ Mainly FWF ¹ and OeNB

Send to office of the Dean / Head of Centre / Head of Research Platform:
Project proposal, budget, draft of contracts

Approval/Signature by the Dean / Head of Centre / Head of Research Platform ²

§27 Projects
are set up in the name of the University of Vienna, i.e. the University is a contract party.
⇒ e.g. contract research; FFG, WWTF, EU, FWF PROFI

under € 100k
from € 100k ¹

Send to Research Services:
Project proposal, budget, draft of contracts

Approval/Signature by the Rectorate

1: ATTENTION - depending on the programme, FWF projects can fall under §26 or §27. In deviation from the normal submission process, submissions for the FWF programmes 1000-Ideen and ESPRIT for a project volume of €100k or more are also processed via the faculties.

2: If the Dean or the Head of Centre submits an application, the application is signed by the Vice Dean or Vice Head of Centre; if the application is submitted by the Head of Research Platform, the application is signed by the Rectorate.