



Fakultät für Physik

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Project submissions at the Faculty: Guidelines for applicants

Who is eligible to apply?

Persons who have an employment or independent service relationship¹ with the University of Vienna **for the entire expected duration of the project** are eligible to apply (see [Vertretungsbefugnis im Drittmittelbereich](#)). Note that an employment / independent service relationship does not necessarily have to exist at the time of application.

If such an employment relationship does not exist, the required (possibly additional) employment must be financed by the project applied for.

In addition, the [Successive Contract Regulation](#) (Kettenvertragsregelung) must be observed in all cases: If the implementation of the project requires employment that goes beyond the 8-year limit, an application cannot be submitted. Whether a shortened project duration is possible (in order to stay under the 8-year limit) depends on the funding body and the program. This must be clarified in advance.

If these **formal requirements** for eligibility to apply are met, additional content-related points specific to the respective project application must be considered. Among other things, but especially, the research project must be compatible with the Faculty's development plan, and the space and infrastructure capacities required for the project must be available.

¹ For further information on employment and independent service contracts, see: [Independent service contracts](#). Scientific project employees always get a normal employment contract.

What are the necessary steps before submitting?

In general, every application for third-party funded projects, regardless of the funding body, **with a funding volume of € 5,000 or more** (including any in-kind contributions) requires internal University approval.

For this approval, usually several departments of the University must be involved (Human Resources Department, Legal Department, Research Services Unit, Third-Party Funding Controlling, Dean's Office, Rector's Office). To guarantee a timely processing, the project data and documents (budget, draft application with work plan) must be sent to the Faculty's [third-party funding officer](#) **at least two weeks before the respective submission deadline**.

The application does **not have to be in its final version** at the time of submission. However, it must be possible to estimate the **liabilities** that the University of Vienna is likely to incur as a result of the project implementation. In particular this applies to personnel and space planning, equipment setup and infrastructure measures, as well as any legal (IPR, usage rights), financial (cost coverage) or administrative aspects (e.g. administrative overhead).

It is **strongly recommended** to inform the Faculty's [third-party funding officer](#) of any planned submission **as early as possible**.

For **excellence applications** (ERC, FWF Astra, ...) consultation with the Dean's office is required **two months** before submission.

Where can I find more detailed information?

- [Drittmittelservices](#) in the University's Intranet
- [Physik projektSERVICE](#) :: Projektmanagement (in German)
- [Successive Contract Regulation](#) (Kettenvertragsregelung)

Where can I find information about funding opportunities?

- [Aktuelle Drittmittelausschreibungen](#) in the University's Intranet
- [Aktuelle Ausschreibungen](#) of the Research Services Unit
- [Physik projektSERVICE](#) :: calls for prizes, scholarships and funding opportunities
- FWF: [Förderportfolio](#)
- FFG: [Alle Förderungen](#)
- EU: [Funding & Tenders Portal](#)
- Every two months, the Physics ProjektSERVICE sends a newsletter with current information to the group secretariats for further distribution.