



 Federal Ministry
Republic of Austria
Climate Action, Environment,
Energy, Mobility,
Innovation and Technology

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FINDING TALENT: RESEARCHERS

**CAREER GRANTS 2020
TENDER GUIDELINES**



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1 PREAMBLE

The Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK) aims at supporting people working in applied research during the entire course of their career in order to stimulate the full use of human potential in the field of application-oriented science and technology for Austria as a research location.

The focus is on topics of relevance for research policy, society and business: energy, mobility, production, ICT, human potential, space and safety & security. Please see the [BMK's](#) website for more information:

The BMK endeavours to spark young people's enthusiasm for research and development, to connect researchers with businesses and to provide equal opportunities for all so that sufficient highly qualified human resources will be available in the future.

The BMK's funds available in the "Talent" funding scheme serve to provide stimuli and create a sound foundation for training, the labor market and other relevant areas.

Table 1: Talent funding scheme

Promotion offer	Programm
Discovering talent: Young scientists	<ul style="list-style-type: none">– Internships for Pupils – Four Weeks in Science and Technology– Talents Regional – Children, Companies and the World of Research
Using talent: Equal opportunities	<ul style="list-style-type: none">– FEMtech Career – Equal Opportunities in Applied Research– FEMtech Internships for Female Students – Entry into a Research Career– FEMtech Research Projects – Gender Conscious Innovation
Finding talent: Researchers	<ul style="list-style-type: none">– The Austrian Job Exchange for Research, Development and Innovation– Career Grants for Interviews, Relocation and Dual Careers in Applied Research

All details about the Talent funding scheme are available on our [website](#).

2 KEY POINTS

Table 2: Overview of the tender

Key points - Career Grants	Further information
Short description	Funding of researchers from abroad who come to Austria: <ul style="list-style-type: none"> – for job interviews in the field of research, development and innovation – to start a new employment relationship in the field of research, development and innovation and relocate to Austria – as well as funding of the professional integration of the researcher's partner
Information on the Web	www.ffg.at/en/career-grants
Funding	Interview Grant: max. 80% of travel and accommodation costs (accommodation funding: max. € 80) Relocation Grant: max. € 2.000 Dual Career Grant: max. € 2.000
Funding rate	80 – 100 %
Funding applicants	Single researcher
Sponsor	BMK
Submission deadline	Ongoing submission The tender will be closed, once all financial means have been used up
Languages	German, English
Contact	Christine Kreuter, T +43(0)57755 – 2709 Theresa Kirschner, T +43 (0)57755 – 2720 Elisabeth Steigberger, T +43(0)57755 – 2723 E talente@ffg.at

Submission is only possible via [eCall](#) (electronic submission system of the FFG):

3 OBJECTIVES OF THE TENDER

The aim of this tender is to attract researchers from abroad for application-oriented research in Austria.

Career Grants should help to reduce personnel shortages in application-oriented research in Austria and to improve the starting position of Austrian companies and research institutions in the international competition for research staff.

4 THE BASIS OF FUNDING

4.1 What are Career Grants?

Career Grants assist researchers from abroad in starting and/or continuing their career in Austria.

The **Interview Grant** supports the travel of researchers to Austria for an interview. The duration of the applicant's stay in Austria does not have any effect on whether an Interview Grant is awarded.

The **Relocation Grant** provides financial support for the relocation to Austria to start a new employment relationship in the field of research, development and innovation. The funding applicant takes up his/her ordinary residence in Austria.

The **Dual Career Grant** serves to promote dual careers. Promoting the professional integration of a qualified partner will make it easier for researchers to decide to move to Austria. The Dual Career Grant must be **submitted by the partner** of the person applying for a Relocation Grant.

Career Grants are available to researchers of any nationality and in all scientific disciplines.

4.2 Who is eligible for funding?

Eligible are:

- **Individual researchers** (as natural persons only) who live abroad and
 - are interested in entering new employment in the field of research, development and innovation and have been invited to Austria for a job interview (Interview Grant).
 - relocate to Austria to take up new employment in the field of research, development and innovation (Relocation Grant).

A Master's degree is the minimum requirement.

- A **Partner** who relocates to Austria together with the above mentioned researcher (Dual Career Grant). Funding can only be awarded **in connection with an approved Relocation Grant**.

The partner is required to have the minimum of a Master's degree.

Researchers who are on educational leave or have been given leave of absence from an active employment relationship for the time of their research work abroad and are returning to their post in Austria **are not entitled to funding**.

4.3 What is the scope of the funding?

Funding takes the form of non-repayable subsidies. There is no legal right to a grant. Grants are awarded in accordance with available funds

Table 3: Amount of funding

Grant type	Amount of funding	Eligible costs
Interview Grant	Max 80% of eligible costs	<ul style="list-style-type: none"> – Travel costs to Austria for a job interview – Accommodation costs in Austria up to max. € 100
Relocation Grant	Max. € 2.000	<ul style="list-style-type: none"> – Travel and relocation costs for grant applicant, partner, child(ren) – Integration costs for grant applicant (German course, intercultural training)
Dual Career Grant	Max. € 2.000	<ul style="list-style-type: none"> – Integration costs for partner: <ul style="list-style-type: none"> – German course – Intercultural training – Career consultation – Childcare costs

4.4 Which costs can be claimed?

Eligible costs include all expenses that can be attributed to the interview or the relocation to Austria respectively, as well as all expenses directly and actually incurred by the applicant.

In general, funding is provided for costs incurred **after submission** of the grant application. Costs incurred prior to submission are only eligible if the invoice date dates back no longer than 4 months before the interview or before moving to Austria.

Costs that have already been funded under another funding scheme (costs charged twice or multiple times) are **not eligible for funding**.

4.4.1 Interview Grant

The funding amount is limited to 80% of the eligible costs.

Funding includes:

- **Travel costs** from abroad to a job interview in Austria (plane, train, bus, when travelling by car: petrol costs and highway toll, costs for SARS-CoV-2 testing)
The **most cost-effective way of travel** is funded (Economy class).
- **Accommodation costs** in Austria, up to a maximum of € 100 (max. funding: € 80)

Funding does not include:

- Funding applications submitted **after departing** for Austria
- Transfer costs to/from the station or airport in the country of departure
- Taxi costs
- Cancellation fees (except in direct connection with the Covid-19 pandemic)
- Costs for luggage deposit, excess luggage, food, extra costs such as parking fees

4.4.2 Relocation Grant

The maximum amount of funding is € 2.000.

Funding includes:

- **Travel and relocation costs** for the grant applicant, partner and child(ren)
 - Travel costs to Austria (plane, train, bus, when travelling by car: petrol costs and highway toll, costs for SARS-CoV-2 testing). **The most cost-effective way of travel** is funded (Economy class)
 - Removal firm costs
 - Costs for a rental truck or rental van: rent, petrol for round trip
 - Costs for relocation services
 - Costs for parcel shipment, container shipment
 - Storage costs
 - Real estate agent's fees
- **Integrations costs** for the applicant only
 - Costs for German courses that start within 6 months after moving to Austria at the latest
 - Costs for intercultural training, e.g. fee for culturally specific training in preparation for the stay in Austria or for an introduction into living and working in Austria

Funding does not include:

- Funding applications **submitted after relocating** to Austria
- Funding applications **submitted after having started work**
- Transfer costs to/from the station or airport in the country of departure
- Cancellation fees (except in direct connection with the Covid-19 pandemic)
- Costs for taxi, food, parking
- Costs for accommodation, deposit
- Costs for household items and furnishings, e.g. washing machine
- Travel expenses for relocation preparations such as finding an apartment

4.4.3 Dual Career Grant

The maximum amount of funding is € 2.000.

Funding includes:

- **Integration costs** for the partner
 - Costs for German courses that start within 6 months after moving to Austria at the latest
 - Costs for intercultural training, e.g. fee for culturally specific training in preparation for the stay in Austria or for an introduction into living and working in Austria
 - Costs for career consultation, e.g. fees for job interview coaching, job coaching, potential analysis
- **Childcare costs**
Children must be taken care of by private or public childcare facilities (e.g. nursery, kindergarten, crèche, childcare at universities) or by a pedagogically qualified person.
Only the immediate costs for childcare itself are funded, as well as costs for food and drink and costs for arts and crafts materials. These must be clearly visible on the invoice.

Funding does not include:

- Funding applications submitted **after the relocation** of the person who applied for the Relocation Grant
- Funding applications submitted **after** the person who applied for the Relocation Grant **has started work**
- Costs that are not incurred directly, such as tuition fees for private schools and commuting costs relating to childcare
- Cancellation fees (except in direct connection with the Covid-19 pandemic)

4.5 What are the criteria for assessing the applications?

Grant applications are assessed according to the following criteria:

1. Quality and relevance of the post

The post for which a job interview is held or an employment relationship is entered into, must

- at least be filled for 12 months and
- directly relate to research, development and innovation and
- have a place of employment in Austria.

2. Qualification of the applicant

Funding applicants must have an academic degree. Proof of at least a Master's degree is required.

4.6 Which documents are required for the submission?

The submission comprises

- the **Funding application** and
- the following documents:
 - Proof of an **academic degree** (minimum: Master's degree)
 - **Job advertisement** (Interview Grant)

5 SUBMISSION

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5.1 How to submit an application?

Funding applications can only be submitted via eCall (electronic submission system of the FFG). The funding applications will be reviewed in the order of receipt. The tender will be closed, once all financial means have been used up.

Submission deadlines

The FFG must receive the funding applications within the following deadlines:

- **Interview Grant: before** the researcher departs for the interview
- **Relocation Grant: before** the researcher relocates to Austria **and before** he/she starts work
- **Dual Career Grant: before** the person who has applied for the Relocation Grant moves **and** starts work

Note: The Dual Career Grant must be **submitted by the partner** of the person applying for a Relocation Grant.

We recommend submitting the application two weeks before the job interview respectively the relocation and work start. Submissions on the same calendar day (Central European Time – CET/CEST) as the start of the trip or the start of work or the interview are not possible.

Steps to Submission:

- Complete the application for funding in eCall.
- Submit the application for funding in eCall by clicking "Submission".
- Upon successful submission, you will receive an automatic confirmation. Editing of the application is disabled once submitted.

5.2 How may confidential project data be used?

Personal data obtained in connection with the initiation and performance of the funding agreement will be used by the funding provider (FFG) for the conclusion and execution of the funding agreement, for the fulfilment of the tasks entrusted and for control purposes. The details may be forwarded to the Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology for statistical purposes.

The legal basis for data processing is Art 6 (1)(b) GDPR and Art 6 (1)(c) GDPR.

6 PROJECT ASSESSMENT AND FUNDING DECISION



The formal review and assessment of the grant applications (in accordance with the eligibility criteria) is carried out by the FFG on an ongoing basis. Should it be necessary to revise the content, the applicant will be informed and will be able to correct the deficiencies within a period communicated by the FFG.

If the applicant is not eligible to apply ([see point 4.2.](#)) the application for funding will be withdrawn from further consideration.

The funding decision is made by the FFG's management on behalf of the Federal Minister for Climate Action, Environment, Energy, Mobility, Innovation and Technology.

7 FUNDING PROCEDURE

7.1 Which reports and expense records are required

All required documents are available on the our [website](#) (Downloads).

Only costs for which receipts are presented, can be accepted. The FFG reserves the right to demand any relevant documents at a later date if required.

7.1.1 Interview Grant

The following documents must be submitted electronically **no later than 1 month after the interview**:

- Form “Funding agreement including expense account form”
- Receipts of the costs submitted for funding (invoices, payment record)
- Form “Confirmation of a job interview”
We recommend that you have the job interview confirmed by your interview partner’s signature while on site.

7.1.2 Relocation Grant

The following documents must be submitted electronically **no later than 3 months after relocating**:

- Form “Funding agreement including expense account form”
- Receipts of the costs submitted for funding (invoices, payment records)
- The completed and signed form “Confirmation of taking up a post in research, development and innovation”.
- Registration certificate of the applicant as well as the partner and child(ren) for whom costs have been submitted. They serve as proof of a joint household.

7.1.3 Dual Career Grant

The following documents must be submitted electronically **no later than 6 months after the relocation** of the person who applied for a Relocation Grant:

- Form “Funding agreement including expense account form”
- Receipts of the costs submitted for funding (invoices, payment records)
- Registration certificate of the persons for whom costs were submitted. They serve as proof of a joint household.

7.2 How is the funding agreement concluded?

After the job interview or after the relocation to Austria, the signed form “Funding agreement including expense account form” must be sent to the FFG via eCall. You can find the document on our [website](#) under “Downloads”.

Following approval, the form will be signed by the FFG’s management and returned to the applicant as the funding agreement (via eCall). The applicant is not entitled to any funding until the funding agreement is concluded.

7.3 How is the funding paid out?

All submitted documents will be reviewed by the FFG. Once the review process is completed, the amount of the subsidy will be transferred ex post by bank transfer in Euro to the researcher’s bank account. We ask that you specify an Austrian bank account for the transfers if possible in order to avoid bank fees.

Foreign currencies are converted by the FFG according to the exchange rate at [OANDA](#). The conversion is made based on the exchange rate valid on the day the FFG receives the expense records.

Transfers to a company or organization are not possible.

7.4 How should project changes be communicated?

The applicant must communicate any significant changes (e.g. change of date for the job interview or the relocation) to the FFG by eCall-message immediately after he/she has become aware of such changes. Changes to the bank account details are to be made directly in the eCall system (electronic submission system of the FFG).

8 LEGAL BASIS

The legal basis for the described processing is the Programme document Talente, based on the guidelines Humanressourcen-FTI-RL.

All regulations are to be applied in the respective valid version.