

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

Information sheet

**Joint Projects (JP) /  
Joint Seminars (JS):  
Conventional procedure**



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## 1. Joint projects

### 1.1. General information

The FWF has signed a number of **memoranda of understanding** with partner organisations abroad to provide joint funding for bi- or multilateral research projects (“joint projects”) and, in some cases, for bilateral seminars or workshops (“joint seminars”).

Joint projects are cooperation arrangements in which researchers from two or more countries work together on a single research project. Researchers should submit proposals for joint projects only if the two parts of the project are so **closely integrated** that one part cannot be carried out without the other. All partners are expected to **make a substantial scientific/scholarly contribution to the project**. For less intensive forms of international cooperation (research exchanges, research visits, etc.), applicants can add an international cooperation partner to an FWF stand-alone project.

In joint projects, the project parts carried out in the participating countries are **funded separately** by the FWF and its partner organisations. In other words, if a project is approved, the FWF will cover the costs of the Austrian part of the project, while the partner organisations will fund the part carried out in their country.

### 1.2. Joint projects: Conventional procedure vs. lead agency procedure

Depending on the agreement concluded by the FWF and the partner organisation abroad, applications for joint projects are handled according to the **lead agency procedure** or the **conventional procedure**. Under the lead agency procedure, the joint project is submitted to and reviewed by only *one* of the funding agencies involved, although the individual parts of the project are funded separately. This procedure is used, for instance, in the “Weave” cooperation arrangement. For details, please consult the document “*Information for Applicants*”, which is available [here](#). In other cases, proposals are submitted under the “conventional” procedure, which is described below.

### 1.3. Conventional procedure

#### 1.3.1. Parallel submission of applications

In the **conventional procedure**, applicants are required to submit **parallel proposals** to the FWF and its partner organisation abroad. Unless otherwise specified in the call, the proposals must be submitted **at the same time**, with due attention to the call deadlines. In general, each of the two applications must follow the **guidelines of the national funding agency** to which it is submitted.

Proposals submitted under the conventional procedure are **reviewed separately** by the FWF and its partner organisation abroad. Any exceptions to this practice will be specified in the

call. A joint project is considered to be “approved” only if **both organisations** recommend funding the project on the basis of their review processes.

### 1.3.2. Submission to the FWF

Joint project proposals under the conventional procedure must adhere to the [FWF Application Guidelines for Stand-Alone-Projects](#) or, if applicable, to the [FWF Application Guidelines for Clinical Research](#). Limits on the number of pages must be observed.

The **entire project** must be described in the **work plan and project schedule**. Both the connection between the two project parts and the resources to be deployed **on each side** should be clearly described, as should the **specific added value** of the international cooperation arrangement. The application must also include the following parts:

- A **description of the project partner abroad** along with an indication of their specific contribution to the project and/or relevant skills.
- An **academic CV and publication list**, prepared according to FWF standards, for the project partner abroad.
- A **letter of intent** from the project partner abroad confirming that a parallel application is being submitted in their country (letter or e-mail will suffice for this purpose).

The submission must be made online at <https://elane.fwf.ac.at>. When submitting the application, applicants must choose the programme category “**I – International Projects**”. Once the application has been completed, a **cover** sheet can be generated. This cover sheet must be signed, stamped, and sent to the FWF by conventional mail (FWF, Sensengasse 1, 1090 Vienna) or, in conjunction with a qualified signature, via e-mail to [office@fwf.ac.at](mailto:office@fwf.ac.at). The application is not officially considered to be “submitted” until the FWF receives the cover sheet.

## 2. Joint seminars

Joint seminars are bilateral research events of several days’ duration devoted to a specific topic. They are mainly organised for the purpose of preparing joint projects or for international exchanges between researchers. Like joint projects, joint seminars require **parallel applications** to the FWF and the funding agency abroad.

The FWF currently accepts applications for joint seminars in cooperation with the Japan Society for the Promotion of Science (JSPS) and the Ministry of Science and Technology (MOST) in Taiwan. The application form and application guidelines for joint seminars are available [here](#).

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