

Fund for the Advancement of Scientific Research at
Paracelsus Medical University

(PMU Research Fund – PMU-FFF)

Guidelines for Applicants

All personnel denotations are to be understood as gender neutral. In order to maintain readability, the masculine occupational title is used.

Preamble

One of the central goals of Paracelsus Medical University is to constantly continue to develop, raise and expand excellence in research. The PMU Research Fund is a fundamental instrument for achieving this goal. The support of bio-medical research at Paracelsus Medical University strengthens the region of Salzburg as a productive, competitive research, scientific and therefore also business area. Finally, the results of these scientific undertakings guarantee the best possible health care for the population according to cutting-edge knowledge and using state-of-the-art methods.

Therefore, the scientific mission of PMU is also a socio-political mission. With the help and the generous support of the sponsors of Paracelsus Medical University, especially the sponsor Red Bull GmbH as well as the government of Salzburg county, funding for the PMU Research Fund could be significantly increased and make this mission possible. The PMU thanks everyone who has made this funding program possible.

I. Purpose and Objectives of the PMU-FFF

Project funding through the PMU Research Fund should support bio-medical research in the clinics and institutes at PMU and raise the standards of scientific medical research in Salzburg. The funding should allow for the expansion and strengthening of existing scientific work in the clinics and institutes of PMU, the support in establishing new scientific approaches, methods and procedures, and therefore add to the development of scientific focuses.

II. Funding Categories

In order to achieve the above-mentioned objectives, the following funding categories have been implemented:

- 1.) Stand Alone Project Grant
- 2.) RISE Project
- 3.) Add-On
- 4.) Long-Term Fellowship
- 5.) Short-Term Fellowship

III General Provisions

a.) There are no legal rights whatsoever for funding by the PMU-FFF. When funding of a project or part thereof by another grant agency or grant-awarding institution, aside of those listed under number 3.) Add-On, takes place without notification to the PMU, the PMU reserves the right to reclaim the allocated project funding.

b.) Equipment and other infrastructural acquisitions funded through the PMU-FFF remain the property of PMU and become its inventory.

c.) The members of the Review Board responsible for the awarding of grants from the PMU-FFF must keep confidentiality about all information that they receive within the context of the

funding program and the Review Board. The decision-making process of grant eligibility of each proposal is carried out anonymously.

d.) A capital surplus is to be built within the PMU-FFF by grant funds not utilized to be used as stated in the purpose and objectives of the PMU-FFF under I.

e.) These guidelines are valid until the scheduled evaluation in autumn 2010 and can be modified following the evaluation.

IV. Application Eligibility

Qualified applicants must be affiliated to PMU. This means that the main applicant must have a valid work affiliation with the PMU or to the Salzburger Landeskrankenanstalten [Salzburg County Medical Clinics] (SALK).

V. Organization and Procedures

a.) Review Board

The Review Board is in charge of processing the submitted proposals. It consists of two persons who oversee the procedure, one of which is sent by the County of Salzburg along with the sponsor Red Bull GmbH, and one which is sent by the Rector of the PMU, furthermore the Dean of Research of the PMU, who also acts as chairperson of the Board, a central coordinator, a legally trained person and two subject specialists from each of the areas of Basic Research I, Basic Research II, Clinical Medicine I, Clinical Medicine II, Theoretical Medicine I and Theoretical Medicine II.

The Review Board acts according to internal rules of procedure (see Appendix).

b.) Proposal Submission

The proposal is to be submitted to the Research Office of PMU in electronic form via the online platform of the PMU Research Fund (<http://www.pmu.ac.at>). A formal examination of the proposal is carried out in the Research Office. Incomplete proposals or grant applications which do not correspond to the formal requirements of the PMU-FFF (in particular by exceeding the length of application, nonconformity with the formal requirements) will be returned to the applicant. Detected deficiencies can be corrected by the applicant within a timeframe to be set by the Research Office. If the completed proposal is not submitted in due time, it will be denied by the Research Office owing to failure to meet the formal requirements. A resubmission of the revised proposal is permitted once at the next possible submission date.

c.) Examination and Decision

All proposals which meet the formal criteria are sent to the Review Board for evaluation by way of the Research Office. The Review Board meets twice a year. The allocation of the proposals to the subject specialists is carried out by the central coordinator of the Review Board. As far as stand-alone projects are concerned, a subject specialist provides recommendations for possible evaluators according to the award guidelines of each funding category. The selection of the evaluator is made by the Review Board.

After the conclusion of the evaluation process, the Review Board recommends the grant eligibility of a proposal based on the evaluation results. RISE Projects can be processed and evaluated in a circulation procedure within the Review Board. Each applicant has to be informed of the decision by the Review Board in written form.

In case of a positive decision, a grant contract is established by the Research Office. Payment and other modalities are settled in the grant contract.

d.) Reporting and Publication

In case of obtaining a grant, the applicant is required to submit a detailed, comprehensible final report within 6 weeks after the conclusion of the grant period. A separate invitation will be made in the event of a presentation of the results at the university.

In addition, the applicant is required to mention Paracelsus Medical University Salzburg including the allocated project number as funder of the research project in all publications resulting from the funded project. The applicant also agrees to send three separata of the funded publication to the Research Office of PMU. Subsequent proposals to other funding agencies which were aided by the results of the project which was funded by the PMU-FFF must also be reported to the Research Office.

1. Stand Alone Project Grant

Target Group	Scientists in bio-medical disciplines at Paracelsus Medical University
Objective	Funding of stand alone projects in the field of bio-medical research with the goal of acquiring follow-up projects through other Austrian or international funding agencies or other grant-awarding institutions ¹
Requirements	High scientific qualification at an international level; PMU-affiliation
Duration	<ul style="list-style-type: none">• maximum of 24 months• Follow-up proposals to the PMU-FFF are possible. Applications for funding of the same research project in multiple PMU-FFF grant categories is not possible. Resubmission of the same proposal (after being rejected) in this funding category is possible for once in the next possible call if recommended by the Review Board.
Maximum Amount of Funding	To be decided individually for each project; maximum grant of 45,000.00 Euro per project
Number of Funded Projects	Max. 5 projects per call
Application	<ul style="list-style-type: none">• 2 calls per year; Deadlines: May 15th and November 15th• in English (in justifiable exceptions in German)
Allocation of Funds	By the Review Board of Paracelsus Medical University according to the principles of a peer-review procedure with comments and reviews by 2 external experts, at least one of which is an international specialist.
Length of Processing	up to 5 months
Contact	Research Office of Paracelsus Medical University, Ms. Silke Weineck, E-Mail: silke.weineck@pmu.ac.at
Formal Requirements	The application must contain the following information: <ol style="list-style-type: none">a) Title of the projectb) Name of the applicant and potential co-applicants. Description of employment, employment address(es).c) Short description of the project in generally understandable form (max. 1.800 characters).

¹ Print and publication, travel costs/expenses including daily allowances and overnight accommodations, congress costs, overhead costs (administration costs even when these are required by the institution of the recipient), as well as remuneration for the applicant and his/her personal expenses are not eligible for funding.

- d) Problem Statement: Description of the objective of the planned research project with an explanation of the innovative contents in relation to current knowledge including personal project-relevant preparatory work (max. 18.000 characters), reference list of the most important project-relevant research works cited (max. 30 quotations)
- e) Work program (max. 18.000 characters): description of the planned program, methods, explanation of the experimental planning, data analysis, time schedule; upload of all required governmental licensing notices (ethics commission, authorization for animal research, etc.)
- f) Budget: detailed account for the planned use of the research grant listed according to personnel, machines and other infrastructural acquisitions, consumables, research animals, third party services and other material or immaterial acquisitions (upload or as text).
- g) Primary research location at Paracelsus Medical University
- h) Personal information of the applicant: Upload of CV (max. 2 pages), description of the scientific track record and professional career history, publication list (publications relevant to the scientific activity and listed in PubMed or other relevant publications, max. 20 quotations). Type and proportion of workload to be assigned to the respective project.
- i) Information of personnel planned to be working on the project.
- j) Information of personnel to be funded through the project: upload of CV (max. 2 pages), publication list (publications relevant to the scientific activity and listed in PubMed or other relevant publications, max. 20 quotations), description of the potentially existing employment status, employment address, home address, telephone and fax numbers, e-mail address.
- k) Collaborations: if the proposal is a collaborative project, description of the collaboration(s), name(s), and address(es) of the collaborating scientists, type and anticipated dimension of the collaboration(s) in proportion to the total amount of time and effort required for the project, max. 2.000 characters.
- l) Information of currently existing project funding, past or pending applications for funding at other grant-awarding institutions, if any, for the current research project or another one carried out in relation to it. Information of the funding agency or grant-awarding institution and the funding period; description of relationships of these relating project(s) to the present proposal, if any. Max. 2.000 characters
- m) Plan for future project proposal(s) which should be made possible by this proposal including the prospective grant-awarding institution(s) to which subsequent proposals are planned to be submitted, max. 2.000 characters.
- n) Confirmation of the institute or clinic chair or the head of the research

program (as upload): consent for carrying out the research project as well as a statement as to how this specific research project supports the scientific goals of the university clinic, institute, department, or research program concerned. Signature of the head of the clinic or institute or the head of the research program with date.

- o) Optional: list of possible reviewers for this proposal, containing name(s), affiliation(s) and e-mail address(es) of max. 3 experts affiliated to Austrian institutions and max. 3 experts affiliated to international institutions, including a short explanation of the proposed choice of reviewers. Reviewer(s) and applicant(s) must not have published in SCI-listed peer-reviewed journals as co-authors within the past 5 years. The proposal of possible reviewers is not part of the online project submission and can be sent to the Research Office via e-mail.

2. Rise Project

Target Group	Newcomers and special projects in bio-medical disciplines at Paracelsus Medical University
Objective	Funding of innovative projects or project sections with impulse character, as long as there is no funding possibility by other Austrian or international grant funding. Examples of proposals possibly eligible for funding are pilot activities, producibility studies, "proof of principle", development of prototypes, etc. ²
Requirements	Postgraduate scientists affiliated to PMU
Duration	<ul style="list-style-type: none">• Max. 12 months• Follow-up proposals for the same project in this or another funding category of the PMU-FFF, as well as the simultaneous application for grants for the same research undertaking in multiple funding categories of the PMU-FFF are not possible. Resubmission of the same proposal (after being rejected) in this funding category is possible for once in the next possible call if recommended by the Review Board.
Maximum Amount of Funding	To be decided individually for each project; maximum grant of 12,500.00 Euro per project
Number of Funded Projects	Max. 10 projects per year
Application	5 calls per year; Deadlines: January 15 th , March 15 th , May 15 th , September 15 th and November 15 th
Allocation of Funds	By the Review Board of Paracelsus Medical University based on an internal sequenced scoring, taking into consideration the criteria originality, actuality, innovation, and prospect of success. Generally, 2 projects per call will be funded.
Length of Processing	up to 8 weeks
Contact	Research Office of Paracelsus Medical University, Ms. Silke Weineck, e-mail: silke.weineck@pmu.ac.at

² Print and publication, travel costs/expenses, as well as daily allowances and overnight accommodations, congress costs, overhead costs (administration costs) cannot be funded even when these are required by the institution of the recipient, as well as funding of remuneration for the applicant.

Formal Requirements

The proposal must contain the following information:

- a) Title of the project
- b) Name of applicant
- c) Research location; Name and address of the research location, which laboratories, etc. are planned to be used, name(s) and affiliation(s) of the supervisor(s), if any.
- d) Short description of the project in generally understandable form (max. 9.000 characters) incl. problem description, layout of the hypotheses of the planned research project, description of the innovative content in relation to current scientific knowledge. Work program: description of the planned program, methods, explanation of the experimental planning, data analysis, time schedule, and all personnel working on the project, collaboration partners, budget (as upload or text) and reference list of the most important project-relevant research papers cited (max. 30 quotations). Upload of all required governmental licensing notices (ethics commission, authorization for animal research, etc.). Clear explanation of the impulse character.
- e) Personal information of the applicant: upload of CV (max. 2 pages), description of scientific track record, previous professional activity and educational history, publication list (publications relevant to the scientific activity and listed in PubMed or other relevant publications, max. 20 quotations), description of employment status, employment address.
- f) Plan for future project proposal(s) which should be made possible by this proposal including the prospective grant-awarding institution(s) to which subsequent proposals are planned to be submitted, max. 2.000 characters.
- g) Confirmation of the institute or clinic chair or the head of the research program (as upload): consent for carrying out the research project as well as a statement as to how this specific research project supports the scientific goals of the university clinic, institute, department, or research program concerned. Signature of the head of the clinic or institute or the head of the research program with date.

3. Add-On

Target Group	Scientists in bio-medical disciplines at Paracelsus Medical University
Objective	Additional funding of stand-alone projects funded by the Austrian Science Fund (FWF) or the Anniversary Fund of the Austrian National Bank (ÖNB) in a peer-review procedure, as well as stand-alone projects funded by the Austrian Research Promotion Agency (FFG) or the European Union (EU) in programs with comparable competitiveness to the stand-alone project funding of FWF or ÖNB. EU projects are only eligible for Add-On funding if the principal investigator is affiliated to PMU. ³
Requirements	<ul style="list-style-type: none">• Acceptance for funding by the FWF or the Anniversary Fund of the ÖNB or the Austrian Research Promotion Agency (FFG) or the European Union (EU). The central coordination will investigate if the FFG or EU funding program concerned has comparable competitiveness to FWF or ÖNB stand-alone project funding. In case that no information about the competitiveness can be obtained from the funding agency, the Review Board can deny the allocation of Add-On funding.• The Research Office of PMU must have been informed in written form or by e-mail about the proposal for funding at FWF or ÖNB, FFG or EU <u>at the time of application</u> at the above-mentioned grant-awarding institution, indicating the project title, applicant and grant-awarding institution.• PMU-affiliation of the main applicant (principal investigator) of the sponsored stand-alone project is a prerequisite for funding. The project must be listed at the grant-awarding institution naming the PMU as research location.
Maximum Amount of Funding	20% of the funding allocated by FWF or ÖNB or FFG or EU; max. Euro 25,000.00
Total Amount of Funding	Euro 100,000.00 per year
Application	The application for Add-On funding must arrive at the Research Office of PMU within 7 months from the acceptance for funding by FWF or ÖNB or FFG or EU (date of acceptance for funding); Deadlines: March 15 th and September 15 th .
Allocation of Funds	The Review Board of Paracelsus Medical University allocates Add-On funding without an additional review procedure, basing its decision for funding on the

³ Print and publication, travel costs/expenses, as well as daily allowances and overnight accommodations, congress costs, overhead costs (administration costs) cannot be funded even when these are required by the institution of the recipient, as well as funding of remuneration for the applicant.

reviews and decisions of the respective grant-awarding institution. If more than 4 applications for Add-On funding are submitted, the Review Board decides by an internal ranking, according to the reviews of the grant-awarding institution as given to the applicant by the funding agency, which are to be disclosed to the Research Office by the applicant upon request.

Length of Processing

up to 4 weeks

Not Eligible for Funding

Projects funded by other national or international grant-awarding institutions and projects funded by FFG or EU programs with no comparable competitiveness to FWF or ÖNB stand-alone project funding.⁴ A stand-alone project funded through the FWF as well as through the Anniversary Fund of the ÖNB by a separate application may obtain an additional Add-on grant once through the PMU-FFF.

Contact

Research Office of Paracelsus Medical University,
Ms. Silke Weineck, e-mail: silke.weineck@pmu.ac.at

Formal Requirements

The proposal must contain the following information:

- a) Informal application for Add-On funding by PMU-FFF
- b) Consent of funding including the amount of the promised grant by the FWF or the Anniversary fund of the ÖNB or FFG or EU
- c) Short summary of the contents of the project (max. 1.800 characters)
- d) Disclosure of the evaluation conveyed by the grant-awarding institution to the grant recipient (=applicant) if requested by the Research Office of PMU.

⁴ Awards, eg. Wittgenstein-Preis, as well as funding for print, publication and/or communication are not eligible for Add-On funding.
PMU-FFF: Guidelines for Applicants, as of: 15 February, 2010

4. Long-Term Fellowship

Target Group	Scientists in bio-medical disciplines at Paracelsus Medical University
Objective	Funding for work on research at an Austrian or international host institution in order to achieve sustainable scientific qualifications, skills and knowledge and/or to work on projects ⁵
Requirements	Scientists with high scientific qualifications at the level of the habilitation (in statu habilitandi) and scientists of international recognition with habilitation or a habilitation equivalent who are not eligible for other fellowship programs (such as the Schrödinger Stipendium) for formal reasons. An acceptable explanation of the non-eligibility must be attached to the proposal. Additional prerequisites for the application are the PMU affiliation, guaranteed co-funding through and assured return to the home institution.
Duration	<ul style="list-style-type: none">• 3 - 12 months• Follow-up proposals for the same project in this or another funding category of the PMU-FFF, as well as the simultaneous application for grants for the same research undertaking in multiple funding categories of the PMU-FFF are not possible.
Maximum Amount of Funding	A maximum of EUR 50,000 is available for Long-Term Fellowships per year. Funding is assigned according to the amount of the guaranteed co-funding from the home institution and does not exceed this amount. The maximum grant per fellowship is EUR 25,000.00.
Number of Funded Projects	Max. 2 fellowships per year
Application	<ul style="list-style-type: none">• Ongoing (no deadlines specified)
Allocation of Funds	By the Review Board of Paracelsus Medical University based on an internal sequenced scoring.
Length of Processing	Up to 2 months
Contact	Research Office of Paracelsus Medical University, Ms. Silke Weineck, e-mail: silke.weineck@pmu.ac.at

⁵ Print and publication, machines, as well as overhead costs (administration costs) cannot be funded even when these are required by the institution of the recipient.

Formal Requirements

The proposal must contain the following information:

- a) Title of the project
- b) Name of the applicant
- c) Research location; name and address of the host institution, which laboratories, etc. are planned to be used, etc. Name(s) and affiliation(s) of the supervisor(s), if any.
- d) Short description of the project in generally understandable form (max. 1.800 characters).
- e) Problem Statement: Description of the objective of the planned research undertaking with an explanation of the innovative contents in relation to current knowledge (max. 18.000 characters),
- f) Work program (max. 18.000 characters): description of the planned program, methods, explanation of the experimental planning, data analysis, time schedule, reference list of the most important project-relevant research works cited (max. 30 quotations)
- g) Budget: detailed account for the planned use of the research grant (as upload or text)⁶
- h) Personal information of the applicant: upload of CV (max. 2 pages), description of the previous scientific activity and professional career history, publication list (publications relevant to the scientific activity and listed in PubMed or other relevant publications, max. 20 quotations). Description of employment status, employment address
- i) Information of other grant possibilities (i.e. Schrödinger Stipendium) which cannot be applied for due to formal reasons, including detailed explanation (max. 4.000 characters).
- j) Collaborations: if the application is for a collaborative project, description of the collaboration, name, and address of the collaborating scientists (max. 2.000 characters).
- k) Plan for eventual future project proposal(s) which should be made possible by this proposal including the prospective grant-awarding institution(s), max. 2.000 characters.
- l) Upload: Letter of Acceptance issued by the host institution for this research undertaking, indicating the responsible supervisor (if applicable).
- m) Guarantee of co-funding by the home institution. Confirmation by the institute or clinic head of the head of the research program (as upload): confirmation of guaranteed return of the applicant and consent for

⁶ PMU reserves the right to claim expense vouchers, receipts or other proof of the use of the grant in case that the expenses appear unreasonable or exaggeratedly out of scale.

carrying out this research undertaking, as well as a statement as to how this project supports the scientific goals of the respective university clinic, institute, department or research program concerned. Signature of the head of the clinic or institute or the head of the research program with date.

5. Short-Term Fellowship

Target Group	Scientists (PostDoc) in bio-medical disciplines at Paracelsus Medical University
Objective	Funding for work on research at an international host institution in order to achieve sustainable scientific qualifications, skills and knowledge and/or to work on short projects ⁷
Requirements	Experienced scientists (PostDoc) who are not eligible for other fellowship programs (such as the Fellowships of the Land Salzburg) due to formal reasons. An acceptable explanation of the non-eligibility must be attached to the proposal. Additional application requisites are a PMU-affiliation and an assured return to the home institution. Co-funding by part of the home institution adds to a positive evaluation.
Duration	<ul style="list-style-type: none">• max. 3 months• Follow-up proposals for the same project in this or another funding category of the PMU-FFF, as well as the simultaneous application for grants for the same research undertaking in multiple funding categories of the PMU-FFF are not possible.
Maximum Amount of Funding	A maximum of EUR 18,000 is available for Short-Term Fellowships per year. The maximum funding per fellowship is EUR 1,500.00 per month.
Number of Funded Projects	Max. 4 fellowships per year
Application	<ul style="list-style-type: none">• 5 calls per year; Deadlines: January 15th, March 15th, May 15th, September 15th, November 15th.
Allocation of Funds	By the Review Board of Paracelsus Medical University based on an internal sequenced scoring
Length of Processing	up to 2 months
Contact	Research Office of Paracelsus Medical University, Ms. Silke Weineck, e-mail: silke.weineck@pmu.ac.at
Formal Requirements	The proposal must contain the following information: <ul style="list-style-type: none">a) Title of the projectb) Name of the applicantc) Research location; name and address of the host institution, which

⁷ Print and publication, machines, as well as overhead costs (administration costs) cannot be funded even when these are required by the institution of the recipient.

- laboratories, etc. are planned to be used, etc. Name(s) and affiliation(s) of the supervisor(s), if any.
- d) Short description of the project in generally understandable form (max. 1.800 characters).
 - e) Problem Statement: Description of the objective of the planned research undertaking with an explanation of the innovative contents in relation to current knowledge (max. 18.000 characters),
 - f) Work program (max. 18.000 characters): description of the planned program, methods, explanation of the experimental planning, data analysis, time schedule, reference list of the most important project-relevant research works cited (max. 30 quotations)
 - g) Budget: detailed account for the planned use of the research grant (as upload or text)⁸
 - h) Personal information of the applicant: upload of CV (max. 2 pages), description of the previous scientific activity and professional career history, publication list (publications relevant to the scientific activity and listed in PubMed or other relevant publications, max. 20 quotations). Description of employment status, employment address
 - i) Information of other grant possibilities (i.e. Fellowships des Landes Salzburg) which cannot be applied for due to formal reasons, including detailed explanation (max. 4.000 characters).
 - j) Collaborations: if the application is for a collaborative project, description of the collaboration, name, and address of the collaborating scientists (max. 2.000 characters).
 - k) Plan for eventual future project proposal(s) which should be made possible by this proposal including the prospective grant-awarding institution(s), max. 2.000 characters.
 - l) Upload: Letter of Acceptance issued by the host institution for this research undertaking, indicating the responsible supervisor (if applicable).
 - m) Confirmation by the institute or clinic head of the head of the research program (as upload): confirmation of guaranteed return of the applicant and consent for carrying out this research undertaking, as well as explanation as to how this project supports the scientific goals of the respective university clinic, institute, department or the research program concerned. Confirmation of co-funding by part of the home institution, if applicable. Signature of the head of the clinic or institute or the head of the research program with date.

⁸ PMU reserves the right to claim expense vouchers, receipts or other proof of the use of the grant in case that the expenses appear unreasonable or exaggeratedly out of scale..