

WTZ Grant Conditions

General

1. The aim of this programme is to support the mobility of researchers between the participating countries to carry out joint research projects. In this regard, funding will only be made available for visits and exchanges of scientists conducting joint research.
Reimbursements will only be made for activities within the scope of the guidelines and the WTZ Grant Conditions.
2. The project identification number **CZ 18/2020** given to your project should always be stated in any related correspondence on the Austrian side.
3. You may not exceed the total budget and you have to make sure the balance between incoming and outgoing researchers is kept.
A brief **project progress report** has to be submitted after one year via the WTZ online tool as a **precondition for further funding**.
4. In case your project cannot be continued and has to be cancelled, please inform us immediately and state the reasons for its discontinuation. Should the reasons given not be sufficient, all reimbursements received must be paid back. The decision is taken by the financing body (the BMBWF).
5. Scientific and financial reporting on the project is **OBLIGATORY**.
6. The researchers of each country must take adequate steps to ensure protection and sharing of the intellectual property that could result from the joint projects.
7. Joint publications by researchers have to mention the support from BMBWF and the corresponding funding authority.
8. The grant **only becomes effective** when you have signed the **letter of acceptance** and returned it to wtz@oead.at within two weeks after receipt.
9. With your signature of the letter of acceptance you confirm that you do not receive any other financial support from other institutions for the study or research project in question.

Incoming Researchers (does not apply for Bosnia and Herzegovina, China, France, Republic of Korea, South Africa and Vietnam projects)

1. Incoming researchers have to be nominated by the Project leader **at least three weeks** prior to the planned stay.
2. Accommodation expenses for incoming researchers staying in Austria up to 14 days are paid out as a daily allowance of EUR 100/day.
Accommodation expenses for incoming researchers staying in Austria for long-term visits between 14 days and 3 months; a monthly rate of EUR 1,400/month will be paid out.
3. Nominations for incoming researchers have to be done online via the login of the project leader.

Instructions for the online nomination:

- Log in with the name and password you generated for the application under the following link: <https://asp.sop.co.at/oead/LoginServlet>
 - Via the button “*Create nomination*” a new nomination for incoming researchers can be generated
 - Please choose the partner country with which you are planning the exchange
 - Choose the researcher who should come to visit your institution.
 - If the researcher does not yet exist please add his or her via “*Add new person in partner country*” and complete the required information
 - Please choose the mode of payment: either through the regional office or a bank transfer
 - After an internal check you will then get the confirmation from us, that the nomination was successfully submitted.
4. The accommodation expenses can either be paid out at our regional offices or at the Austrian host institution (pre-financing).
- At our **OeAD-Regional Office** (addresses see attached) the guest researchers will get a cheque which can be redeemed at Bank Austria.
 - The following documents have to be presented at our regional offices:
 - valid health insurance for the stay in Austria
 - ID (e.g. passport)
 - At the **Austrian host institution** (pre-financing)
If you or your institution should decide to pre-finance your guest researcher's stay, the accommodation expenses he or she is entitled to can be transferred by the OeAD GmbH to the Austrian bank account of the institution.

In this case you will receive the document “Acknowledgment of Receipt” to be filled in and signed by your guest and returned by you to wtz@oead.at.
5. Before coming to Austria, all incoming research partners have to be informed about **entry and residence conditions in Austria**. <https://oead.at/scholars-entry-conditions>.
6. All incoming researchers have to have **valid health insurance in Austria** for the length of their stay in order to receive accommodation expenses.
7. Accommodation can be booked at our affiliate OeAD Housing Office. Special conditions are available, but incoming researchers have to be nominated officially at wtz@oead.at. Rooms can only be booked via a special registration link, sent to your guest after his or her official nomination. Therefore, please let us know in advance if you would like to book a room at the Housing Office or not. For further information please see www.housing.oead.at. Please note that there is no guarantee for the availability of free rooms.
8. It is mandatory to inform the WTZ Programme Officer about all changes of the duration of the guest researcher’s stay in Austria.

Outgoing Researchers

1. Reimbursement for travel expenses of Austrian researchers to the respective partner country will only be made after their return.
Only team members who were nominated in the application are eligible for reimbursement. New team members must be nominated in written form including a short curriculum vitae (incl. date of birth) at wtz@oead.at.
2. Persons, who already receive any financial support of other programmes administered by the OeAD or other federal funding authorities at the same time as the project in question, should not be nominated. Awarding multiple federal grants and scholarships is **not permitted**. (e.g. Project member is a scholarship holder of Outgoing scholarship programmes like Marietta Blau scholarship, Aktion Austria – Slovakia, Aktion Austria – Hungary, Aktion Austria – Czech Republic or CEEPUS)
3. **New from 1 January 2020:** The **reimbursement for travel expenses** is based on the form “reimbursement for travel expenses” and submitted invoices.
We can only reimburse the travel costs, if all travel documents and proofs of payments for the specified research visit are provided in original.
If necessary we return the original documents after they have been voided.
Copies are only allowed for the proof of payment.
Only travel costs occurred to and from the cooperation institution are reimbursed.
4. Accommodation and living costs will only be covered for projects where this is mentioned in the call guidelines. The reimbursement for accommodation and living expenses is based on the form “reimbursement for travel expenses” through daily allowances.
5. We can only reimburse the travel costs, if all travel documents and proofs of payments for the specified research visit are provided in original.
6. If necessary we return the original documents after they have been voided.
7. Copies are only allowed for the proof of payment.
8. If the costs have been pre-financed by an institution which uses a SAP system or similar and the original documents have to be kept by the institution, a SAP statement or similar plus copies of the travel documents have to be provided.
These documents have to confirm that the copies are identical to the originals.
The SAP statement has to be sealed by the institution.
9. The following documents have to be provided for reimbursement:
 - Travel by plane**
 - Confirmation of booking in case of online booking or original invoice (from the travel agency, airline)
 - Copy of bank account or credit card statement indicating the respective payment/ SAP statement or similar
 - All boarding passes (if digital please submit a screenshot)
 - Travel by train/bus**
 - All original tickets (outward and return)

- Copy of bank account or credit card statement indicating the respective payment/ SAP statement or similar
 - If paid in cash (only the original tickets)
10. Travel expenses will only be reimbursed if a letter of confirmation for your visit (including the exact dates, tasks fulfilled and signature of the cooperation partner) is included. Transfers will only be made to **Austrian bank accounts**.
 11. Please be aware that all beneficiaries are responsible for possible tax payments themselves.
 12. Please submit all documents to the OeAD GmbH – Internationale Hochschulkooperation, Wissenschaftlich-Technische Zusammenarbeit (WTZ)/Scientific & Technological Cooperation. Address: Ebendorferstraße 7, 1010 Wien.

Material costs

1. If you have applied for material costs in your application you are entitled to receive this sum based on submitted invoices.
If you have not applied for this sum in your application, you cannot be reimbursed for material costs.
2. The **reimbursement for material costs** is based on the form reimbursement for material costs and submitted invoices.
We can only reimburse material costs, if all invoices and proofs of payments are provided in original.
If necessary we return the original documents after they have been voided.
Copies are only allowed for the proof of payment.
Only costs directly linked to the respective project are reimbursed.
3. If the costs have been pre-financed by an institution which uses a SAP system or similar and the original documents have to be kept by the institution, a SAP statement or similar plus copies of the documents have to be provided.
These documents have to confirm that the copies are identical to the originals.
The SAP statement has to be sealed by the institution.
Only material costs directly linked to the respective project are reimbursed. (e.g. material costs, printing costs)
We cannot reimburse e.g. conference fees, catering costs, license fees.
4. Transfers will only be made to **Austrian bank accounts**.
5. Please submit all documents to OeAD GmbH – Internationale Hochschulkooperation, Wissenschaftlich-Technische Zusammenarbeit (WTZ)/Scientific & Technological Cooperation. Address: Ebendorferstraße 7, 1010 Wien.

Reporting

1. A **brief project** progress report has to be submitted after one year via the OeAD GmbH online tool as a precondition for further funding.

2. A **final scientific and financial report** has to be submitted via the Wtz online tool no more than 3 months after the end of the project.
3. The report has to mention **outputs** of the projects compared with the **objectives** and aims of the proposal.
4. The final report must include a **short, concise summary comprehensible to laypersons**. The final report will be made available to researchers within this programme in similar disciplines.

Personal data and data processing

1. The OeAD GmbH is committed to protect and respect your privacy as guaranteed in the new General Data Protection Regulation (GDPR) of the European Union and our updated [data protection policy](#).
2. The OeAD has to be informed about any changes in personal data of the persons involved in the project.