**Please note:**

The Proposal form will be partly implemented in an electronic submission portal. The weblink will be published through the call webpage <https://lbg.ac.at/lbi-call/> by end of March 2023.

This form mirrors the submission portal and can be used to prepare the proposal submission.

Some parts of information must be entered directly in the submission portal, other parts must be uploaded as attachments.

Chapters 1 to 4 of the proposal form are to be completed directly in the electronic submission portal.

Chapters 5 and 6 are to be uploaded as a single pdf on the electronic submission portal and must adhere to the following:

* Use the same headings as in the proposal form and stay within the character/page limit as indicated for each chapter and subchapter. The blue text in this proposal form is meant as guidance and must be deleted in the final document that needs to be uploaded.
* Use a Word document with margins 2.5cm on top, 2.5cm on left, 2.5cm on right and 2.0cm on bottom.
* Use Font Arial, Font size 11 and line spacing as 1.3.
* A maximum of 3 figures may be added and embedded in the text.
* An organisational chart and a Gantt chart are mandatory.
* Figure legends (Font size 10) and references do not count towards the character limits.
* References are to be inserted as an annex within the same upload document.
* Not adhering to these conditions will disqualify you from the evaluation/selection process.

Proposal form

# Cover Sheet

## Ludwig Boltzmann Institute

|  |  |
| --- | --- |
| **Name**  |   |
| Field of science and technology classification[[1]](#footnote-1) | List all fields that will be covered by the research at the Ludwig Boltzmann Institute |
| Key words | Select up to 8 key words |

## Research Team and Consortium

The research team and consortium accept the conditions set out in the guidelines for the application for Ludwig Boltzmann Institutes. They also accept their responsibility for the compliance with all relevant legal regulations. The consortium grants to the Institute Director all the necessary powers to act on their behalf in connection with this call for proposals.

|  |
| --- |
| **Institute Director** |
| Name and Academic Title |   |
| Position title |   |
| Organisation |   |
| Department |   |
| Address |   |
| Telephone |   |
| Email |   |

|  |
| --- |
| **Research Group Leader 1 (optional)** |
| Name and Academic Title |   |
| Position title |   |
| Organisation |   |
| Department |   |
| Address |   |
| Email |   |
|  |
| **Research Group Leader 2 (optional)** |
| Name and Academic Title |   |
| Position title |   |
| Organisation |   |
| Department |   |
| Address |   |
| Email |   |
|  |
| **Adjunct PI 1 (optional)** |
| Name and Academic Title |   |
| Position title |   |
| Organisation |   |
| Department |   |
| Address |   |
| Email |   |
|  |  |
| **Adjunct PI 2 (optional)** |
| Name and Academic Title |   |
| Position title |   |
| Organisation |   |
| Department |   |
| Address |   |
| Email |   |
| **Consortium** |
| **Host Institution** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Partner Organisation 1** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Partner Organisation 2** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Partner Organisation 3** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Partner Organisation n** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Network Partner 1** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |
| **Network Partner n** |   |
| Type |   |
| Contact Person |   |
| Position title |   |
| Department |   |
| Address |   |

For additional Consortium members please copy and paste the rows as required.

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# Institute Director and team

## Institute Director’s personal profile and motivation

|  |
| --- |
| * Provide here a statement about your scientific profile, professional career and your motivation for founding a Ludwig Boltzmann Institute.
* Max. 4000 characters including spaces
 |

## Institute Director’s track record

|  |
| --- |
| * Select 5 of your most significant scientific contributions with emphasis on the most recent 5 years.
* Describe the significance of each contribution, your role, and 1 key research output to support each.
* Citations for up to 2 additional research outputs per contribution may also be listed in the “Additional research output” space.
* In order to be taken into account in the evaluation all research outputs must be publicly available – either published open access or accessible in a repository or preprint server.
* For the purpose of this application the main artefacts considered research outputs are: scientific articles, book/monograph, book chapters, and their underlying datasets.
* Max. 2500 characters including spaces for each statement on contribution.

Contribution 1:Contribution title:Statement of contribution significance and impact:Key research output citation:Additional key research outputs: |

## Institute Director’s statement on vision

|  |
| --- |
| * Describe here where you see yourself, your institute, the scientific community (scientific impact) and the society (societal impact) in 5, or even 10 years, if this proposal gets funded.
* Max. 4000 characters including spaces
 |

## Institute Director’s current lab census

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Describe the composition of the research group that you are currently leading (enter a number for each category).

|  |  |
| --- | --- |
| Predoctoral Trainees (PhD & MD, PhD) |  |
| Postdoctoral Trainees |  |
| MD Fellows |  |
| Research Staff (Technicians, Lab Managers, Research Specialists, Computation Specialists) |  |
| Undergraduates |  |
| Administrative staff |  |
| Other |  |

 |

## Qualification of the research group leaders and adjunct PIs (optional)

|  |
| --- |
| * Describe here the scientific track record and the significance of the research group leaders and adjunct PIs for the new institute in case they have been identified.
* Max. 4000 characters including spaces
 |

## Research Culture (Open Science, Diversity, Equity & Inclusion, and Training & Mentoring)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Ludwig Boltzmann Gesellschaft encourages open and inclusive lab cultures that actively share their scientific findings and provide effective mentorship and professional development to enable scientists from all backgrounds to thrive. Please use the questions below to tell us about your actions, practices, and approaches in these areas and include specific examples when possible. **Open Science*** Please tell us about your specific lab practices that support or promote early and/or open sharing of research results, tools, or materials and that ensure the use of [FAIR (findable, accessible, interoperable and reproducable) principles](https://www.go-fair.org/fair-principles/) for data use and dissemination of results. Examples may include use of preprints, publishing in open access journals (mandatory), submissions to public databases, etc.
* In case of funding, a detailed data management plan has to be submitted latest by the end of month 4 after the start of the Ludwig Boltzmann Institute. A template will be provided for successful applicants.
* Max. 2500 characters including spaces.

**Diversity, Equity and Inclusion*** What actions will you take to ensure diversity, equity, or inclusion within your laboratory, institution, and/or your community?
* Max. 2500 characters including spaces.

**Training and Mentoring*** Please describe your current mentoring approach to create a productive and supportive training environment in your laboratory. Include how your approach was informed by your prior experiences as a mentee or mentor.
* Max. 2500 characters including spaces.
* Enter details in the trainee history table. Add rows as required. Trainees include research degree students, predocs and postdocs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name:  Last, First** | **Highest Degree(s) held prior to your lab** | **Dates in your lab (m/y - m/y)** | **Position(s) subsequent to training in your lab** | **Current position  (title, institution or employer)** |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |

 |

# Research Program Abstract

|  |
| --- |
| * Provide a summary of the research program. Provide an overview of the research questions and goals of the research program. The content should be easily understood by scientists who are not experts in your scientific discipline.
* IMPORTANT: The international experts for review of your proposal are selected on the basis of your statements in this section.
* Max. 4000 characters including spaces
 |

# Research at the planned institute

## State of Research, research questions and objectives

|  |
| --- |
| * Please provide an overview of the current state of research.
* Give a concise description of the research project and scientific objectives.
* Outline the research questions, hypotheses, and the scientific challenges the proposed Ludwig Boltzmann Institute addresses.
* Please provide information on the research program for the whole duration of 7 years, but give more details for the first 4 years.
* Max. 4000 characters including spaces
 |

## Research Plan including methodology

|  |
| --- |
| * Give an organisation chart with details on Institute director and the research program, as well as the different programme lines and the respective research group leaders. Use template provided and insert as appropriate .
* Describe the different programme lines. All individual programme lines must be part of the larger research program, and in combination create benefit.
* The objectives should be achievable within the duration of your Ludwig Boltzmann Institute. Clearly describe the deliverables for the first seven years.
* Specify the methodology you intend to use to answer your research questions and to reach the objectives.
* Describe the basic working principles and concepts and why the chosen approach/specific mix of approaches is the most suitable for the addressed research questions.
* Describe the methodology and proposed personnel for each programme line.
* Max. 24,000 characters including spaces
 |

## Relevance and Innovativeness

|  |
| --- |
| * Describe the scientific and societal relevance and potential impact of the proposed work and the timeliness of the research. Explain which aspects of the proposed research project are especially innovative.
* Max. 4000 characters including spaces
 |

## Work and Time plan for the first seven years (Gantt chart)

|  |
| --- |
| * Describe a work and time plan and include a Gantt chart.
* Max. 1 page
 |

## Implementation of the Open Innovation in Science/ Citizen Science/Outreach aspects

|  |
| --- |
| * Describe here how you plan to implement the open innovation in science/ citizen science/outreach aspects as stated in chapter 3.5.2. in the call guidelines.
* Max. 4000 characters including spaces
 |

# Consortium

## Host Institution

|  |
| --- |
| * Provide an overview of the role, competencies and activities of the host institution. Comment on how the host institution is contributing to and promoting the scientific excellence of the planned institute.
* Also describe the interests and motives for which the host institution is taking part in the project, what you expect from the cooperation and how this institute fits in with the strategic orientation of the host institution.
* Describe the provided infrastructure and facilities.
* Max. 4000 characters including spaces
 |

## Partner organisations

|  |
| --- |
| * Provide an overview of the roles, competencies and activities of the partner organisations involved. Describe what the individual partner organisations contribute in terms of know-how, resources and financial contributions.
* Also describe the interests and motives for which the partner organisations are taking part in the project, what you expect from the cooperation and how this institute fits in with the strategic orientation of the partner organisations. Why was this particular partner organization chosen to carry out the research program designed; describe what is characteristic of the participating partner organisations and how the scientific connection is guaranteed. In any case, partner organisations must play an active role and help shape the program in a comprehensible manner. They should not be "mere" donors, but should bring a great deal of commitment due to their great self-interest and develop the research program into a coherent, distinctive and unique project.
* Explain why the intended goals in this consortium can be achieved through this specific form of cooperation. Show why a continuation or a newly established partnership makes sense and how this creates added value for the planned project. Describe how the cooperation and networking of the projects into a coherent program creates an additional advantage or benefit that goes beyond the sum of individual projects.
* In addition, show that the planned research activity will not lead to any duplication with existing activities. The Ludwig Boltzmann Institute may not cover existing running costs of the partner organisations.
* Max. 6000 characters including spaces
 |

## Network Partners

|  |
| --- |
| * Provide an overview of the roles, competencies and activities of the network partners involved. Describe what the individual network partners contribute in terms of know-how and resources.
* Max. 4000 characters including spaces
 |

1. 4-digit code as defined in: [Statistik Austria. Erhebung über Forschung und Experimentelle Entwicklung 2021. Österreichische Systematik der Wissenschaftszweige 2012; 2021](https://www.statistik.at/fileadmin/pages/1185/FE21-B2-WZ.pdf). (English translation of disciplines available from page 5 of the PDF file). [↑](#footnote-ref-1)