

Grant Conditions

WU strives to put its centrally raised third-party funds to the most efficient use possible, while remaining transparent to both sponsors and grant recipients. To help us achieve this goal, please keep the following grant conditions in mind.*

Please return a signed copy of these grant conditions to the Research Service Center

Payout of funds

- Funds can only be paid out after submission of the **original receipts and invoices**, according to the **cost schedule** included in the application.
- Investments in **equipment of over € 400** (e.g. computers) must be cleared with the Research Service Center before purchase (WU IT equipment investment guidelines apply)
- WU reserves the right to demand **repayment** of inappropriately invested funds.

Project duration

- Grant-funded research must commence **within six months of grant approval**. An extension of the commencement date by up to one year after receipt of grant approval is subject to approval by the Vice-Rector for Research. Should the extension not be approved or work on the project not commence within one year of grant approval, then the grant approval becomes void and the funds will no longer be available for the project.
- Grant-funded research must be concluded by the **date stated in the application**. An extension of up to 50% of the entire project duration is possible. If the project is still not concluded after expiration of this extension period, any grant funds still left over will no longer be available.
- **Termination** of an active **employment relationship** with WU also **terminates** any currently running, not yet completed **research projects**. Any grant funds still left over at this time will no longer be available.

Projects with publication bonus

- Some projects come with a **publication bonus** (e.g. the Erste Bank Award for CEE Research, FESTO Fellowship). Results must be published with a reference to WU as the research institution. Publication bonuses can only be paid out to researchers **currently employed** at WU.

Reporting

- **Final reports** and any publications resulting from the research project must be submitted to the Research Service Center immediately after conclusion of the project. WU forwards these final reports to its sponsors to document the use of funds.

Fees and taxes

- Any fees and/or taxes associated with the awarding of grant funds shall be borne by the **grant recipient**.
- When ordering or purchasing products or services abroad, please keep in mind that in most cases the invoices or receipts will not include VAT. For this reason, the applicable taxes will be added to the amount during accounting (reverse charge; VAT at a rate of 20% will be added to the price paid).

The **Research Service Center** reserves the right to have the **Personnel Office** verify the following information:

Active employment status with WU, expected termination date of employment

Small-scale junior faculty projects

Incentives (e.g. for subjects of interviews or experiments) paid out during small-scale junior faculty projects must be clearly defined as rewards for participation, and well documented (purpose, amount).

Independent contractor agreements assigned as part of small-scale junior faculty projects are subject to §7 (4a) of the [Directive of the Rector's Council on granting powers of attorney to employees of WU Vienna University of Economics and Business](#) (in German) pursuant to § 28 (1) of the Universities Act (i.e. **prohibition of legal transactions between WU and parties related to WU employees**).

Guidelines for hourly pay: When calculating costs for project activities as part of a small-scale junior faculty project, project heads should keep the following guidelines for hourly pay (for work performed on the basis of an independent contractor agreement) in mind:

Category 1 – unskilled work: € 10 to 15

Category 2 – skilled work: € 20 to 25

A written statement of justification must be provided for any wages paid that are above or below these guidelines.

The following WU service units will be happy to answer any further questions you may have:

- Research Service Center (general information, applications, reporting)
- Personnel Office (hiring staff)
- Third-Party Funding Office (registration of projects, internal account numbers, infrastructure expense refunds)
- Legal Affairs Office (contract templates for staff hiring)

Project head: _____

Project title: _____

Date

Signature of grant recipient

*) applies to:

Seed funding for initiating projects (WU grants)

Erste Bank Award for CEE Research

FESTO Fellowship

Research contracts

Small-scale junior faculty projects

MOE Erste Bank grant