

## **Grants for Foreign Language Services**

### **Funding provisions valid from 1 January 2020**

#### **Eligible Applicants**

Scientific staff of WU Vienna, who are the authors of the publications or contributions specified in the application.

#### **Eligible Services**

##### Proofreading of

- Articles in scientific journals which are relevant to WU (WU Journal Rating, Department Journal Ratings, Scopus, Web of Science)
- Chapters in relevant edited books and proceedings
- Applications for funding in international calls, e.g. for EU- or FWF projects

##### Coaching

For presentations of

- Foreign-language contributions to scientific conferences
- Foreign-language guest lectures by invitation from a university
- Hearings regarding applications for funding in international calls

#### **Non-eligible services**

- Proofreading of monographs
- Proofreading in a native language of the author(s)
- Foreign language services used in connection with remunerated contract research, or research funding projects where such services are funded by the funding agency
- translations

Proofreaders and coaches are to be chosen based on expertise and considering best value for money.

#### **Funding**

Maximum funding amounts:

Proofreading: max. €7,90 per 1000 characters incl. VAT (excluding spaces and references) up to a maximum amount of €850.

Coaching: max. €105 incl. VAT per hour (60 minutes)

The maximum funding per person/edited book and year will not exceed €3000.

### **Application procedure**

Please submit your grant applications to the Research Service Center via [the online form provided](#) after payment of the fee. Should you have questions regarding the application procedure or eligibility of your paper/presentation, do not hesitate to contact us at any point.

Applications for funding may be transmitted any time and will be considered upon submission. Eligibility of applications and funding amounts will be decided by the Research Service Center.

You may choose one of the following payment/refund options:

#### The invoice was paid by the applicant

In addition to your invoice, please also attach a proof of payment (bank statement), and specify your IBAN and BIC in the online form. You may not choose this form of reimbursement if the services were provided by a WU employee (see below).

#### The invoice was paid by the organisational unit

In addition to your invoice, please also attach the SAP booking reference as proof of payment, and specify the internal routing number (IA number) in the online form.

### **Special case of WU employees as providers of foreign language services**

Should the foreign language service be supplied by a WU employee, please note the following requirements:

- The service has to be provided outside their regular contract on basis of a service contract (see Reference [Rundschreiben hinsichtlich Werkverträge von WU-Dienstnehmer/innen mit der WU](#) and [Rundschreiben Honorarnoten bei Drittmitteln](#) for further details).
- Additional fees (social security and taxes) will be added to the amount stated on the invoice. These can only be reimbursed up to the maximum grant amount as calculated using the character count or coaching hours). Should you wish to ensure that the fee does not exceed the maximum grant amount, you may agree in the contract that the fee includes all non-wage labour costs. The fee paid to the service provider will correspondingly be lower.
- In this case, the invoice **MUST** be paid by the institute. WU will not be able to reimburse you should you pay the invoice directly, as this would constitute a circumvention of the non-wage labour costs.

#### Contact person:

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*Research Service Center*