

## POST-DOCTRACK-PROGRAMME

### Guidelines for processing

#### 1. Fellowship commencement

The fellowship must be commenced by 1 May 2021 at the latest. The earliest possible date for commencement is 1 February 2021. Commencement of the fellowship is in any case the first of the month. Please inform us at the latest four weeks prior to the date of commencement and send us the statement of obligation (*Verpflichtungserklärung*) or the employment form (*Anstellungsformular*), filled out and signed, in the original, as well as the signed confirmation of Data Protection Information.

You may avail yourself of the fellowship as a new self-employed (“Neue Selbständige”) or in connection with employment at a university or non-university institution in Austria.

##### 1. 1. New self-employed

###### 1. 1. 1. Personnel costs

The Department for Fellowships and Awards must be informed at the latest four weeks in advance on the form intended for this purpose (**statement of obligation**), including information of the bank account (to be sent by post with an original signature).

Disbursal of the fellowship will only be made to a domestic bank account or to a bank account in the EU/EEA area.

Disbursal of the fellowship is made by ÖAW in equal instalments per calendar year. The amounts transferred are super gross amounts. The fellowship is subject to income tax. The fellowship holder must take care of taxation and social security contributions on his or her own.

Information from the *Sozialversicherung für Selbständige* (SVS) can be found at [www.svs.at](http://www.svs.at).

You are required to send us confirmation (by email) of your registration with SVS at the latest three months after commencement of the fellowship.

###### 1. 1. 2. Travel expenses

Post-DocTrack-fellowship holders have the option of applying for a travel cost allowance up to a maximum amount of EUR 2,000.

Please notify the Department for Fellowships and Awards ([joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)) prior to travelling of the tentative costs by using the form for travel costs application (*Reisekostenantrag*). Any eventual lodgings costs are reimbursed on the basis of lodgings rates (cf. The Legal Information System of the Federal State, RIS; lodgings rate 2b applies).

After the travel has been completed, the form for travel cost billing (*Reisekostenabrechnung*) should be sent by post with the original receipts (boarding passes, bills, cost printout). The costs will subsequently be reimbursed.

## **1. 2. Employment contracts**

(For employment at universities or non-university research institutions in Austria).

### **1. 2. I. Personnel costs**

The Department for Fellowships and Awards must be informed at the latest four weeks in advance on the form intended for this purpose (**employment form**), including an indication of the internal grant number and the bank account of the research institution (to be sent by post with an original signature).

The statutory regulations applicable at the time of signing of the employment contract as well as the university guidelines apply. Employment is contracted for the duration of the grant period awarded. The fellowship holder is required to send a copy of the employment contract to the Department for Fellowships and Awards.

The personnel costs granted by ÖAW (euro 38,000 per year) are to be understood as super gross amounts and include the statutorily provided indirect salary costs (including the employer's portion), taxes and charges.

ÖAW transfers the personnel costs in equal instalments per calendar year directly to the payroll office indicated by the fellowship holder. With salary payroll, care should be taken that the personnel costs approved by ÖAW are not increased during the term of the fellowship.

After the end of the fellowship, a billing for personnel costs and travel expenses for the entire fellowship period is to be sent (for instance as an SAP cost item list) by email to the Department for Fellowships and Awards.

Personnel costs may not be converted into travel costs.

### **1. 2. 2. Travel costs**

Post-DocTrack-fellowship holders have the option of applying for a travel expenses allowance up to a maximum amount of EUR 2,000. Please notify the Department for Fellowships and Awards by email ([joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)) prior to travelling of the tentative costs.

The amount you indicated will then be transferred to your project account.

The travel expenses must be billed directly with the institution where you are employed according to the guidelines applicable there. In the general final billing, to be sent to the Department for Fellowships and Awards, travel costs used up must be itemised.

## **2. Report**

At least one month after the end of the grant period, a final report must be sent by email to the Department for Fellowships and Awards ([Stipendien.Berichte@oeaw.ac.at](mailto:Stipendien.Berichte@oeaw.ac.at)). Please use the Reporting Form for this purpose. Publications resulting from the grant as well as any eventual evidence of submission of an application to a national or international grant organisation must likewise be attached.

### 3. Public relations

In all publications resulting from the grant, the notation “Funded in the framework of the ÖAW Post-DocTrack-programme” or “gefördert im Rahmen des Post-DocTrack-Programms der ÖAW” must be indicated.

### 4. Data protection information

The legal basis for the processing of your data is your applying for and, in case of an award, your acceptance of the fellowship in the framework of the Post-DocTrack-programme (article 6 (1) b EU GDPR and § 2g FOG). We process your personal data for the purpose of processing the fellowship, for documentation purposes and to meet the reporting obligations.

The recipients of your personal data are the relevant member of the committee (reports), the administrative departments of ÖAW as well as, where applicable, government offices (e.g. the relevant ministries, the Court of Audit, EU).

In addition to that, we wish to point out that the following types of data may be displayed on an ÖAW internet page or published in publicly available reports (§ 2g, par 1, numeral 2 FOG): first names, last names, academic titles, gender, where applicable institution of origin and institution of destination as well as title, description, duration and further information about the grant project.

We save your data as long as this is required or legally allowed for processing the fellowship, for documentation purposes or for reporting obligations in regard to the public administration.

You have the right to information about the personal data relating to you as well as to rectification or restriction of processing, a right to object to processing as well as the right to data portability.

In addition, you have a right to appeal to the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: + 43 1 52 152-0, email: [dsb@sb.gv.at](mailto:dsb@sb.gv.at) or to the competent data protection authority in another EU Member State.

You will find more precise information on your rights and the contact data of ÖAW’s data protection supervisor in the ÖAW Data Protection Declaration (cf. <https://www.oeaw.ac.at/die-oeaw/datenschutz/>).

For information on organisational questions in connection with receiving your fellowship, travel costs and billing, please contact:

**Mag. Joanna Kölbl**

ÖAW Fellowships and Awards

Telephone 01/51581-1311

Email: [joanna.koelbel@oeaw.ac.at](mailto:joanna.koelbel@oeaw.ac.at)

In case of any other questions, please contact:

**Mag. Eva Gutknecht**

ÖAW Fellowships and Awards

Telephone 01/51581-1310

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