

Funding Guidelines

(1) **Funding may be provided for the following:**

- excellent research and teaching (e.g., W&R-Awards)
- academic research projects (e.g., academic studies and surveys)
- academic research publications (e.g., printing costs for publishing a doctoral thesis)
- interdisciplinary, practice- and performance-oriented student education (e.g., study excursions, teaching materials)
- junior researchers such as Pre- and Post-docs (e.g., research stays, scientific conferences, training programs)
- activities in knowledge transfer (e.g., events, conferences, talks)
- public relations to acquire students and contribute to positioning the faculty on the international level

(2) **Funding is allocated according to the following guidelines:**

- Funding applications must be submitted electronically (**Alexandra.Rausch@aau.at** or **wiwi-verein@aau.at**) or via internal mail (Alexandra Rausch, Department of Management Control and Strategic Management) no later than two weeks before the start of the activity to be funded. In justified exceptional cases, a shorter submission period may be granted.
- Applications must include:
 - a description of the activity to be funded,
 - the activity's significance for science, teaching, and the economy, and
 - an overview of the costs and the financial situation, including other funding approvals and an appropriate share of costs to be paid by the applicant.
- Applications to support travel expenses can be only submitted by junior researchers (e.g., Pre-docs and Post-docs) and students. The travel expenses incurred have to be directly tied to an active contribution by the applicant (e.g., talk, presentation). Travel expenses are supported up to 50 % of total cost and up to 1,200€.
- Applications to support activities in education and training submitted by junior researchers and students have to be directly related to their scientific research or their studies. A reference letter by the supervisor has to be attached to the application.
- Applications for financial support regarding copy-editing and language editing services for junior researchers and students in doctoral programs have to meet the following prerequisites:
 - The academic journal contribution (full paper) must be at least conditionally accepted or under review and close to final acceptance.
 - The applying junior researcher is either the only author or the first author of the contribution.
 - The funding may amount to 75% of the costs but is capped at a maximum of 150€ for language editing, 300€ for copy editing, and 375€ for a combined copy and language editing service.
- Funding applications of up to 100€ are decided by the managing director. Funding amounts between 100€ and 4,000€ are decided by mutual agreement between the Chairperson, the managing director, a faculty representative on the board, and the Dean of the Faculty of Business and Economics. If there is no agreement, the board makes the decision. Funds exceeding 4,000€ must be approved by the board in a circular resolution.

- (3) **Payment:** 50% of the funding is paid out at the beginning of the supported activity, and 50% after the final report has been submitted. If activities in education and training are funded, a confirmation of participation has to be attached.

Further information on the Verein are available at wiji-foerderverein.aau.at.