

## MOBILITY FELLOWSHIPS – SPRING CALL

Outgoing mobility for researchers at the following universities, including the Strategic Partners

The University of Chicago  
Fudan University  
The Hebrew University of Jerusalem  
Kyoto University  
King's College London  
The University of Queensland  
Seoul National University  
Stanford University  
University of Toronto  
Yonsei University  
University of Zurich

### **Aims:**

- Intensifying networks of researchers of the University of Vienna with their respective colleagues at selected host universities, including its Strategic Partner Universities
- Fostering internationalization of the scientific staff of the University of Vienna
- Special emphasis on the promotion of early career researchers
- Support for joint research projects and acquisition of international research grants with selected host universities and the Strategic Partner Universities

### **Target groups:**

- Postdocs
- Tenure Track Professors and Assistant Professors
- ao. Univ.-Prof., Associate Professors and Univ.-Prof. (except Stanford University)

*Please note: (Senior) Lecturers and Senior Scientists are not eligible to apply for Mobility Fellowships.*

### **Preconditions:**

- Existing personal contacts with scientists at the respective host university/Strategic Partner University
- Concrete plans for a joint research project with at least one colleague at the respective university
- Invitation by at least one colleague from the respective university
- Employment at the University of Vienna in one of the above-mentioned staff groups (until at least six months after the end of your research stay)
- Consent of the superior concerning the leave

### **Length of stay:**

Mobility fellowships are awarded for stays of at least three weeks (21 days) and a maximum length of stay of eight weeks (56 days).

### **Submission deadline and funding period**

<https://international.univie.ac.at/faculty-staff-mobility/researchers/outgoing-mobility/mobility-fellowships/>

### **Application:**

The application is an **online process**. To start the application, click on the link "[Mobility Online](#)" on the Mobility Fellowships website of the [International Office](#). For instructions on the online application, please follow the [Information on Online Application](#), also available under "Quicklinks".

The following **annexes** need to be submitted with the application **via Mobility Online**:

- Questionnaire on the intended research stay (available from the webpage under "Quicklinks")
- CV including academic track record (publications, projects)
- Application of [Leave of Absence \(PA/F7\)](#) signed by Head of Sub-Unit and Head of Organizational Unit
- Letter of support of at least one colleague (PhD or above) of the respective academic field at the respective host university

Please be aware that applications for mobilities for ongoing or already completed research stays are not eligible.

### **Selection criteria:**

Grants will be awarded to the most suitable applicants – after assessing the eligibility of the application – based on the following criteria:

- Originality, relevance and feasibility of the proposed research activity
- Added value for the applicant
- Academic track record according to discipline, career level and qualification
- Outcome of the planned research activity for future collaborations with the host university
- Assessment of the academic profile of the collaboration partner(s) at the host university

### **Selection of beneficiaries:**

Grantees will be selected by the Vice-Rector for Research and International Affairs approximately 8–12 weeks after the respective deadline. The Vice-Rector may base the decision on the expertise of external reviewers. All applicants will receive a notification by e-mail within two weeks after the final decision has been made.

### **Travel organisation**

Please note that grantees must organize travel preparations on time and by themselves. The International Office does not offer services for housing and preparations for visa applications.

### **Scholarship:**

The scholarship is calculated based on the number of days of stay (currently €70–90 per day) plus a supplement depending on the destination. The number of days awarded may be reduced in case of budgetary constraints

The grant will be paid in addition to the regular salary, please note that the amount not used must be taxed.

### **Payment:**

The grant will be paid in two instalments to the salary account: For the **first instalment** (approx. 75% of the grant), grantees have to apply for an advance (Vorschuss) approx. two/three months before their departure via <https://hrfi.univie.ac.at>. The International Office will inform the grantees about the amount of the advance and how to apply online.

The **second instalment** – remaining amount of the grant – will be paid after the mobility, upon submission of eligible receipts and a written report on the results of the mobility (Questionnaire after the stay).

### **Travel receipts:**

After the mobility, grantees should submit an **Excel document** listing the travel/accommodation expenses and all **invoices, tickets and payment receipts** as one PDF by e-mail (sorted and numbered according to the Excel document).

Expenses will be calculated towards the awarded grant. The amount of the total grant not used will be subject to taxation.

**Eligible costs** (exempt from taxation) are:

- Travel expenses (flights, public transportation, taxi (if necessary), car rental (if necessary), etc.)
- Accommodation (hotels, apartments, etc.)
- Equipment (if necessary)
- Visa costs, cancellation and travel health insurance (for the period of the stay)

**Please note that internal financial regulations of the University of Vienna apply for the costs listed above (e.g. economy class for all flights, etc.), please also note that costs for food (or other goods of daily use) are not eligible.**

In case of any uncertainties in this regard, please contact the International Office at your earliest convenience. After the documents have been checked, grantees will receive further information on the final settlement via <https://hrfi.univie.ac.at>.

### **Final report:**

Your final report (Questionnaire after the stay) has to be submitted **within three weeks after the mobility** in Mobility Online.

### **Contact:**

For further information, please contact **Franz Michalke**.

Mail: [mobility.fellowships@univie.ac.at](mailto:mobility.fellowships@univie.ac.at)

Phone: +43 1 4277 18209