Guidelines for the Establishment of a Christian Doppler Laboratory

Version 14.02.2020

Every effort has been made to ensure the accuracy of this translation. Nevertheless, the Christian Doppler Research Association cannot assume responsibility for any errors that may inadvertently have occurred. In the event of any discrepancy, the German version is to be taken as valid. TRANSLATED 30.07.2020.
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Preface

The Christian Doppler Research Association (CDG) supports the establishment and operation of Christian Doppler Laboratories (CD Labs) at universities and non-university research institutions. The support is addressed at basic research undertaken with an application in mind and includes application-oriented research as well as the necessary development of the scientific background; the researchers enjoy complete autonomy in their work. The collaboration with company partners should transfer fresh impulses to the research and promote the advance of knowledge in the relevant scientific fields, both quantitatively and qualitatively. Through the research it supports, the CDG helps strengthen the innovation capacity and the general competitiveness of Austrian science. This is precisely how society imagines an organization for transferring knowledge between science and industry. The CDG is able to enhance the quality of the research in scientific institutions and companies and to contribute to the long-term safeguarding of Austria’s position as a location for research and industry.

The CD Laboratories are funded in equal proportions from the public purse (from the Ministry for Economic Affairs and from the National Foundation for Research, Technology and Development) and by contributions from the CDG company partners. A higher proportion of funding from the public purse is possible under certain circumstances, in particular when small or medium-sized enterprises are participating.

The key features of CD Laboratories are:

1. Application-oriented basic research at a high level
2. Incorporation in the scientific environment of universities and non-university research institutions
3. Maximal period of operation of seven years
4. Strict control of scientific quality
5. Bottom-up scheme
6. Compact research groups (5-15 persons)
7. Key position of the Head of the Laboratory
8. Guaranteed scientific freedom for the scientists
9. Joint funding from the public purse and the companies
10. Flexibility and relatively little time spent on organizational matters
1. Basic principles of the funding scheme and key features of Christian Doppler Laboratories

A Christian Doppler Laboratory is a research unit established at an Austrian university or non-university research institution. If the Laboratory is at a non-university research institution, the scientific environment should be comparable to that at a university. Under particular circumstances, CD Laboratories may also be established outside Austria (international CD Laboratories) or be operated by universities or research institutions within Austria at a location outside Austria, if there is a collaborative agreement with a non-Austrian university or research institution.

The research projects that are supported represent collaborations with company partners, who are closely involved. Company partners may be Austrian or (under certain conditions) foreign companies. In addition to this central model for collaboration between science and industry it is possible to undertake part of the research at another university/research institution (in an external module). If an external module is located at a university/research institution abroad, it is known as an international module.

Tab. 1: Key information on the programme

<table>
<thead>
<tr>
<th>Who may apply?</th>
<th>Highly qualified scientists working at universities/research institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>7 years: 2 years: introductory phase 3 years: first phase of extension 2 years: second phase of extension</td>
</tr>
<tr>
<td>Min. annual budget(^1)</td>
<td>EUR 140,000</td>
</tr>
<tr>
<td>Max. annual budget(^2)</td>
<td>EUR 750,000(^2)</td>
</tr>
<tr>
<td>Type of research</td>
<td>Application-oriented basic research with 30 % scientific freedom</td>
</tr>
<tr>
<td>Funding allocation</td>
<td>≥ 30 % basic research ≤ 70 % industrial research 0 % experimental development</td>
</tr>
<tr>
<td>Support from the public purse</td>
<td>50 % of the eligible costs 60% if SMEs participate (in proportion to the extent of participation)</td>
</tr>
<tr>
<td>Private support (company partners)</td>
<td>50 % of the eligible costs 40 % if SMEs participate (in proportion to the extent of participation)(^3) No contributions in-kind can be considered</td>
</tr>
</tbody>
</table>

\(^1\) Based on purchase costs, not on depreciation costs.
\(^2\) CD Pilot Laboratories have a max annual budget of EUR 650,000 (see point 6).
\(^3\) Please note: There is no legal entitlement to SME support. A company may request support of this kind, which may be granted if the appropriate documentation is provided. The CDG will calculate the level of support to be offered.
1.1. Application-oriented basic research at a high level

A CD Laboratory represents a small to medium-sized research group headed by a highly qualified scientist. It undertakes research at a university/research institution on a topic related to the interests of the collaborating company partner or partners. The nature of the research of a CD Laboratory is application-oriented basic research, which includes the creation of the scientific basis of the issues raised by companies.

The scientific work of CD Laboratories is broken down by topic, by approach, or for personnel or organizational reasons (e.g. by topic, area, workpackage etc.) The structure of the CD Laboratory is a flexible and variable form of organizing the work. Changes may be made during the operation of a CD Laboratory, such as expanding, amending or reducing the scope of the research, including new company partners or excluding existing partners, the establishment of new external or international modules or the discontinuation of existing external or international modules. Any changes of this kind represent amendments to the funding contract and require application to and approval of the responsible bodies in the CDG. The duration of a new external or international module is limited by the end of the CD Laboratory. The results of the basic research should be disseminated by the appropriate channels. The remaining results should be published with consideration of the company’s commercial interests, e.g. with regard to patent protection.

1.2. Incorporation in the scientific environment of universities and non-university research institutions

A CD Laboratory is incorporated in the organizational structure of the university/research institution and thus does not represent a separate legal entity. The contracts to establish a CD Laboratory are concluded between the CDG (acting in its own name or on behalf of the State) and the university/research institution. The university/research institution delegates to the Head of the Laboratory the right to represent it in regard to the CD Laboratory. Contracts of employment for the CD Laboratory staff are concluded exclusively with the university/research institution hosting the CD Laboratory.

1.3. Maximal period of operation of seven years

The period of operation of a CD Laboratory is limited to seven years and may not be extended. Under exceptional circumstances it is possible to provide additional funding for up to twelve months to enable the completion of master’s and diploma theses and dissertations that have already been started. The additional funding can only be granted with the consent and further financial support of the company partner(s) and with the approval of the CDG Executive Board.
1.4. **Strict control of scientific quality**

The scientific quality of an application and the qualifications of the person envisaged to head the Laboratory are checked by means of a scientific review procedure involving reviews from at least three external international experts (peer review). After the approval, the CDG closely follows the research work in the CD Laboratory. The Laboratory’s scientific progress is checked during interim evaluations before the end of the second and fifth years of research. The evaluations are undertaken by the Scientific Board of the CDG with the support of an external referee. The CDG Scientific Board then makes a recommendation on the possible continuation of the CD Laboratory, which forms the basis for the decision by the CDG Executive Board.

1.5. **Bottom-up scheme**

CD Laboratories may address any topic. The research programme is based on a question from a company and is undertaken jointly by science and industry. The projects that are funded are thus essentially collaborations with the company partners, who are tightly integrated in the programme. Without jeopardizing the 30% freedom for basic science, the Head of the Laboratory should work closely together with the companies, leading to a continuous and extensive exchange of ideas and knowledge between the CD Laboratory and the industry and ensuring that the legitimate interests of the company partner(s) are respected.

1.6. **Compact research groups**

A CD Laboratory generally hosts a small to medium-sized research group (5 to 15 persons), headed by the Head of the Laboratory. Particular attention is paid to the promotion of early-stage researchers, who should have the opportunity while undertaking their scientific work (Master’s and diploma theses, dissertations) to gain early experience of collaborating with industry and who should learn something of the working methods and priorities that are specific to companies.

1.7. **Key position of the Head of the Laboratory**

The Head of the Laboratory has a key role in a CD Laboratory. S/he steers and directs the research for the entire duration of the Laboratory and combines the demands of basic research with the interests of the company partners. In doing so, s/he ensures that the results of the basic research are of high quality and are published in recognized journals in the field. The Head of the Laboratory represents the university/research institution in all matters relating to the CD Laboratory and forms the first point of contact for the company partners and for the CDG. A change in the Head of the Laboratory is not envisaged and therefore only possible under exceptional circumstances. It requires application to and approval of the responsible bodies in the CDG.
1.8. Guaranteed scientific freedom for the scientists
The Head of the Laboratory enjoys scientific freedom in the allocation about 30% of the total resources devoted to a CD Laboratory. The scientific freedom serves to explore and develop the results of the basic research, especially with regard to the methods and procedures in the area under investigation. It should ensure that the potential of the CD Laboratory to generate applications continues to grow during its period of operation. The entire scientific freedom must be used in a manner that relates to the topics investigated in the CD Laboratory. How this freedom is used is the sole responsibility of the Head of the Laboratory. Its use may not be constrained by the management of the university/research institution or by the company partners, either in terms of its contents or in terms of the methods applied.

1.9. Joint funding from the public purse and the companies
A CD Laboratory has a total annual budget of at least EUR 140.000; the maximum annual budget is EUR 750.000 (for CD Pilot Laboratories the maximum annual budget is EUR 650.000). CD Laboratories are financed in equal parts from the public purse (with money from the Ministry for Economic Affairs and from the National Foundation for Research, Technology and Development) and from companies that are members of the CDG. A higher proportion of funding from the public purse is possible under certain circumstances, especially if small and medium-sized enterprises are participating (see Point 8.4.).

The CDG collects the company contributions in the form of membership payments, combines them with the payments from the public purse and transfers the complete budget of a CD Laboratory (support from the public purse and company contribution) to the university/research institution. In-kind contributions may not be taken into account.

1.10. Flexibility and relatively little time spent on organizational matters
The CDG strives for a high degree of flexibility in its funding scheme and tries to ensure that the organization is as straightforward as possible. Nevertheless, a certain amount of bureaucratic and organizational effort is necessary to integrate the CD Laboratory into the overall goals of the CDG. Doing so ensures that the financial support is used in the correct way and that the funding agencies are able to control that this is the case.

2. Application

2.1. Recipients of support and applicants
Support may be paid to a university or non-university research institutions within Austria or abroad. It is represented by the person designated to head the planned Laboratory. Applicants are recommended to involve the management and/or the research support office of their university/research institution in the planning of a CD Laboratory from an early stage.
To ensure that the collaboration partners in a CD Laboratory are fully independent of one another, no interdependence between the company partners and the scientific partners are permitted. Heads of Laboratories may thus not be employed by the company partner, nor have any managerial functions or any financial stake in the company. Advisory contracts and contracts for works and services are permitted but must be reported to the CDG.

In general, a CD Laboratory should be headed by a single person. The Head of the Laboratory should ideally be at an early stage of his/her scientific career and have either already obtained his/her professorial qualifications (Habilitation) or be about to do so. It is not permitted for a single person to head more than one CD Laboratory.

At the establishment of the CD Laboratory, the Head must have a valid contract of employment with the recipient of funding. If scientifically justified, it is possible for a Laboratory to be headed by two persons. The pre-condition for joint leadership of a CD Laboratory is either that the two people have complementary expertise that is absolutely necessary for the success of the planned research or that the CD Laboratory is to be established at two universities/research institutions. The two joint Heads of the Laboratory may not come from the same working group and there may be no interdependency between them. Separate heads of modules should be foreseen for external or international modules. The leadership of all modules and all other parts of a CD Laboratory located at the university/research institution at which the Laboratory is established is the responsibility of the Head of the Laboratory.

The Head of the Laboratory should be primarily concerned with the operation of the Laboratory, i.e. with research and knowledge transfer. S/he should therefore be involved with bureaucratic and organizational matters to the minimum extent possible. The CDG recommends making a financial assistant available to the Laboratory.

2.2. Advice

In advance of the (formal) submission of an application, the CDG General Secretariat offers advice and information (➔ see Point 12.). It is recommended to take advantage of the offer of an initial meeting as early as possible to discuss key points of the application and any particular special features of the CD Laboratory. It is also recommended to invite the intended company partners to a discussion in the CDG to enable them to hear at first hand about the principles of the funding scheme and the terms and conditions of membership in the CDG.

2.3. Submission

When an application is ready, it may be submitted at any time. It will take at least five months from submission of an application until the completion of the review procedure. To enable it to be discussed at the next possible meeting of the CDG’s Scientific Board, an application must be received by the General Secretariat of the CDG, together with all necessary forms, by five weeks in advance of the meeting. It must be complete and in accordance with the CDG’s guidelines. The dates of the meetings
are given on the CDG web site, [www.cdg.ac.at](http://www.cdg.ac.at). An application may be withdrawn at any point in the process.

### 2.4. Formal requirements

- The application must be submitted electronically to the General Secretariat of the CDG.
- The application must be written in English.
- There are no guidelines on font size or line spacing. The length of the application should be in accordance with normal practices in the particular subject area; in all cases, applications should contain the necessary information in a brief and concise form. As a guideline, a length of ca. 25-30 pages for the scientific part (see Point 2.5.3.) is typical. The scientific part may not exceed 50 pages in length; the entire application may not exceed 100 pages.

### 2.5. Structure of the application

The application to establish a CD Laboratory comprises several sections (see Points 2.5.1. to 2.5.9.) that should be submitted as a single file and not in the form of separate documents.

#### 2.5.1. Cover sheet

- Name of the university/research institution submitting the application
- Name of the future Head of the Laboratory
- List of company partners
- Proposed name for the CD Laboratory (max. 80 characters) in English and German: CD Laboratory for ….. and CD-Labor für …..
- Place and date (in the form: Place, dd.mm.yyyy)

#### 2.5.2. Table of contents

#### 2.5.3. Description of the proposed research

The description of the proposed research should be structured in:

- State of the art and applicant’s previous work on the topic
- Question, proposed approaches, hypotheses
- Work planned, including a brief but precise description of the methods (e.g. for modelling work both formal scientific aspects and procedures should be given in the form of equations)
- Scientific collaborations planned: the research teams of the collaboration partners that will work together with the planned CD Laboratory should be briefly described, along with the aim of the collaboration. If a collaboration is expected to make an important contribution to
the work of the CD Laboratory and financial support is request for it, this must be presented in appropriate detail.

- Planned collaborations with the company partners.

Please pay attention to the following points:

- The description of the proposed research represents the main part of the application. While it should be brief and succinct, it should contain sufficient detail to enable referees to assess the application’s quality and whether the work can be undertaken.
- The scientific work should be structured by topic, approach, personnel or organizational reasons (e.g. by topic, area, workpackage etc.).
- The description may be supplemented by a graphic representation of the research concept.
- The application must make clear the basic nature of the research.
- The scientific freedom represents 30% of the total resources. Its use should be clear from the description of the project or should be detailed separately.

The rules of good scientific practice must be observed.

2.5.4. Research plan, time plan and cost plan

The research plan, time plan and cost plan should be broken down by research year. The plans for the first two years of research should be presented in detail, those for the remaining years should be indicative.

The research plan and time plan should contain the following information:

- Company partner(s)
- Scientific contents
- Goals and milestones
- Time plan

The cost plans contain three types of cost (personnel, fixed assets/inventory and other costs). In preparing the cost plans, the guidelines relating to eligible costs (see Point 7.) are to be observed. The cost plans should be prepared in accordance with the structure given in Tab. 2 (form on the CDG web site, www.cdg.ac.at). Any unused lines in the table may be deleted. Costs should be rounded to Euros (with no figures after the decimal point). If there is more than one company partner, the costs should be broken down by company. The table must be completed for all seven years and inserted into the application. If the application includes costs for fixed assets, hire-purchase equipment or third-party services, descriptions of the relevant items should be provided.
### Cost Planning

<table>
<thead>
<tr>
<th>Research year 1</th>
<th>Commercial partner</th>
<th>Personnel costs</th>
<th>Fixed assets (purchase price)</th>
<th>Other costs</th>
<th>Sum</th>
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</table>

The commercial partner of the CD Lab contribute 50% of the budget of the CD Lab in cash. In case of SMEs the contribution can be lower (40%).

### Details - Personnel costs

<table>
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<th>Position</th>
<th>Head of Laboratory</th>
<th>Research year 1</th>
<th>Research year 2</th>
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</tbody>
</table>

### Details - Fixed assets (purchase price)

<table>
<thead>
<tr>
<th>Fixed assets</th>
<th>Research year 1</th>
<th>Research year 2</th>
<th>Research year 3</th>
<th>Research year 4</th>
<th>Research year 5</th>
<th>Research year 6</th>
<th>Research year 7</th>
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### Details - Other costs

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<th>Research year 1</th>
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<td>Material costs that do not represent fixed assets</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2.5.5. Infrastructure

The application should contain information on the available infrastructure (rooms, equipment) that the proposed CD Laboratory will use.
2.5.6. Description of the company partners

The following information on the CD Laboratory’s company partners should be provided (about half a page per company):

- The company’s area of business
- The company’s research activities
- Its relation to the topic of the CD Laboratory
- Brief description of how the collaboration will be organized
- Plans to apply the CD Laboratory’s results in the company

2.5.7. Information on the Head of the Laboratory

- Curriculum vitae
  - Education
  - Scientific career
  - Research projects undertaken (headed) etc.
- Publication list, broken down into
  - Publications in peer-reviewed journals
  - Invited presentations at conferences
  - Monographs
  - Other journal articles
  - Other publications
  - Conference reports
  - Patents, if any

In listing publications the regulations for citation are to be observed.

- Current academic collaborations
  Current academic collaboration partners of the applicant and of the applicant’s group should be listed.

2.5.8. Description of the CD Laboratory staff

The qualifications of any staff to be hired should be described. If the people to be hired are already known, their cvs should be included. Please note that all members of the CD Laboratory’s staff must be employed by the university/research institution and not by the company partners. Promotion of young scientists is a key responsibility of a CD Laboratory, so the Laboratory should offer positions for PhD students.

It is recommended to seek the support of someone with a commercial background for the CD Laboratory’s administrative and financial management.
2.5.9. Specific aspects

Additional points must be considered for external modules, international CD Laboratories, international modules and non-Austrian companies (see Point 2.7.).

2.6. Appendixes to the application

The following documents must be submitted with the application:

- Application form for the establishment of a Christian Doppler Laboratory (in original with signature and stamp and as pdf document) → form on the CDG web site, [www.cdg.ac.at](http://www.cdg.ac.at)

- Documents pertaining to the company partners → forms on the CDG web site, [www.cdg.ac.at](http://www.cdg.ac.at), within the document “Information on membership of the Christian Doppler Research Association”:
  - Letter of commitment from the company partner to participate in a Christian Doppler Laboratory (in original with signature and stamp)
  - Definition of the specific fields of business if the company, as agreed with the university/research institute (in original with signature and stamp)
  - Only for small and medium-sized enterprises with headquarters in the European Union, the European Economic Area or the EFTA: Application for a reduced fee for membership of the Christian Doppler Research Association as a precondition for the granting of SME support for the Christian Doppler Laboratory in question (in original with signature and stamp)
  - and for company partners that are not members of the CDG: Application for regular membership of the Christian Doppler Research Association (in original with signature and stamp) including the annual report of the last business year

2.7. Specific points related to the application

2.7.1. External module

A CD Laboratory may establish a module at a different university/research institution in Austria, which is known as an external module. External modules are subject to the same provisions as CD Laboratories. A separate Head of Module should work in the module, with qualifications equivalent to those of a Head of Laboratory. The salary costs for a Head of Module are not eligible for support, although the Head of the Module receives an honorarium as recompense for the additional work.

Additional requirements for an external module are:
• Information on the Head of the Module (cv, description of the qualifications) and on the staff to be hired

• Inclusion of the honorarium for heading the module in the research plan, time plan and cost plan (it amounts to 25% of the honorarium for heading a Laboratory, in additional to an employer contribution that, for budgetary purposes, can be assumed to be 25%)

• Application form for the establishment of an external module or an international module of a Christian Doppler Laboratory (in original with signature and stamp and as pdf document)

➔ form on the CDG web site, www.cdg.ac.at.

2.7.2. International CD Laboratory

CD Laboratories may also be established at non-Austrian universities/research institutions.

Additional requirements for an International CD Laboratory are:

• Information on the necessity for the scientific expertise. The scientific expertise required to work on the company partner’s chosen topic is not available in Austria, or its quality in Austria is insufficient.

• Information on the benefit for Austria as a location for industry and/or research. The topic to be treated must be the general interest of Austria, either economically, scientifically or otherwise. The application must show that the project in question has particular benefit for Austria as a business location (e.g. by presenting the expected gain of knowledge for the Austrian economy) and for the national science system (e.g. by planned collaborations with Austria research institutions).

• Information on the company partner. The company’s value creation and research expenditure in Austria must be appropriate.

As far as possible, the organizational structure of CD Laboratories abroad should be based on that of CD Laboratories within Austria. The provisions relating to duration, extent of research, evaluation and level of budget are the same as those that govern CD Laboratories in Austria.

2.7.3. International module

CD Laboratories may operate one or more of their modules at a location outside Austria. In such cases, the know-how of the non-Austrian group must make an essential contribution to the work in the CD Laboratory. International modules are subject to the same provisions as CD Laboratories. A separate Head of Module should work in the module, with qualifications equivalent to those of a Head of Laboratory. The salary costs for a Head of Module are not eligible for support, although the Head of the Module receives an honorarium as recompense for the additional work.
Additional requirements for an international module are:

- Information on the necessity for the scientific expertise. The scientific expertise required to work on the company partner’s chosen topic is not available in Austria, or its quality in Austria is insufficient.

- Information on the benefit for Austria as a location for industry and/or research. The topic to be treated must be the general interest of Austria, either economically, scientifically or otherwise. The application must show that the project in question has particular benefit for Austria as a business location (e.g. by presenting the expected gain of knowledge for the Austrian economy) and for the national science system (e.g. by planned collaborations with Austria research institutions).

- Information on the company partner. The company’s value creation and research expenditure in Austria must be appropriate.

- Information on the Head of the Module (cv, description of the qualifications) and on the staff to be hired

- Inclusion of the honorarium for heading the module in the research plan, time plan and cost plan (it amounts to 25 % of the honorarium for heading a Laboratory, in additional to an employer contribution that, for budgetary purposes, can be assumed to be 25 %)

- Application form for the establishment of an external module or an international module of a Christian Doppler Laboratory (in original with signature and stamp and as pdf document) ➔ form on the CDG web site, www.cdg.ac.at.

2.7.4. Foreign company partners

Foreign companies may participate in CD Laboratories located at an Austrian university/research institution, provided that the application presents a benefit from the project in question to Austria as a business location or to the Austrian science system. Research undertaken at non-Austrian universities/research institutions in collaboration with companies outside Austria cannot be supported.

There is the following additional requirement to include a foreign company:

- Information on the benefit for Austria as a location for industry and/or research. The topic to be treated must be the general interest of Austria, either economically or otherwise. The application must show that the project in question has particular benefit for Austria as a business location (e.g. by presenting the expected gain of knowledge for the Austrian economy) and for the national science system (e.g. by planned collaborations with Austria research institutions).
2.7.5. The special case of clinical studies
In general, clinical studies are not eligible for support. However, in special cases a CD Laboratory may undertake clinical studies if they are academic in nature. The criteria include the requirement that the work not have the nature of contract research or product development but instead be of high scientific value and relatively low cost. A scientific hypothesis must be clearly stated and it must be clear why this should be studied in humans. In any case it is necessary to apply to the CDG Executive Board before undertaking a clinical study.

3. Assessment of applications

3.1. Assessment and decision-making criteria
Assessment of whether an application warrants funding is based on two fundamental criteria:
• the scientific quality of the application;
• the scientific qualifications of the applicant foreseen to lead the Laboratory and the applicant’s suitability for heading a research group.

The scientific quality of the application is assessed by means of the following criteria:
• Is the planned research project at a high level as judged by international standards?
• Are the goals clearly defined and attainable?
• Will the expected results contribute to advancing the state of basic research in the scientific discipline?
• Is the theoretical background adequately described?
• Is the proposed methodology likely to lead to success?
• Are the academic collaborations adequate?
• Are any aspects of diversity relevant to the proposed research and if so have they been taken into account appropriately?
• How effective is the collaboration with the company partners?
• Does the planned research contain or would it enable technical innovation?
• What effects could the results have for the companies or the non-academic sector?
• What is the level of economic or public interest in the proposed research?
• Are the planned resources sufficient and well focussed?

The entire research activities of the planned CD Laboratory are taken into account in assessing the application. They should represent application-oriented basic research.
The assessment of the scientific qualifications of the Head of the Laboratory is based on the following criteria:

- How high is the international scientific standing (based in particular on publication activity)?
- Does the future Head of the Laboratory have sufficient knowledge of the scientific discipline (in particular, does s/he have a Habilitation in a relevant discipline, is s/he working towards a Habilitation, or does s/he have comparable qualifications)?
- Does the Head of the Laboratory have experience leading scientific projects (e.g. projects funded by the FWF)?
- Is s/he suitable to head a group of scientists?
- Does s/he have an appropriate position in the organizational structure of the university/non-university research association and is s/he sufficiently well integrated in the university/non-university research association?
- Are there any personal or organizational factors that could hinder the operation of a CD Laboratory?

The Head of the Laboratory must have sufficient time available to be able to manage the Laboratory, in particular for the scientific consideration of the topic, for knowledge transfer and for supervising the CD Laboratory team.

The funding scheme is primarily addressed at young scientists who are still obtaining qualifications. Their position on the scientific career ladder should enable them to devote the large amount of time necessary to head a CD Laboratory. In individual cases Laboratories may be headed by people who are scientifically more established: in such cases, the criteria listed above will be applied even more strictly.

A scientist may not head more than one CD Laboratory.
3.2. **Assessment procedure**

In the CDG, decisions are taken by the CDG Executive Board. The proposals for the Executive Board’s decisions come from a Scientific Board, which is appointed by the Executive board. The CD Scientific Board is made up of representatives from science and the economy: it has expertise in all relevant scientific disciplines and is able to take into account all aspects and goals of the CDG.

The assessment procedure starts with a formal check of the application, performed by the CDG General Secretariat. If the application satisfies the formal requirements it is considered by the CD Scientific Board.

The CD Scientific Board processes applications in three steps:

- Initial assessment, in which the Scientific Board decides whether the application is of sufficient quality and the qualifications of the Head of the Laboratory are sufficiently high to warrant sending the application to external referees
- Initiation of an external peer-review procedure and subsequent critical consideration of the reviews
- A scientific hearing in front of the CD Scientific Board, in which the Head of the Laboratory has the opportunity to present the planned work

The CD Scientific Board ultimately decides what recommendation to make to the CDG Executive Board, which then takes the decision on whether to establish the CD Laboratory.

Fig. 1 provides a graphic representation of the assessment procedure. Further details on the individual points may be found in the Evaluation Handbook.
Fig 1: procedure for examining and assessment of applications to establish a CD Laboratory
3.3. **Formal pre-check**

Applications are subjected to a formal pre-check by the CDG General Secretariat and if this is positive they are forwarded to the CD Scientific Board for a check of the contents. If corrections or additions to the application are made as a result of the pre-check, the company partners and in some cases also the university/research institution must give their consent. As part of the formal pre-check, the documents relating to the commercial partner(s) will also be checked for completeness.

Applications that are formally incomplete and those that do not correspond to the CDG’s guidelines for application for a CD Laboratory will be returned to the applicants with a request for the missing information. If the required information is not provided within a reasonable period of time, processing of the application will be suspended and the application will not be subjected to review. A revised application that meets the formal criteria may be resubmitted. In case of doubt the CDG Executive Board will decide whether the formal criteria have been met.

3.4. **Assessment of whether the application satisfies the minimum criteria for quality and whether the qualifications of the Head of the Laboratory are appropriate (initial assessment)**

The CD Scientific Board decides whether the application satisfies the minimum criteria for quality and whether the qualifications of the intended Head of the Laboratory are appropriate. If the two conditions are met, the CD Scientific Board initiates the external review.

3.5. **External review**

The final assessment of the CD Scientific Board takes into account reviews obtained from at least three external international experts (peer review, external review procedure).

An applicant is free to include together with the application a list of persons s/he wishes to exclude from the review procedure because of competition or because of a fundamental difference of view. Justification must be provided for excluding certain persons and the list must be agreed with the commercial partner(s). The CDG undertakes not to contact any persons on the list. As a consequence of this procedure, it is not possible to submit objections to referees after their reports have been received.

Selection of referees is the responsibility of the Chair of the CD Scientific Board and of one of the deputies, who may if necessary consult individual members of the CD Scientific Board. For CD Laboratories to be established within Austria, only persons working outside Austria may be selected as referees. For CD Laboratories abroad, referees from within the same country will generally be avoided to ensure that the applications are treated equivalently. The referees who are ultimately selected are known only to the Chair of the CD Scientific Board and the deputies. Their identities are not revealed to any of the other members of the CD Scientific Board, unless identifying them to individual members of the CD Scientific Board is deemed helpful to enable these members to assess the relevance of the
reports. The referees’ reports are thus made available to the CD Scientific Board without the names of
the referees.

The procedure envisages transmission of the assessment criteria to the external referees in the form of
a standard list of questions. Preparation of the list of questions is the responsibility of the Scientific Board
and the list must be approved by the CD Scientific Board.

The General Secretariat generally forwards excerpts of reviews from the external referees to the appli-
cant, without revealing the referees’ identity, with a request to comment on them. In this way the CDG
enables the applicant to respond to questions that may arise, to clarify points and to raise any concerns
she or have. The applicant’s responses to an excerpt are forwarded to the referee in question with the
request for a final summary of the review.

To make the procedure transparent, the reviews are forwarded to the applicant essentially in full, alt-
ough without revealing the referees’ identity (the part of the reviews that the CDG has undertaken to
treat confidentially will not be forwarded).

After a detailed discussion of the external reviews, the CD Scientific Board decides whether a scientific
hearing should be organized. If the external experts’ assessments are critical, the CD Scientific Board
may decide that the criteria have not been met and that there should not be a hearing and recommends
revision of the application or its rejection.

3.6. Hearing

Hearings take place during quarterly meetings of the CD Scientific Board. Apart from the applicant, a
representative of the company partner(s) may be present to provide any information that is required; the
applicant informs that company partner(s) of the date of the hearing and invites them to participate. It is
not envisioned to involve the entire team of the planned CD Laboratory in the hearing or for heads of
external/international modules or additional representatives of the university/research institution to be
present.

3.6.1. Focus of the hearing

Throughout the entire evaluation procedure, the focus is on the scientific activities of the CD La-
boratory rather than on the collaboration with the company partners. The hearing does not repre-
sent an exception to this principle, although the applicant is expected to describe briefly how the
company partner(s) will be involved. In preparing their presentations, applicants should note that
the CD Scientific Board is a multidisciplinary committee, made up of experienced scientists from
universities and from companies. They should ensure that there is a clear link between the crea-
tion of basic scientific knowledge and the applications in which the results can be exploited by the
companies. They should emphasize the innovative nature of the planned research. A substantial
part of the presentation should be devoted to the scientific details to show the members of the
CD Scientific Board close to the field that the application and the applicant are state of the art and
that the work will advance the basic understanding of the topic. Any models that will be applied
or developed should be presented in such a manner that the members of the CD Scientific Board
working in similar fields can assess them or pose questions in the discussion. If it is planned to use existing procedures or algorithms, these should be specified by name. The members of the CD Scientific Board who are not familiar with the field should be able to understand the issues to be tackled by the CD Laboratory and its goals. The applicant should be prepared to discuss the application and the points mentioned in the presentation.

The main emphasis of a hearing is on:

- describing the scientific aim of the planned CD Laboratory, including presenting the current state of the art;
- presenting the research work planned and its scientific goals, including the methods and approaches and paying particular attention to progress expected in the underlying basic science;
- providing an overview of the structure of the planned CD Laboratory.

The hearing should also include:

- a presentation of the scientific curriculum of the applicant;
- a brief presentation of the applicant's previous work on the topic, including publications;
- a description of any collaboration partners;
- a description of the commercial partner(s), including their motivation for participating in the long term and their capacity for exploiting the results;
- information on the scientific environment of the Head of the Laboratory;
- an overview of the resources (especially personnel, investments, resources already available at the university or non-university research institution or at the commercial partners or to be supplied to them);
- a description of the research group's standing in an international context;
- indications of any interconnections with other projects, either already running or planned.

3.6.2. Guideline for the structure of the presentation

The hearing may take place in German or in English. The presentation is expected to last about 15 minutes. Please ensure that the transparencies are easily readable, so the font size should be at least 20 pt. The presentation must be sent in advance as a ppt, pptx or pdf document in landscape format with an aspect ratio of 4:3 or 16:9. Representatives of the company partners are not expected to give presentations.

The following structure is recommended:
Tab. 3: Recommended structure of the presentation (the times for the individual points should be taken as guidelines)

<table>
<thead>
<tr>
<th>Brief introduction of the company partners present</th>
<th>1 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief introduction of the Head of the Laboratory</td>
<td>2 min</td>
</tr>
<tr>
<td>• Scientific career</td>
<td></td>
</tr>
<tr>
<td>• Publications, scientific supervisory activity</td>
<td></td>
</tr>
<tr>
<td>• If applicable, any interdependence or personal connections to the company partners</td>
<td></td>
</tr>
<tr>
<td>Scientific background of the planned CD Laboratory</td>
<td>7 min</td>
</tr>
<tr>
<td>• Brief presentation of current knowledge and of the group’s previous work in the area</td>
<td></td>
</tr>
<tr>
<td>• Planned research and scientific goals (incl. methods and approaches)</td>
<td></td>
</tr>
<tr>
<td>• Overview of the planned modules</td>
<td></td>
</tr>
<tr>
<td>Structure of the planned CD Laboratory</td>
<td>3 min</td>
</tr>
<tr>
<td>• Company partners (long-term motivation for participation in the CD Laboratory, possibilities to exploit the results)</td>
<td></td>
</tr>
<tr>
<td>• Scientific environment of the CD Laboratory at the university/research institution</td>
<td></td>
</tr>
<tr>
<td>• Scientific collaborations planned</td>
<td></td>
</tr>
<tr>
<td>• Overview of resources (especially staff, as well as resources already present at the university/research institution or at the company partner, or to be financed additionally)</td>
<td></td>
</tr>
<tr>
<td>Positioning: Position of the research group in an international context</td>
<td>1 min</td>
</tr>
<tr>
<td>Other aspects</td>
<td>1 min</td>
</tr>
<tr>
<td>• Connection to other projects that are in progress or planned</td>
<td></td>
</tr>
</tbody>
</table>

The presentation is followed by a detailed discussion with the applicant, during which questions may also be addressed to the commercial partner(s). There is then an extensive closed session of the CD Scientific Board, at which the applicant and the company partner(s) are not present. Based on the external review and its assessment of the hearing, the CD Scientific Board reaches a decision that forms its recommendation to the CDG Executive Board.

3.7. Decisions of the CD Scientific Board and the CDG Executive Board

Based on its initial assessment, the CD Scientific Board may decide:

- To initiate the external review procedure
- To return the application for correction or revision
- To recommend against further handling of the application because it does not satisfy the minimum criteria (no external reviews are obtained)

During the review procedure, the CD Scientific Board may decide:
• To invite the applicant to a hearing
• To return the application for correction or revision
• To recommend rejecting the application

After the hearing, the CD Scientific Board may decide:
• To recommend the establishment of the CD Laboratory (possibly with certain terms, conditions or recommendations)
• To recommend the establishment of a CD Pilot Laboratory (➔ see Point 6.) (possibly with certain terms, conditions or recommendations)
• To return the application to allow it to be improved or revised
• To recommend rejecting the application

The CDG Executive Board may decide:
• To establish the CD Laboratory (possibly with certain terms, conditions or recommendations)
• To establish a CD Pilot Laboratory (possibly with certain terms, conditions or recommendations)
• To return the application for further consideration by the CD Scientific Board
• To reject the application

3.8. Assessment of applications to establish international CD Laboratories
The procedure is essentially the same as that used to assess CD Laboratories in Austria. However, in addition to the scientific aspects the evaluation also considers the special requirements of an international CD Laboratory:
• An explanation why the scientific expertise necessary to work on the topic of interest to the commercial partner is not available in Austria or is not available at the required level.
• A description why the topic to be investigated is in Austria’s economic interest or otherwise in the interest of the Austrian public.
• A plausible explanation why the project in question will lead to a particular benefit to Austria as a business location (e.g. by presenting the knowledge that is expected to be made available to local industry) and/or to the national scientific community (e.g. by planned collaborations with Austrian research institutions).
• A declaration that the commercial partner will derive sufficient additional benefit and will devote sufficient support to research in Austria.
• A declaration that the university/non-university research institution is prepared to accept the legal provisions governing CD Laboratories and to grant access to the Austrian authorities entrusted with assessing the Laboratory’s work or to persons who represent them.

Non-Austrian companies are not permitted to participate in an international CD Laboratory.
4. **Resubmission of an application that has been returned for revision**

If an application is returned for revision, the revised version must be submitted within six months of the CD Scientific Board’s decision. The company partners and where necessary the university/research institution must send a declaration of consent to the revised application (in original with signature and stamp). If the cost plan in the revised application differs from that in the original submission, the company partners must submit fresh letters of commitment to participate in the Christian Doppler Laboratory (>forms on the CDG web site, www.cdg.ac.at, within the document “Information on membership of the Christian Doppler Research Association”). In evaluating a resubmission of an application that has been returned to the applicant for revision, it is the general practice that the external referees include a mixture of new referees and referees who reviewed the rejected initial application. For this reason the applicant is required to provide an accompanying letter including a point by point summary of changes made or a version of the application with changes marked. If the application is submitted later than six months from the CD Scientific Board’s decision it will be treated as a new application.

5. **Establishment of the CD Laboratory**

The applicant will in all cases be informed in writing of the CDG Executive Board’s decision to approve or reject the application. S/he is required to inform the company partners of whether the application has been approved or rejected.

To ensure that the reasons for the CDG’s decisions may be understood, the reasons for rejecting an application will be given. To make the procedure transparent, the referees’ reports will be transmitted to the applicant essentially in full, although the identity of the referees will not be revealed. (The CDG promises referees to treat certain portions of their reviews in confidence. These portions will not be made available to the applicant.)

Once the CDG Executive Board has approved the application to establish a CD Laboratory, the CD Laboratory may be established. The initial steps are described in the Handbook on the operation of a Christian Doppler Laboratory.

6. **CD Pilot Laboratory**

If the main reason for not approving the establishment of a regular CD Laboratory is that the research topic is associated with a high risk and/or the suitability of the Head of the Laboratory cannot be determined for certain, although s/he may have the necessary attributes, a CD Pilot Laboratory may be established. There should be no reservations about the scientific value of the issues to be addressed, nor about the economic or societal interest in research in the area. A CD Pilot Laboratory represents a special type of introductory phase of a CD Laboratory and cannot be requested directly.
The CDG monitors CD Pilot Laboratories particularly closely. There is generally an earlier interim evaluation, in which attention is paid to the particular conditions (and requirements, if applicable) and that addresses whether conversion to a regular CD Laboratory is possible and advisable.

Tab. 4: Features of a CD Pilot Laboratory

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>2 years Followed if appropriate by conversion to a regular CD Laboratory (in the first phase of extension)</td>
</tr>
<tr>
<td>Min. annual budget</td>
<td>EUR 140.000</td>
</tr>
<tr>
<td>Max. annual budget</td>
<td>EUR 650.000</td>
</tr>
<tr>
<td>Type of research</td>
<td>Application-oriented basic research</td>
</tr>
<tr>
<td>Amount of experimental development</td>
<td>None</td>
</tr>
</tbody>
</table>
| Support from the public purse  | 50 % of the eligible costs  
60% if SMEs participate (in proportion to the extent of participation)5 |
| Private support (company partners) | 50 % of the eligible costs  
40 % if SMEs participate (in proportion to the extent of participation)5:  
No contributions in-kind can be considered |

7. Eligible costs

Eligible costs include all expenditure attributable to the research project and all costs/benefits resulting directly, actually and in addition to the normal operational costs from the project for the duration of the research activities supported. Costs may be recognized as eligible from the date given for the start of the CD Laboratory.

The following costs related to the CD Laboratory may be claimed from the CDG:
- Personnel costs and honorarium for heading the Laboratory
- Fixed assets (inventory)
- Other costs (hire-purchase equipment, material costs that do not represent assets, costs for third-party services and travel costs)

The rules relating to VAT and acquisition tax must be observed.

---

4 Based on purchase costs, not on depreciation costs.
5 Please note: There is no legal entitlement to SME support. A company may request support of this kind, which may be granted if the appropriate documentation is provided. The CDG will calculate the level of support to be offered.
7.1. Personnel costs

Costs for scientists, technicians and other (such as assistants) are eligible, provided they are directly working at the university/research institution and are assigned to the CD Laboratory. Personnel costs for work by the commercial partners are not eligible. Within the proportion of the time they are assigned to the CD Laboratory, CD Laboratory staff may not work at the company. They may naturally spend short periods of time there to undertake measurements but may not be seconded or relinquished to the commercial partners for longer periods.

Personnel costs that can be considered as representing a proportion of the funding recipient's administrative costs are not eligible for support. The costs for the administration of personnel costs by the university's bursary or the research institution's division of finance are eligible. The names of the staff members for whom such charges are made must be clearly indicated, as it is not permitted to claim lump sums. Any such costs must be covered by the CD Laboratory’s budget.

Hiring and payment of the CD Laboratory’s staff may be via a contract of employment, a (free) work contract or a contract for works and services, depending on the work to be undertaken. Irrespective of the type of contract, personnel costs are only eligible for support if they correspond to the CDG’s scheme of personnel costs or to the collective contract for the universities (➔ see Table 5). The university/research institution is for the employer for all employments and the contractor for all additional agreements with the CD Laboratory’s staff.

Staff members must keep a record of the hours they work, as these may be checked by external auditors.

7.1.1. The CDG’s scheme of personnel costs for 2020

The CDG’s scheme of personnel costs is based on the FWF’s scale, taking into account the provisions of the collective contract for Austrian universities. Table 5 presents the CDG’s scheme of personnel costs for 2020.
Table 5: CDG’s scheme of personnel costs for 2020

<table>
<thead>
<tr>
<th>Staff</th>
<th>Max.costs/year</th>
<th>h/w</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Laboratory</td>
<td>EUR 12,500</td>
<td>-</td>
<td>The honorarium for heading the Laboratory amounts to EUR 10,000 in addition to an employer contribution, which for the budgetary calculations is assumed to be 25%.</td>
</tr>
<tr>
<td>Senior Postdoc</td>
<td>EUR 75,890</td>
<td>40</td>
<td>The senior postdoc salary may only be paid if three criteria are met (see Point 7.1.2).</td>
</tr>
<tr>
<td>Postdoc</td>
<td>EUR 69,040</td>
<td>40</td>
<td>Only persons who have completed their doctoral studies may be paid as postdocs. For graduates who studied medicine in accordance with the old curriculum (study completed by 2011), Dr. med. corresponds to a doctoral study. Staff who have graduated with this title may be paid as postdocs.</td>
</tr>
<tr>
<td>Graduate student (PhD student)</td>
<td>EUR 52,280</td>
<td>40</td>
<td>The salary increase after three years foreseen in the collective contract for Austrian universities is to be granted if the Head of the Laboratory evaluates the performance of the staff member in question as satisfactory and if the commercial partners agree. If the dissertation has not been completed after three years and the performance not positively evaluated, the salary should remain unchanged and the number of hours worked reduced. For graduates who studied medicine in accordance with the new curriculum, Dr. med. corresponds to a diploma. Staff may not be paid as postdocs until they have completed a PhD course.</td>
</tr>
<tr>
<td>Diploma student, Master student, student helper</td>
<td>EUR 18,860</td>
<td>20</td>
<td>Diploma students and Master students may not be employed for more than 20 h/w.</td>
</tr>
<tr>
<td>Technician</td>
<td></td>
<td></td>
<td>Technical assistants, whose time is charged for as required.</td>
</tr>
<tr>
<td>BMA</td>
<td>EUR 46,360</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>CTA</td>
<td>EUR 38,840</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTF</td>
<td>EUR 43,180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TF</td>
<td>EUR 35,460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant</td>
<td>guideline</td>
<td>-</td>
<td>Administrative support, which may only be invoiced to the extent required and at the normal salary level at the university/research institution.</td>
</tr>
<tr>
<td></td>
<td>EUR 15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to 20,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 A research grant may only be paid under exceptional circumstances, in accordance with the internal guidelines of the university/research institution.
7 Biomedical analyst
8 Chemical technical assistant
9 Medical technical assistant
10 Technical assistant, mechanic, laboratory technician, programmer
Please note:

- The remuneration, including all incidental wage costs, taxes and other components, is paid by the university/research institution. The scale of personnel costs given in Table 13 includes both the employee and the employer portions.

- Personnel costs higher than those in the given scale are not eligible for support, unless the collective contract for Austrian universities gives a higher scale. In such cases, the Head of the Laboratory must provide documentary evidence in the written application (for example, if the establishment of a new module is requested), in the annual submission of the budget for the following year and in the event of any financial checks to which the Laboratory may be submitted.

- Additional components of a salary that are voluntary and not foreseen or required by the terms of the collective contract for Austrian universities are not eligible for support.

- The pension provisions correspond to those in the collective contract for Austrian universities, which envisages a back-payment after two years. Savings built up to effect this back-payment qualify as eligible costs. However, the Laboratory may not build up reserves or savings for any other purpose.

- It is recommended to inform the commercial partners in good time of any plans for advance payments.

- In preparing the budget for several years it is recommended to take into account an index adjustment of the personnel costs (with the exception of the honorarium for heading the Laboratory) of up to 3% per year.

- The salaries will be adjusted annually in accordance with the salary increases in the civil service. The CDG makes official announcements of the increases.

- If staff members work only part-time for the CD Laboratory, the personnel costs should be paid in proportion to the time worked.

- Study fees are not reimbursed. The salaries enable a level of payment that is sufficient to cover study fees.

Please note in addition:

- The CDG only reimburses costs and recognizes entitlements if they result from the period of operation of the CD Laboratory (such as termination indemnities of payments for annual leave) but is not responsible for claims relating to previous periods of employment.

- If the CD Laboratory is terminated prematurely, the CDG will refund the personnel costs to the university/research institution from the date of the Laboratory’s termination until the expiry of the legal notice period or the period of notice given in the collective contract (generally from the CD Laboratory’s budget). The CDG will not be responsible for any other claims that may result from particular contractual agreements or previous periods of employment.

- Exceptions may be made with the agreement of the university/research institution and the CDG.
7.1.2. Senior Postdoc

Within CD Laboratories the CDG is basically interested in providing support for young scientists. However, in special cases it may be necessary for a CD Laboratory to integrate scientists with particular expertise within the team, although their careers are already at a more advanced stage. To make this possible a salary for a senior postdoc is payable provided the following criteria are met:

- The scientist in question must have experience and expertise in a particular topic that the CD Laboratory requires.
- The scientist in question must already have spent at least three years performing research work at a university/research institution or in the private sector.
- A CD Laboratory may have only one senior postdoc position in accordance with these criteria, unless the CDG Executive Board grants an exception because of particular circumstances.

Checks are made to ensure the criteria are met as part of the monitoring of the Laboratory. The supporting documentation must be made available (doctoral certificate, note to file about expertise in a particular topic and proof that the staff member has spent at least three years as a postdoc).

7.1.3. Honorarium for heading a Laboratory

The salary that the university/research institution normal pays to the Head of the Laboratory is not eligible for reimbursement by the CDG. However, an honorarium is paid for heading a Laboratory. The honorarium, together with a payment to cover the employer contribution, is covered by the CD Laboratory's budget. The honorarium for heading a Laboratory currently amounts to EUR 10,000 per year in addition to a proportion for the employer contribution, which for the purposes of budgetary planning should be taken to be 25%. Any additional, voluntary components of the salary that are not explicitly required by the collective contract for Austrian universities are not eligible for support by the CDG.

If the employer contribution is less than the percentage foreseen, the remaining money may be transferred to the Laboratory’s budget; if the contribution exceeds this percentage the difference must be covered from the Laboratory’s budget.

The honorarium for heading a Laboratory is administered by the university/research institution and both the employer contribution and the employee contribution are deducted.
7.2. Fixed assets (inventory)

Fixed assets (inventory) are objects that are intended to serve the CD Laboratory’s business or research permanently.

Fixed assets are purchased by the Head of the Laboratory and the university/research institute should charge them to the internal accounting number of the CD Laboratory and inventory them. Their depreciation takes place in accordance with the general legal provisions. The date when the equipment enters operation is to be taken as the date of purchase.

In purchasing equipment, the Federal provisions governing the award of contracts and the internal guidelines of the university/research institute must be observed. The corresponding documentation should be enclosed with the information relating to the purchase. All items of fixed assets must be marked with an inventory label from the university/research institute as well as with a label indicating the support from the CDG. Such labels will be provided by the CDG and must be attached so that they are easily visible.

The following costs associated with fixed assets are eligible for support:

- Costs of purchase of fixed assets as defined by the Business Enterprise Code (UGB), i.e. equipment and software licences with a purchase price of EUR 800 or above, excl. VAT (including costs for transport, assembly and necessary adoptions)
- Costs for the purchase or adaptation of special infrastructure that is directly associated with the CD Laboratory (e.g. installation of air conditioning, remodelling of rooms to set up equipment)

**Purchase of large items of equipment**

Equipment with a purchase price of EUR 10.000 and above, excl. VAT, may only be purchased with the prior written agreement of the company partners. If the purchase price is EUR 50.000 or more, excl. VAT, an application must be submitted to the CDG Executive Board, as part of the initial application, in an application for extension of funding (evaluation report) or separately. If a large item of equipment is purchased in the final 24 months of the normal duration of the CD Laboratory (excl. any phasing-out period that may be granted) the residual book value must be refunded at the end of the normal period of the Laboratory’s operation.

**Refunding**

In the event of a refund, the CDG will calculate the residual book value taking two factors into account. The date for calculating the residual book value will be taken as the date of the normal or premature termination of the CD Laboratory or the end of the participation of a company partner in the CD Laboratory. Any phasing-out period that may be granted will not be taken into account. The depreciation time will be that given in Table 6. In case of doubt, the CDG Executive Board will determine the date and depreciation time appropriate to the equipment in question.
Table 6: Depreciation times for fixed assets

<table>
<thead>
<tr>
<th>Category</th>
<th>Depreciation time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer hardware</td>
<td>4 years</td>
</tr>
<tr>
<td>Computer software</td>
<td>4 years</td>
</tr>
<tr>
<td>Analysis and test equipment</td>
<td>5 years</td>
</tr>
<tr>
<td>Fitments (special equipment)</td>
<td>7 years</td>
</tr>
<tr>
<td>One-off license payment</td>
<td>4 years</td>
</tr>
<tr>
<td>Other equipment</td>
<td>5 years</td>
</tr>
</tbody>
</table>

Normal termination of the CD Laboratory

- If large items of equipment are purchased in the final 24 months of the normal period of operation (excl. any phasing-out period that may be granted), the university/research institution must refund their residual book value, determined on the date of the normal termination of the CD Laboratory (excl. any phasing-out period) to the CDG.

- During the normal termination procedure for the CD Laboratory, the company partners may be interested in acquiring some of the equipment purchased for the CD Laboratory's research. In such cases, the CDG encourages the university/research institution to relinquish the equipment to the company partners against payment of an appropriate consideration.

Premature termination of the CD Laboratory

- If the CD Laboratory is terminated prematurely as a consequence of a negative scientific evaluation, the university/research institution must refund the residual book value of the complete fixed assets (assets costing EUR 800 or above, in accordance with the CDG guidelines) of the CD Laboratory to the CDG.

- If the CD Laboratory is terminated prematurely as a consequence of the withdrawal of the company partner(s), the CDG will ensure that the companies in question refund the proportion of the residual book value of the complete fixed assets (assets costing EUR 800 or above, in accordance with the CDG guidelines) of the CD Laboratory that was covered by the public purse to the CDG. In such cases, the university/research institution will not be required to refund the proportion of the residual book value that was covered from other sources. There is no requirement for a refund if the CD Laboratory continues with other company partners.
7.3. Other costs

7.3.1. Hire-purchase equipment
The costs for hire-purchase equipment are eligible if the purchase price excl. VAT is at least EUR 100,000. Since 2019, interest payments and other charges have no longer been eligible for support. Please note that the hire-purchase contracts are concluded by the university/research institution. Before concluding a hire-purchase contract the university/research institution should reach an agreement with the CDG relating to the operative handling of the contract and any associated liabilities.

7.3.2. Material costs that do not represent fixed assets
The following costs are eligible as material costs that do not represent fixed assets:
- low-value assets (items with a purchase price of up to EUR 800 excl. VAT) without limitation
- assets above EUR 800 excl. VAT that are not intended to serve the CD Laboratory’s business or research permanently
- material costs and consumables

7.3.3. Costs for third party services
Costs for third-party services necessary or advantageous for the research project are eligible, in particular:
- acquisition of research or advisory services
- sample preparation, external measurement and material tests
- special IT services
- maintenance, repair, installation and modification of facilities and equipment in the CD Laboratory
- pro rata costs for the use of special facilities, such as the (shared) used of central (large) items of equipment (e.g. measuring or testing facilities, electron microscopes, computing time on mainframe computers, use of cleanrooms etc.), or increased operating expenses resulting from measures connected with the purchase or adaption of special infrastructure
- costs for additional necessary space for the establishment and operation of the CD Laboratory, up to a maximum level of 3% of the actual personnel costs.

The costs should be taken into consideration in calculating the CD Laboratory’s budget. The budgeting of the costs is based on the CD Laboratory’s planned personnel costs (including the costs for heading the Laboratory). Accounting is based on the actual personnel costs of the CD Laboratory.

Support for the costs for additional space is granted to the university/research institution and not to the CD Laboratory. An internal service charge from the bursary/department of finance of the university/research institution and addressed to the CD Laboratory is sufficient to show
that the university/research institution has received the sum in question. The institute should not submit an internal service charge to the CD Laboratory. Nevertheless, the university/research institution is free to forward the support it receives to the institute.

In awarding contracts, the legal provisions governing the award of federal contracts must be observed. Appropriate documentation should be enclosed with the information on the award of the contract.

Financial returns to the participating commercial partners are generally not permitted and the commercial partners may therefore not invoice the CD Laboratories for goods or services they provide. Costs of consignments or services from the commercial partner may be deemed eligible for support only under exceptional circumstances. In each case the Head of the Laboratory must submit an application for an exception in advance to the CDG and the CDG Executive Board will decide whether it is justified. It must be ensured that the goods or services could either not be obtained from another company or could only be obtained otherwise at considerably higher costs; and that the commercial partner does not make any profit from providing the goods or services. Costs for third-party services provided by staff of the university/research institution that is hosting the CD Laboratory must be approved in advance by the CDG Executive Board.

7.3.4. Travel costs
Travel costs for persons immediately involved with the CD Laboratory’s research work are eligible, in accordance with the guidelines for reimbursement of travel costs specified in the CD Laboratory’s contracts. The costs of participation by the Head of the Laboratory at conferences and other scientific events are only eligible if it can be shown that participation serves to present the CD Laboratory’s research results (lecture, poster, publication in proceedings). Individual staff members of the CD Laboratory may also undertake duty travel if doing so helps them to acquire knowledge necessary or appropriate for the research project and builds up expertise within the CD Laboratory.
A boarding card must be submitted for each flight taken. Checking in by means of a smartphone is not permitted.

7.3.5. Additional costs
Other running costs of the CD Laboratory are eligible for support, in particular:
- scientific literature and journals, access to online media etc.
- workshops, lectures from visiting scientists, presentations
7.4. VAT and acquisition tax

VAT paid may be treated as an eligible cost only if the university/research institution is not entitled to VAT reimbursement.

Purchase invoices from within the EU may be marked with the VAT number of the university/research institution. If this is done, it must be ensured that acquisition tax is paid.

7.5. Costs that are not eligible for support

The following costs are not eligible for support:

- costs that arise before the date when the CD Laboratory started
- costs for the preparation of contracts or transfer costs levied against the university/research institution or its partners
- costs that are not immediately connected to the CD Laboratory
- fines, charges for late payments, reminder fees etc.
- costs for damages (claims for damages that arise as a result of the CD Laboratory's operation)
- costs for basic infrastructure, with the exception of costs for additional necessary space for the establishment and operation of the CD Laboratory, up to a limit of 3% of the actual personnel costs (➔ see Points 7.3.3.)
- costs for general infrastructural measures
- costs for buildings and premises
- costs for the building up of reserves and savings
- financial returns to the commercial partners
- costs that arise after the end of the CD Laboratory’s period of operation
- costs for services performed after the end of the CD Laboratory’s period of operation
- costs that are deemed ineligible for support as a result of provisions in the EU's competition laws

7.6. Recognizance of costs

The costs approved when the CDG Executive Board decides to support the CD Laboratory do not represent recognized costs.

The final amount of the eligible costs and of the support will be only communicated after examination and approval of the statement of accounts by the CDG. The CDG will examine the eligibility of the various items of expenditure, will identify items ineligible for support and will claim repayment of the corresponding amount.

Claims for repayment may arise during the course of the continuous monitoring of the CD Laboratory’s operation, especially during the checking of invoices as part of the system of random checks and external audits.
### 7.7. Complete overview of eligible and ineligible costs

The following summary should be taken as a guideline and is not comprehensive:

Table 7: Overview of eligible costs

<table>
<thead>
<tr>
<th>Cost category</th>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>✓ personnel costs as foreseen in the CDG’s scheme of personnel costs</td>
<td>✗ components of the salary that exceed the CDG’s scheme of personnel costs</td>
</tr>
<tr>
<td></td>
<td>✓ termination indemnities and payments for annual leave on termination of the CD Laboratory, to the extent they arise during the period of employment at the CD Laboratory</td>
<td>✗ voluntary social payments, bonuses, extra payments for qualifications, gifts</td>
</tr>
<tr>
<td></td>
<td>✓ Reserves for pension payments in accordance with the collective contract.</td>
<td>✗ study fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ the company partners’ staff costs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ personnel costs for staff members who work at the company partners</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ staff costs for consultancy services performed by staff of the university/research institution unless approved by the CDG Executive Board</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ other reserves and savings, e.g. to cover severance payments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ reimbursements for inventions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ payments in kind</td>
</tr>
<tr>
<td><strong>Honorarium for heading a Laboratory</strong></td>
<td>✓ honorarium for heading a Laboratory in addition to a percentage to cover the employer contribution, which for budgetary purposes should be taken to be 25%</td>
<td>✗ regular salary for the Head of the Laboratory, with the exception of Lectureships (Heads of Laboratory) endowed by the CDG, and for heads of external/international modules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✗ pension contributions relating to the honorarium for heading the Laboratory (from 01.01.2014 onwards)</td>
</tr>
<tr>
<td>Cost category</td>
<td>Eligible costs</td>
<td>Ineligible costs</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fixed assets (inventory)</td>
<td>✓ costs for the purchase of fixed assets/inventory items, i.e. items of equipment and software licenses with a purchase price of EUR 800 and above (excl. VAT) that are intended to be used continuously for research or service in the CD Laboratory (including the costs for transport, installation and necessary adaptation) ✓ costs for the purchase or adaptation of particular items of infrastructure (e.g. installation of air conditioning, conversion of rooms to accommodate equipment supported by the CDG) ✓ costs for the insurance of fixed assets</td>
<td>✗ costs for basic infrastructure, i.e. appropriate premises for the CD Laboratory or their renting, furniture, heating, telephone, internet connection, copying costs, administrative staff (with the exception of costs for additional space required, up to a level of 3% of the actual personnel costs) ✗ costs for general infrastructural measures, such as equipment for seminar rooms or social rooms ✗ costs for buildings and premises ✗ any discounts that are not taken up</td>
</tr>
</tbody>
</table>

Please note: The regulations relating to the awarding of contracts must be observed. [continued on the following page]
<table>
<thead>
<tr>
<th>Cost category</th>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire-purchase equipment</td>
<td>✓ Costs for hire-purchase equipment with a purchase price of at least EUR 100,000 excl. VAT</td>
<td></td>
</tr>
<tr>
<td>Material costs that do not represent fixed assets</td>
<td>✓ low-value assets, i.e. items with a purchase price up to EUR 800 excl. VAT.</td>
<td>✓ purchases exceeding EUR 800 excl. VAT that are not intended to serve the CD Laboratory’s business permanently</td>
</tr>
<tr>
<td>Costs for third-party services</td>
<td>✓ acquisition of research and advisory services</td>
<td>✓ financial returns to the commercial partners</td>
</tr>
<tr>
<td></td>
<td>✓ sample preparation, external measurements and material tests</td>
<td>✓ management costs</td>
</tr>
<tr>
<td></td>
<td>✓ special IT services</td>
<td>✓ costs for third-party services provided by staff of the university/research institution that have not been approved by the CDG Executive Board</td>
</tr>
<tr>
<td></td>
<td>✓ maintenance, repair, installation and modification of facilities and equipment in the CD Laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ pro rata costs for the use of special facilities, such as the (shared) use of central (large) items of equipment (e.g. measuring or testing facilities, electron microscopes, computing time on mainframe computers, use of cleanrooms etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ pro rata costs for increased operating expenses resulting from measures connected with the purchase or adaptation of special infrastructure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ costs for additional necessary space up to a limit of 3% of the actual personnel costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ costs for third-party services provided by staff of the university/research institution, provided these have been requested in advance and approved</td>
<td></td>
</tr>
</tbody>
</table>

Please note: regulations relating to the awarding of contracts must be observed.
<table>
<thead>
<tr>
<th>Cost category</th>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel costs</td>
<td>✓ travel costs for persons immediately involved with the CD Laboratory’s research work, in accordance with the guidelines for reimbursement of travel costs specified in the contracts</td>
<td>✗ the commercial partners’ travel costs ✗ removal costs</td>
</tr>
<tr>
<td></td>
<td>✓ travel costs for the Head of the Laboratory to attend conferences only if results of the CD Lab’s research are presented</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ travel costs for the employees of the Laboratory to attend conferences in order to gain knowledge (after approval of the application for the CD laboratory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ travel costs to commercial partners and to module partners to the extent necessary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ travel costs for further education directly connected to the CD Laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ costs for rail passes (Vorteilscard), vaccinations (if required) etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ mileage payments (if the use of a private car in a particular case is in accordance with the valid travel regulations and if a reason is given why public transport could not be used for the journey)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ parking costs (unless mileage costs are claimed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ costs for taxis/hire cars (only if justified)</td>
<td></td>
</tr>
</tbody>
</table>

Please note: The provisions of the travel regulations must be observed.
<table>
<thead>
<tr>
<th>Cost category</th>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional costs</td>
<td>✓ costs for materials and consumables, such as office materials or copying costs (to the extent they can be attributed to the CD Laboratory)</td>
<td>X overhead costs, bench fees, workplace costs</td>
</tr>
<tr>
<td></td>
<td>✓ telephone costs, to the extent they can be attributed to the CD Laboratory (costs for mobile phones only following approval of a request to the CDG)</td>
<td>X reserves and savings</td>
</tr>
<tr>
<td></td>
<td>✓ scientific literature and journals, access to online media etc.</td>
<td>X costs for basic infrastructure, i.e. appropriate premises for the CD Laboratory or their renting, furniture, heating, telephone, internet connection, copying costs, administrative staff (with the exception of costs for additional space required, up to a level of 3% of the actual personnel costs)</td>
</tr>
<tr>
<td></td>
<td>✓ workshops, lectures from visiting scientists, presentations</td>
<td>X flat-rate charges for materials and consumables, such as office materials or copies</td>
</tr>
<tr>
<td></td>
<td>✓ costs for PR work directly connected to the CD Laboratory, such as:</td>
<td>X charges for late payments and reminders</td>
</tr>
<tr>
<td></td>
<td>✓ additional door signs</td>
<td>X costs for damages</td>
</tr>
<tr>
<td></td>
<td>✓ business cards, if they refer to the CD Laboratory (&quot;CD Laboratory for XX&quot; and/or CDG logo)</td>
<td>X fines</td>
</tr>
<tr>
<td></td>
<td>✓ publications and advertisements, if focused on the CD Laboratory</td>
<td>X costs for representation by a PR agency</td>
</tr>
<tr>
<td></td>
<td>✓ the CD Laboratory web site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ costs for further education directly connected to the CD Laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ charges for administration of staff costs by the bursary/department of finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ proof-reading and binding of theses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ bank charges and losses due to currency fluctuations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[continued on the following page]</td>
<td></td>
</tr>
</tbody>
</table>
### Cost category

<table>
<thead>
<tr>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Additional costs</td>
<td>x The following costs in association with functions:</td>
</tr>
<tr>
<td>✓ interest paid on overdrafts arising from late payment of financial support</td>
<td>x costs for refreshments, food and drink at meetings or events attended only by staff of the CD Laboratory, such as Christmas parties</td>
</tr>
<tr>
<td>to which the Laboratory is entitled.</td>
<td>x refreshments at discussions with partners of modules from within Austria</td>
</tr>
<tr>
<td>✓ The following costs in association with functions:</td>
<td>x working meals at meetings with commercial partners that do not last for an entire day</td>
</tr>
<tr>
<td>✓ costs for refreshments at events specifically related to the CD Laboratory,</td>
<td>x tips</td>
</tr>
<tr>
<td>such as opening the Laboratory (to the extent the costs exceed the contribution from the CDG), presenting the CD Laboratory to the public (open day), invitation of guest speakers up to a certain number, evaluation meetings etc.</td>
<td>x spirits, extravagant gourmet menus, wine tasting, cigarettes etc.</td>
</tr>
<tr>
<td>✓ refreshments at meetings with external parties, such as company partners or</td>
<td>x invitations to the commercial partners for attendance at special events</td>
</tr>
<tr>
<td>partners from modules outside Austria (coffee, tea, mineral water, biscuits</td>
<td></td>
</tr>
<tr>
<td>etc.)</td>
<td></td>
</tr>
<tr>
<td>✓ for all-day meetings with company partners or partners from modules outside</td>
<td></td>
</tr>
<tr>
<td>Austria, working meals (up to EUR 25 per person)</td>
<td></td>
</tr>
</tbody>
</table>

### 8. Commercial partners

#### 8.1. Companies as members of the CDG

The CDG is a non-profit association that supports the establishment and operation of CD Laboratories and JR Centres. Membership of the CDG is open to all companies that are interested in mid- to long-term research collaborations with highly qualified scientists and that have the required capacity to take up and exploit the results of application-oriented basic research. A company’s participation in a CD Laboratory is linked to its membership of the CDG.
8.2. Relevant Documents

If a company wishes to become involved in a CD Laboratory the following forms are required (➔ forms on the CDG Web site [www.cdg.ac.at](http://www.cdg.ac.at) within the document “Information on membership of the Christian Doppler Research Association”):

- Application for regular membership of the Christian Doppler Research Association (including the annual report of the previous business year)
- Declaration of involvement in a Christian Doppler Laboratory
- Definition of the company’s specific fields of business relevant to the research field (in agreement with the university/research institution)
- For an SME in accordance with the European Commission’s definition: Application for a reduced fee for membership of the Christian Doppler Research Association as precondition for granting of support for SMEs in the CD Laboratory in question

8.3. Decision on membership

Decisions on applications for Membership are taken by the CDG Executive Board, which pays particular attention to criteria such as whether there is mid- to long-term interest in research collaboration, the company’s expected ability to make financial support available over a long period and the company’s capacity for taking up and further developing the CD Laboratory’s research results.

To ensure the mutual independence of the collaboration partners from one another in the work of the CD Laboratory, the company partners and the scientific partners may not have any form of corporate integration. The Heads of Laboratories may not be employed by a company partner, may not have any managerial function and may not hold shares in the company partner. Contracts for consultancy or for the performance of works and services are permitted but must be reported to the CDG.

8.4. Types of membership and level of membership fees

8.4.1. Option on membership

As a result of its application for membership and the CDG Executive Board’s decision to approve it, the company receives an option on membership of the CDG. The option on membership is tied to involvement in a CD Laboratory for which funding has been requested or in a CD Laboratory that already exists. It may be valid for a period of 24 months.

Fee for the option

A fee for the option is payable on application for membership of the CDG. It amounts to EUR 1,000.
8.4.2. Regular membership

The option on membership is automatically converted to a regular membership upon the start of a new CD Laboratory or upon the start of the company’s involvement in an existing CD Laboratory.

Membership fee payable by a Regular Member

As a basic principle, the membership fee is related to the costs of the research work in the CD Laboratory. The budget of a CD Laboratory is agreed by the Head of the Laboratory and the company partners. A proportion of the budget is allocated to each company partner, with the amounts in turn broken down into a fraction payable by the partner and support from the public purse:

- The CDG applies fully transparent criteria in calculating the fraction payable by the partner. Generally 50% of the proportion of the budget allocated to a company partner is to be paid by the company in question. In the case of SMEs (that have submitted the appropriate confirmation of their status) the figure is 30% to 40%. In special cases (e.g. if the company receives a large level of basic funding from the public purse) it may exceed 50%. It should be noted that the amount payable by the company partner may not lie below a certain threshold.

- The proportion paid from the public purse comes from public sources (the Ministry for Economic Affairs or the National Foundation for Research, Technology and Development). The CDG sets the membership fee as the amount of the company’s contribution to the CD Laboratory’s budget, calculated in accordance with the preceding paragraph and taking any support for SMEs into account, together with a contribution to the Association’s overall costs. This latter contribution does not exceed 7% of the contribution to the research costs. The CDG Executive Board fixes the precise level of the contribution to the Association’s overall costs for a particular year in the autumn of the preceding year.

Details of support for SMEs

Small and medium-size enterprises (SMEs) that satisfy the definition of the European Commission and that have their headquarters in the European Union, the European Economic Area or the EFTA may apply for support for SMEs, which amounts to 60% for the entire period of the CD Laboratory’s operation. The CDG is responsible for calculating the level of the support payable.

Furthermore, an SME must be an “autonomous” concern. This is interpreted to mean a company that is neither a partner enterprise nor a linked enterprise: the company in question may not have more than 25% shares (capital or votes) in another company and no other company may have more than 25% shares in it.
The European Commission has established the following criteria for small and medium-sized enterprises (SMEs)\(^\text{11}\):

<table>
<thead>
<tr>
<th>Headcount</th>
<th>Annual turnover</th>
<th>Balance sheet total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium-sized enterprise (&lt; 250)</td>
<td>(\leq 50 \text{ Mio. EUR})</td>
<td>(\leq 43 \text{ Mio. EUR})</td>
</tr>
<tr>
<td>Small enterprise (&lt; 50)</td>
<td>(\leq 10 \text{ Mio. EUR})</td>
<td>(\leq 10 \text{ Mio. EUR})</td>
</tr>
<tr>
<td>Micro enterprise (&lt; 10)</td>
<td>(\leq 2 \text{ Mio. EUR})</td>
<td>(\leq 2 \text{ Mio. EUR})</td>
</tr>
</tbody>
</table>

**Details of the minimum costs payable by company partners**

The level of contribution from the company partners must not fall below a certain minimum level. In the normal case, this is currently set at EUR 22,000 per year (EUR 10,000 per year for SMEs). If a company partner would like to support the establishment of a new CD Laboratory without the participation of any other companies, the minimum contribution from the company results from the lower limit for the Laboratory’s annual budget of currently EUR 140,000, i.e. it lies at EUR 70,000 per year (correspondingly lower for SMEs).

**Details of the contribution to general costs**

In addition to the company’s contribution to the research costs, a contribution is made to the CDG’s general costs. This covers the CDG’s organizational costs and serves to build up a reserve fund for the CDG. The reserve fund is intended to guarantee a certain degree of financial stability in the event that the Association suffers unforeseen financial problems. It buffers the risks the Association faces and can be seen as an expression of solidarity among the Association’s Members. The contribution to general costs is fixed by the CDG Executive Board and does not exceed 7% of the proportion of the research costs allocation to the company\(^\text{12}\).

**8.4.3. Determination of membership fees**

An application to establish a new CD Laboratory or to extend an existing CD Laboratory must contain a research plan, a time plan and a cost plan (for several years). The commercial partners must indicate their consent to the research plan, time plan and cost plan by means of an official signature and company stamp. Consent is taken as a firm commitment for the first year and as indicative of a serious intent to participate for the following years. With the start of the CD Laboratory or of the company’s involvement in an existing CD Laboratory, the corresponding membership fee (based on the approved research plan, time plan and cost plan) automatically becomes due.

\(^{11}\) The CDG assumes no liability for errors. In all cases the European Commission’s current criteria are to be applied. The current document is the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises, 2003/361/EG, Official Journal of the European Union, L 124 of 20.5.2003, pp. 36 ff.). Any subsequent provisions must be applied.

\(^{12}\) The contribution to general costs includes the previously levied “buffer” charges.
In the first year of the CD Laboratory’s operation, the proportion of the budget for the cal-
endar year is calculated after discussions with the Head of the Laboratory and prescribed
as the membership fee by the CDG.

From the second year of the CD Laboratory’s operation the Head of the Laboratory will
prepare or update annual budgets, to be duly executed by the commercial partners. These
serve as the basis for the calculation and determination of the corresponding membership
fees for the commercial partners.

Payment of the membership fee to the CDG represents a significant contribution to enabling the
operation of the CD Laboratories and thus the successful cooperation between science and the
private sector. In the interest of the stability of the research activity, the membership fee is due
immediately on receipt of the request for payment. In exceptional cases the CDG Executive Board
can demand a bank guarantee or a written guarantee from another company to cover the amount
of the membership fee or an advance payment of the membership fee for a certain period of time.

8.4.4. Termination of membership
The following provisions relate to termination of membership of the CDG:

Normal termination of membership
If the CD Laboratory in which the Member is involved concludes normally, a regular Member may
decide whether it wishes to remain in the Association as a Patron or to terminate its membership.
If a member is involved with several CD Laboratories or JR Centres it may take this decision
following the termination of the last CD Laboratory or JR Centre with which it is involved. A Patron
may at any time participate again in CD Laboratories or JR Centres without again having to apply
for membership.

Membership fee for Patrons
The membership fee for Patrons is currently set at EUR 1,000 per year.

Premature termination of membership
Termination of membership by mutual consent is possible at any time with the agreement of the
CDG Executive Board.
Notice of termination of membership must be submitted to the CDG Executive Board in writing,
observing the period of notice and the dates of giving notice stipulated in the version of the Stat-
utes valid at the time. The current provisions are that notice can be given at the end of a month
and the period of notice is nine months. It is similarly possible to cease participation in a particular
CD Laboratory prematurely by giving notice in writing to the CDG Executive Board, again observ-
ing the period of notice and the dates of giving notice given in the Statutes. Failure to sign a
budget plan is not interpreted as termination of membership: a written notice of termination is
required in all cases.
In the event of the premature termination of membership or the premature cessation of participation in a particular CD Laboratory, the proportion of the residual book value of the fixed assets purchased in the collaboration with the CD Laboratory that was covered by contributions from the public purse is to be refunded to the CDG.

8.5. Additional commercial partners in a CD Laboratory

Before a new commercial partner may join an existing CD Laboratory, the Head of the Laboratory must obtain the consent of the companies already collaborating in the framework of the CD Laboratory.

8.6. Rights and responsibilities of corporate members

There are rights and responsibilities associated with CDG membership. These result primarily from the currently valid versions of the CDG Statutes and of the rules of the funding programme. The corresponding documents are available from the CDG on request.

9. Legal Framework

9.1. Legal basis

The establishment of CD Laboratories at Austrian universities represents financial support in the sense of § 27 para. 1 no. 2 of the Universities Act (UG 2002). The establishment of a CD Laboratory at a non-university research institution in Austria and the establishment of an International CD Laboratory represent financial support.

The fundamental principles of the funding model are set out in the Programme Document “Support for the Establishment and Operation of Christian Doppler Laboratories”. The general guidelines for evaluating CD Laboratories are set out in the “Evaluation Handbook on Support for the Establishment and Operation of Christian Doppler Laboratories”.

A CD Laboratory is based on additional legal documents that are listed in the corresponding contracts, such as the Union Framework for State Aid for Research and Development and Innovation, the Research and Technology Promotion Act (FTFG) and the Guidelines for the promotion of technical research, technological development and innovation (FTI – 2015 Guideline: Structure-FTI-Guideline) in accordance with § 15 FTFG, or with the regulations that come into force to replace this Guideline when it expires on 31.05.2021, as well as the RTD National Foundation Act, in each case in the currently valid version.

9.2. Contractual framework

9.2.1. Contractual framework for the CD Laboratory

Contracts to establish a CD Laboratory at an Austrian university are concluded between the CDG and the university in question. The General Agreement with the host institution sets out general regulations for the establishment and operation of CD Laboratories at this particular university. The Concrete Agreement with the host institution includes all regulations governing the establishment and operation of a particular CD Laboratory. If funding is provided from the public purse, two further contracts must be concluded: the General funding contract and the Individual funding contract.

In place of the four contracts named above, CD Laboratories at non-university research institutions in Austria and CD Laboratories at universities/research institutions outside Austria receive only two contracts, the Concrete Agreement with the host institution and the individual funding contract. These two contracts include all the regulations that are set out for CD Laboratories hosted at Austrian universities in the General Agreement with the host institution and in the General funding contract. The contents of the contracts of all CD Laboratories are thus identical.

The CDG’s corporate members are tied to the CDG directly as a result of the Association’s Statutes. No separate contracts are involved.

The structure of the contractual framework for CD Laboratories at Austrian universities and for CD Laboratories at non-university research institutions in Austria or at universities/research institutions outside Austria is schematically represented in the following diagrams:

Figure. 2: Contracts regulating CD Laboratories at Austrian universities
9.2.2. Contracts of employment with the CD Laboratory’s staff

The CD Laboratory’s staff is employed by the university/research institution. Contracts of employment are to be concluded between the university/research institution and the individual staff members. These must include specific points.

The contracts between the university/research institution and the CD Laboratory’s staff may also take the form of appendixes to existing contracts. The CDG will make an appropriate sample contract available to cover the necessary provisions.

9.3. Agreement between university/research institution or Head of Laboratory and commercial partners

The specific fields of business of a company partner that are relevant to the CD Laboratory are to be defined by agreement between the company partner and the university/research institution. Agreement must be reached before the application for the company’s participation in the CD Laboratory is submitted.

At the start of a CD Laboratory’s operation (or when an additional company partner joins an existing CD Laboratory), or within six months thereafter, there must be an agreement between the university/research institution and the commercial partner with regard to mutual requirements for confidentiality/non-disclosure, publications and intellectual property rights, including any provisions to offer recompense for inventions.

The CDG recommends involving the research support services of the university/research institution in discussions on the agreement for exploitation of the research results before submitting an application for a company partner to participate in a CD Laboratory. The CDG can provide a sample agreement on request.

If there is no agreement with the company partners on the above points within six months of the start of a CD Laboratory’s operation, or within six months of the start of a new company partner’s participation in
a CD Laboratory, the provisions of the General agreement with the host institution will be deemed to have been accepted.

9.3.1. Ensuring the character of the research that is funded

If necessary the provisions in the General agreement with the host institution may be specified more precisely. In doing so, the following points should be taken into consideration:

- The General agreement with the host institution or the Concrete agreement with the host institution in the case of a CD Laboratory at a non-university research institution or of an international CD Laboratory, remains valid and its provisions override those of the agreement between the university/research institution and the company partners. As an example, the provisions of the General agreement with the host institution with regard to the termination of CD Laboratories and the provisions in the Statutes regarding termination of membership must be observed.

- Any additional agreements between the company and the university/research institution or the Head of the Laboratory that relate to the CD Laboratory, such as precision of the regulations governing confidentiality/non-disclosure, publications or intellectual property rights or additional agreements, must be in accordance with the legal framework of the funding model and must be consistent with the programme’s nature, as the research work would otherwise no longer be eligible for support.

- The work in a CD Laboratories represents a research collaboration supported by the public purse. It is not contracted research. CD Laboratories do not directly exchange services for rewards (payments) but represent facilities in which the participants contribute jointly to a research project. This point must be reflected in the agreement.

- Provisions taken from standard contracts for contract work are often not suitable for CD Laboratories. As an example, a CD Laboratory does not perform services or offer services in exchange for a payment or a consideration. The companies support the CD Laboratories by means of their payments. The CD Laboratories are financed by the CDG (the support for the research work in which a company agrees to participate is administered by the CDG in accordance with the provisions of the General agreement with the host institution). The company partners are not clients but collaboration partners. No development work is undertaken in a CD Laboratory and no products or marketable prototypes are produced. In accordance with the funding model, the results of the CD Laboratory’s research lie in the field of application-oriented basic research, which contributes to the development of new products and processes by the company partners.

- Agreements that have the nature of contract research are not permitted.

- The provisions of Austrian substantive law are applicable.
9.3.2. Submission of the agreements to the CDG

The CDG must be informed of the agreements without having to ask and copies must be submitted to the CDG. The CDG guarantees that all such agreements will be treated in strict confidence. It is recommended to send the CDG drafts of the agreements for checking before they are signed by the university/research institution and the company partners.

9.4. Specific regulations in the legal framework

9.4.1. Confidentiality/non-disclosure

Both the university/research institution and the commercial partners are required to treat all information related to the CD Laboratory in strict confidence. Information of any kind that the commercial partners communicate to the CD Laboratory in the course of collaboration in the framework of the CD Laboratory, as well as all information relating to the operation and results of the CD Laboratory, must be treated in confidence. This provision does not apply to information and results that are covered by an explicit agreement to the contrary with the commercial partners involved. It also does not apply if it can be shown that the information or results were previously known to the CD Laboratory or if they represent general state of the art or are widely known. This requirement for confidentiality/non-disclosure applies in particular to the publication and/or patenting of the results of the CD Laboratory’s research. It extends to all persons involved in the CD Laboratory’s work and continues for six years beyond the period of the contract for the CD Laboratory.

9.4.2. Publications

The term “publication” is used to mean any mechanism to enable public access to the results of research and development work, in particular via printed media, in electronic media, by means of presentations in word and/or image or by other means. Results of basic research should be published in an appropriate form, ideally in refereed journals or in respected forums for publication in the relevant field. Publication of other results should take into account the economic interests of the commercial partners (e.g. in patenting). A written agreement between the Head of the Laboratory and the commercial partners should be obtained in advance. If within three weeks of sending a manuscript to be published to the commercial partners the Head of the Laboratory receives no justified objections to publication or requests for changes, this is to be interpreted as consent to publication. On no account may the performance and conclusion of Master theses, diploma projects and PhD theses or the handling of these according to study laws be obstructed or delayed.
9.4.3. Intellectual property rights

All inventions that arise from the CD Laboratory’s research activities must be reported immediately to the university/research institution and to the commercial partners. The decision whether inventions or protectable results fall within the scope of the agreed research activities of the CD Laboratory is to be taken jointly by the Head of the Laboratory and the commercial partners.

With regard to the further regulations for the use of inventions and protectable results, a distinction is made between those that lie within the companies’ specific fields of business and those that lie outside them. Within the companies’ specific fields of business the university/research institution transfers the IPR to the commercial partners on request (provided this is made by the agreed deadline). The commercial partners cover the inventor’s bonuses and the patenting costs. Additional payments to the benefit of the university/research institution may be agreed in accordance with Point 9.3. Outside the companies’ specific fields of business, the university/research institution grants the commercial partners the right of first refusal on rights to the invention or protectable results, to be acquired for an appropriate payment.

During the preparation of the application for a company to participate in a CD Laboratory, the company and the university/research institution must agree on the fields that are to be treated as the company’s specific fields of business, as applied to the CD Laboratory in question.

9.4.4. Overheads

The funding scheme is based on a collaboration between science and companies, with both partners having equal rights and both contributing to the work of the CD Laboratory. The university/research institution provides a stimulating scientific environment and the know-how required to ensure that the research work is fruitful. The university/research institution also contributes in kind by making its basic infrastructure available for the establishment and operation of the CD Laboratory, by financing the salary of the Head of the Laboratory and by supporting the personnel administration. The scientific partner is thus providing services that the companies could not obtain elsewhere in the same form. On the other hand, the company partners do not only pay their membership fees but also make a substantial contribution to the success of the collaborative endeavour, as revealed by their making available internal infrastructure as well as offering their knowledge and possibilities for further education to diploma students. In addition, the company members of the CDG show their solidarity and support for the (further) development and administration of the funding scheme by contributing to the overall costs of the Association. Their contributions also represent the guarantee of financial security for CD Laboratories that are in financial difficulties. For these reasons, the CDG assumes that the in-kind contributions of the scientific and company partners are equivalent.

Nevertheless, costs for the space necessary to establish and operate the CD Laboratory are eligible for support, up to 3% of the actual staff costs. In addition, it is possible to claim reimbursement for the (pro rata) costs for the use of particular items of infrastructure, such as the (shared)
used of central (large) items of equipment (e.g. measuring or testing facilities, electron microscopes, computing time on mainframe computers, use of cleanrooms etc.). If the operation of the CD Laboratory requires unusual resources (e.g. installation of air conditioning, exceptionally high energy costs), these are also eligible for support. The costs may be covered from the CD Laboratory’s budget once the application has been approved.

10. Termination of the CD Laboratory

Funding ceases on reaching the seven-year maximum period of support or in the absence of a positive decision to extend funding as a result of a scientific evaluation of the CD Laboratory. In addition, failure to reach the lower level for the budget of EUR 140,000 (because of the cessation of collaboration with one or more companies), the expiry of a necessary component of the contractual framework (Concrete Agreement with the host institution or Individual funding contract) or exceptional circumstances may lead to termination of the CD Laboratory.

The research work must be planned so that all activities as well as all Masters and diploma projects and dissertations are completed within the Laboratory’s lifetime. A phasing-out period will be granted to enable the completion of Masters or diploma projects or dissertations that despite careful planning could not be finalized within the normal seven-year period of support for particular scientific reasons or as a result of other unforeseeable circumstances. In such cases the CDG Executive Board may permit the use of any unspent money by the CD Laboratory or may grant additional support for a period of up to twelve months, although the CDG Executive Board is generally reluctant to approve phasing-out periods. If work on a dissertation starts less than 2½ years before the end of the normal period of support of a CD Laboratory, a phasing-out period will be only granted under exceptional circumstances.

11. Link to documents

We ask you to download the following documents relating to the application to establish a CD Laboratory from the CDG web site, www.cdg.ac.at:

- Application form for the establishment of a Christian Doppler Laboratory
- Cost planning (Excel document, to be integrated in the application)
- Information on membership of the Christian Doppler Research Association: This document contains the following forms:
  - Application for regular membership of the Christian Doppler Research Association
  - Letter of commitment to participate in a Christian Doppler Laboratory
  - Definition of the specific fields of business
  - Only for small and medium-sized enterprises:
    - Application for a reduced fee for membership of the Christian Doppler Research Association as a precondition for the receipt of SME support for the CD Laboratory in question
12. Information
If you have any questions, the CDG General Secretariat would be pleased to help you:
Christian Doppler Research Association
Boltzmanngasse 20/1/3, 1090 Vienna, Austria
tel.: +43 1 5042205
fax: +43 1 5042205-20
e-mail: office@cdg.ac.at
web: www.cdg.ac.at

13. FAQ
How long should an application be?
The length should be in accordance with normal practices in the particular subject area. Applications
should be brief and concise, while containing sufficient detail to enable them to be assessed. The sci-
cientic part may not exceed 50 pages in length; the entire application may not exceed 100 pages.

What is meant by “scientific freedom”?
The Head of the Laboratory has complete freedom in allocating about 30% of the total resources avail-
able to the CD Laboratory. The scientific freedom should be used for further development of the basic
science in the relevant field, in particular the underlying methods and procedures. It should ensure that
the Laboratory’s potential to generate applicable results continues to grow during its period of operation.
The scientific freedom must be dedicated to basic research related to the topic that the CD Laboratory
is addressing. The scientific freedom and its use are the responsibility of the Head of the Laboratory.
Its use may not be restricted by the management of the university/research institution or by the company
partners, either in terms of its scope or in terms of its methods.
The scientific freedom also extends to external/international modules.

Are the CD Laboratories allocated to the various universities/research institutions according to
a particular formula?
No. All universities/research institutions are entitled to submit applications and all applications are
treated equally.

Are there restrictions relating to particular scientific disciplines or topics of research?
No. The CDG supports innovative scientific research, especially in the areas of natural sciences, engi-
neering, medicine and economics and relating to their effects on society. The CDG is open to applica-
tions from all areas of science in which a company needs basic knowledge. The CDG thus operates in
a strictly bottom-up manner.
Is there any time of the year when an application stands a lower chance of success (e.g. at the end of the year)?
No. Applications are treated the same in every meeting. The CD Scientific Board and the CDG Executive Board meet for times per year.

Is it essential that the Head of the Laboratory has completed a “Habilitation” (professorial qualifications)?
Potential Heads of a Laboratory do not need to have professorial qualifications (Habilitation). However, the CDG hopes that CD Laboratories can train PhD students and thus encourages the Heads of its Laboratories to complete their professorial qualifications.
In assessing an application, the CDG considers both the international scientific standing of the Head of the Laboratory (especially as reflected by publications) and whether s/he has sufficient knowledge of the subject (in particular whether s/he has completed professorial qualifications in a relevant subject or is working towards these qualifications, or whether s/he has comparable qualifications.)
The funding scheme is primarily addressed at young scientists who are still obtaining qualifications. Their position on the scientific career ladder should enable them to devote the large amount of time necessary to head a CD Laboratory. In individual cases Laboratories may be headed by people who are scientifically more established: in such cases, the criteria listed above will be applied even more strictly.

How long does the review take?
The CDG endeavours to keep the review time as short as possible. The minimum possible time from submission of an application to the decision to establish a CD Laboratory is about five months.

Who decides which referees to contact?
Selection of referees is the task of the Chair of the CD Scientific Board and the Deputies, who may consult members of the CD Scientific Board working in related subjects if necessary.

Does the CDG use referees from Austria?
The CDG relies exclusively on referees from abroad. Nevertheless, applications to establish an international CD Laboratory may be reviewed by referees from Austria.

Can more than one company be involved in a single CD Laboratory?
The CDG welcomes the involvement of more than one company in a single CD Laboratory.

Is it a disadvantage when only one company is involved in a CD Laboratory?
The CDG recommends involving several companies in a CD Laboratory. Collaborating with only one company partner does not give any disadvantage when the application is assessed. Nevertheless, Heads of Laboratories are encouraged to recruit additional company partners during the running time of CD Laboratories.
Under what conditions can a new company partner participate in a CD Laboratory?
If a new company partner wants to participate in an existing CD Laboratory, the Head of the Laboratory must obtain the consent of all the companies with which the CD Laboratory is already collaborating. The new company partner must provide a letter of commitment to participate in a Christian Doppler Laboratory and – unless it is already a member of the CDG – submit an application for membership of the CDG.

What are a company's responsibilities to a CD Laboratory?
When applying for membership of the CDG and requesting participation in a CD Laboratory, a company accepts the CDG's Statutes and agrees to be bound by the contracts that govern the CD Laboratory. When the letter of commitment to participate in a Christian Doppler Laboratory is signed and duly executed, the company confirms its interest in collaborating with the CD Laboratory over a long term (for the remaining duration of the Laboratory), agrees with the application and the research plan, time plan and cost plan contained therein and commits itself to pay the corresponding proportion of the CD Laboratory’s costs for the first year of research, along with the contribution to the CDG’s overall costs as specified by the CDG.

The company may terminate its membership or cease to participate in a CD Laboratory but must give written notice to the CDG Executive Board of its intention to do so, observing the dates and periods of notice specified in the currently valid version of the Statutes.

How much money must a company contribute?
The minimum contribution to participate in a new or an existing CD Laboratory currently amounts to EUR 22,000 per year (EUR 10,000 per year for an SME).
If the company partner would like to support the establishment of a new CD Laboratory without the participation of another company, the minimum contribution results directly from the lower limit for the Laboratory’s annual budget, which is currently EUR 140,000. The company would thus have to contribute an annual amount of EUR 70,000 (correspondingly less if it is an SME).

What contracts govern a CD Laboratory at an Austrian university?
There are several contracts between the CDG and the university that relate to a CD Laboratory. The General host agreement sets out general rules for the establishment and operation of CD Laboratories at the university in question. The Concrete host agreement contains all provisions relating to the establishment and operation of a particular CD Laboratory. If support comes from the State, two additional contracts must be concluded: the General funding contract and the Individual funding contract.
What contracts govern a CD Laboratory at a non-university research institution in Austria?

There are two contracts between the CDG and the non-university research institution in Austria that relate to a CD Laboratory. The Concrete host agreement contains all provisions relating to the establishment and operation of the CD Laboratory. If support comes from the Federal Ministry for Economic Affairs, an Individual funding contract must additionally be concluded.

These two contracts contain all the provisions that are included in the General host agreement and the General funding contract for CD Laboratories at Austrian universities, so all CD Laboratories are subject to contracts that are identical in content.

What contracts govern a CD Laboratory at a non-Austrian university or research institution, i.e. an international CD Laboratory?

An international CD Laboratory is governed by two contracts between the CDG and the foreign university or research institution. The Concrete host agreement contains all provisions relating to the establishment and operation of the CD Laboratory. If support comes from the Federal Ministry for Economic Affairs, an Individual funding contract must additionally be concluded.

These two contracts contain all the provisions that are included in the General host agreement and the General funding contract for CD Laboratories at Austrian universities, so all CD Laboratories are subject to contracts that are identical in content.

What contracts are concluded with the company partners?

The company partners of a CD Laboratory are members of the CDG. If a potential company partner is not yet a member, a corresponding application must be submitted to and approved by the CDG Executive Board. As a result of their membership, companies are bound by the CDG’s Statutes. The CDG’s contracts relating to the establishment and operation of a CD Laboratory contain general provisions relating to the collaboration between universities/research institutions and companies.

The company partner’s specific fields of business that are relevant to the CD Laboratory in question must be specified in agreement with the university/research institution in the course of preparing the company’s application to participate in the CD Laboratory.

The company partner and the university/research institution must also agree on mutual requirements for confidentiality/non-disclosure, publications and intellectual property rights, including any provision for paying recompense for invention). A written agreement should be concluded by the start of the CD Laboratory’s operation or of the company’s participation in it, or at the latest within six months of this date.

The CDG recommends involving the research support unit of the university/research institution in advance of the application for the company’s participation to help draft the agreement relating to the exploitation of the research results. A sample contract is available from the CDG on request.

If there is no agreement with the company partner within six months of the start of the CD Laboratory’s or of a new company partner’s participation in it, the provisions of the General agreement with the host institution will be taken as accepted.
How are the staff of a CD Laboratory employed?
The staff members of a CD Laboratory are employees of the university/research institution in question, which is responsible for concluding contracts of employment and payment of salaries.

How high is the budget of a CD Laboratory?
The annual budget of a CD Laboratory lies between EUR 140,000 and EUR 750,000 (calculated by purchase costs, not by depreciation costs). CD Laboratories are financed in equal measure from the public purse (funding from the Ministry for Economic Affairs and from the National Foundation for Research, Technology and Development) and from the contributions of the CDG member companies. A higher proportion of funding from the public purse (60%) is possible when small and medium-sized enterprises are involved.

How is the support paid?
The CDG collects the contributions from the CD Laboratory’s company partners in the form of membership payments and pools them with the money from the public purse. The CDG transfers the total budget for the CD Laboratory in question (i.e. the contributions from the public purse and the companies) to an account held by the university/research institution in the name of the Head of the Laboratory. Payments are made quarterly. The Head of the Laboratory is thus not responsible for obtaining the contributions from the company partners.

Does the CDG pay overhead costs?
No, because the funding scheme is based on a collaboration between science and companies, with both partners making in-kind contributions to the CD Laboratory. The CDG assumes that the in-kind contributions of the scientific and company partners are equivalent. Nevertheless, costs for the space necessary to establish and operate the CD Laboratory are eligible for support, up to 3% of the actual staff costs. In addition, it is possible to claim reimbursement for the (pro rata) costs for the use of particular items of infrastructure, such as the (shared) use of central (large) items of equipment (e.g. measuring or testing facilities, electron microscopes, computing time on mainframe computers, use of cleanrooms etc.). If the operation of the CD Laboratory requires unusual resources (e.g. installation of air conditioning, exceptionally high energy costs), these are also eligible for support. The costs may be covered from the CD Laboratory’s budget once the application has been approved.

Is the budget of a CD Laboratory a global budget?
No. Unlike, for example, the budget of an FWF-project, the budget of a CD Laboratory does not represent a global budget. Nevertheless, there is flexibility in two important aspects. Costs may be transferred from one category to another up to a limit of 30% of the budget and it is possible to carry money over to the following year.
How are the intellectual property rights in a CD Laboratory regulated?
It is important to distinguish between inventions and protectable results that lie within the companies’ specific fields of business and those that lie outside them. Within the companies’ specific fields of business the university/research institution transfers the IPR to the company partners on request (provided this is made by the agreed deadline). The commercial partners cover the inventor’s bonuses and the patenting costs. Outside the companies’ specific fields of business the university/research institution grants the company partners the right of first refusal on rights to the invention or protectable results, to be acquired for an appropriate payment.

Can CD Laboratories be extended?
The operation of CD Laboratories is limited to seven years and cannot be extended. In principle, the research work must be planned such that all activities as well as all Master’s and diploma theses and all dissertations are completed within this period. A phasing-out period will only be granted to enable the completion of Master’s or diploma theses or dissertations that could not be completed during the normal seven-year lifetime of the CD Laboratory as a result of unforeseeable reasons, either scientific or otherwise. In such cases the CDG Executive Board may grant additional support for period of up to twelve months, although it should be noted that funding for such phasing-out periods is granted restrictively. On no account should the phasing-out period be seen as a normal eighth year of research: it represents a genuine exception and should not be taken into account in the planning of the CD Laboratory’s research work.

Can the Head of a Laboratory apply for support to establish an additional CD Laboratory?
A scientist may not head more than a single CD Laboratory.
## 14. Checklist for applicants

### Application form for the establishment of a Christian Doppler Laboratory
(in original with signature and stamp and as pdf document)

### Scientific application in English
(sent electronically as a single document and in three hard copies, unbound)

#### Cover sheet
- Name of the university/research institution submitting the application
- Name of the future Head of the Laboratory
- List of company partners
- Proposed name for the CD Laboratory (max. 80 characters) in English and German: CD Laboratory for …… and CD-Labor für ……

#### Table of contents
- Description of proposed research
  - State of the art and applicant’s previous work on the topic
  - Question and proposed approaches
  - Work planned
  - Scientific collaborations planned
  - Planned collaborations with the company partners
- Research plan and time plan (2 years in detail, 3 indicative)
  - Research plan and time plan, broken down by module and company partners involved;
    - presentation of contents, goals and milestones
- Cost plan using the template
  - Cost plans per year, broken down by year and individual company partner
  - Breakdown of staff costs
  - Breakdown of fixed assets
  - Breakdown of other costs
  - Have the following points been taken into account in the cost plan?
    - Rules relating to eligible costs
      - Lower limit for the annual budget of EUR 110,000, upper limit for the annual budget in the first two years EUR 600,000, in subsequent years EUR 700,000
      - The CDG’s scheme of personnel costs
      - Information on the extent to which the staff will be working in the Laboratory
      - For a Senior Postdoc: are the CDG’s three criteria satisfied?
      - If necessary, explanation of fixed assets, hire-purchase equipment or costs for third-party services
      - The lower limit for contribution from a company partner
- Available infrastructure
- Information on the Head of the Laboratory
  - Curriculum vitae
  - Publication list
  - Current academic collaborations
- Description of the staff
- Description of the company partners
  - Area of business
  - Research activities
  - Relation to the topic of the CD Laboratory
  - Brief description of how the collaboration will be or
  - Plans to apply the CD Laboratory’s results in the company
  - For a foreign company: information on the benefit to Austria as a location for business and research
## Additional requirements for particular cases

### External module
- Application form for the establishment of an external module or an international module of a Christian Doppler Laboratory (in original with signature and stamp and as pdf document)
- Information on the Head of the module: CV, publication list, current academic collaborations
- Has the honorarium for heading the module been taken into account?

### International module
- Application form for the establishment of an external module or an international module of a Christian Doppler Laboratory (in original with signature and stamp and as pdf document)
- Information on the benefit to Austria as a location for business and research
- Company partner must be from Austria
- Information on the Head of the module: CV, publication list, current academic collaborations
- Has the honorarium for heading the module been taken into account?

### Documents from the companies (in original with signature and stamp)

#### For companies that are new to the CDG
- Application for membership (incl. Information on R&D)
- Business report for the preceding financial year
- Letter of commitment to participate (the budget for the first year must agree with the information in the cost plan)
- Definition of the specific fields of business
- If applicable: SME application

#### For companies that are already members of the CDG
- Letter of commitment to participate (the budget for the first year must agree with the information in the cost plan)
- Definition of the specific fields of business
- If applicable: SME application
### 15. Annex I: List of General Secretariat staff

If you require further information, the CDG General Secretariat would be happy to help:

| General questions about the funding scheme | Jürgen Pripfl | +43 1 5042205-10  
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### Scientific questions

| CD Laboratories at the  
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| the University of Carinthia,  
| the University of Linz,  
| the University of Veterinary Medicine, Vienna | Nina Dobart | +43 1 5042205-25  
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| CD Labs at the  
| the University of Natural Resources and Life Sciences,  
| the Medical University of Graz,  
| the University of Graz,  
| the University of Innsbruck,  
| the Vienna University of Technology,  
| the University of Vienna, | Angelika Hanley | +43 1 5042205-22  
|                                           |               | angelika.hanley@cdg.ac.at |

| CD Laboratories at the  
| University of Salzburg,  
| the Danube University Krems,  
| the Medical University of Innsbruck,  
| the Austrian Academy of Sciences,  
| the Graz University of Technology,  
| the Vienna University of Technology,  
| the Vienna University of Economics and Business,  
| CD Laboratories at non-university research institution and universities outside Austria | Ralph Schalko | +43 1 5042205-21  
|                                           |               | Ralph.schalko@cdg.ac.at |

| Lisa Wögerbauer | +43 1 5042205-10  
|                 | office@cdg.ac.at |
# Financial questions

| CD Laboratories in Carinthia, Salzburg, Tyrol and Vorarlberg as well as in Germany and Great Britain | Sandra Gabriel | +43 1 5042205-13 |
| CD Laboratories in Niederösterreich, Upper Austria and Vienna (Medical University of Vienna; Austrian Academy of Sciences; University of Natural Resources and Life Sciences, Vienna; Vienna University of Economics and Business) | Alexander Grunner | +43 1 5042205-23 |
| CD Laboratories in Styria and Vienna (Vienna University of Technology; University of Veterinary Medicine, Vienna) | Annette Hanl | +43 1 5042205-14 |

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**Responsible for the contents**

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