

Important information on submitting applications

ASEA-UNINET Projects 2025-2026

Call 2024

Project implementation period for 1-year projects: 01 January 2025 - 31 December 2025

Project implementation period for 2-year projects: 01 January 2025 - 31 December 2026

www.asea-uninet.org

I. GENERAL

- The objective is to promote bilateral and multilateral projects in the field of research, research-led teaching or art between Austria and the following ASEA-UNINET member countries: Indonesia, Cambodia, Laos, Myanmar, Malaysia, Pakistan, the Philippines, Thailand and Vietnam.
- As part of the application process, we would like to draw your attention to the EU sanctions. EU sanctions never affect an entire country. Only individual persons and institutions are sanctioned. We ask you to review the document '[Information on sanctioned countries](#)' and to check it in case of suspicion. The document contains further information and contact details.
- The call is open to all scientific disciplines:
Natural sciences, technical sciences, human medicine, health sciences, agricultural sciences, veterinary medicine, humanities and social sciences, art and music.
- All universities participating in the project and receiving funding must be [ASEA-UNINET \(Full-\)Members or Candidate Members](#), hereinafter referred to as member universities, of the countries listed above.
- All beneficiary project participants must belong to an Austrian or ASEAN or Pakistani ASEA-UNINET member universities at the time of project implementation and to one of the following groups:
 - Students (only in the course of clinical traineeships, see page 5)
 - Doctoral students (people who are completing a doctoral degree at an ASEA-UNINET member university)
 - Scientists (people who are conducting **research** at an ASEA-UNINET member university, with or without a doctorate, depending on their position)

Information on applying

- The project application must be submitted by the Austrian side, namely by the Austrian project lead at an ASEA-UNINET member university. The following academic university members are eligible to apply, if they:

- a. hold a professorship or have a habilitation, or
- b. are members of the rectorate (provided they are involved in research), or
- c. are the head of an organisational unit with tasks in research, development or exploitation of the arts.

Other scientists (see page 1 for definition) are eligible to apply under the following condition: They enclose a short letter of recommendation within the application. This must be issued either by a member of the rectorate of the applying university (group b) or by a member of group a or c of the assigned organisational unit.

- Only projects with a (awarded) **minimum** funding amount of 5,000 Euro may be funded. Projects for clinical traineeships are excluded from this rule.
- The new two-year implementation period allows projects with a duration of both 1 and 2 years. ATTENTION: The project can only start after the funding contract has been countersigned and uploaded in the online portal STIP-Online. An extension of the project implementation period is only possible for projects applied for 1 year and for up to one year. The extension requires the submission of an interim report.
- The minimum length of stay per mobility is 1 week (shorter stays must be convincingly justified and approved by the ASEA-UNINET board), the maximum length of stay per mobility is 3 months.
- Funding of material costs is only permitted in connection with funded outgoing mobility. ASEA-UNINET generally funds material costs up to a maximum of 30% of the project funding volume (the decision is up to the ASEA-UNINET board). The funding limit for material costs per project is 3,000 Euro.
- Regarding clinical traineeships of students: Applications for the required clinical traineeships places are made during the project call. The duration of a clinical traineeship within the framework of ASEA-UNINET must be at least four weeks (NO proportional funding for shorter stays). Clinical traineeships of six or eight weeks are also possible.
- Guest lectureships must fulfil a minimum teaching requirement of 1 SWS (14 lecture units of 45 minutes each) and be in connection with a research stay or the exploitation of the arts. Official confirmation from the HOST university is required, stating the scope of the teaching and research carried out (please enquire at the ASEA-UNINET network office).
- Short trips undertaken solely for the purpose of giving lectures or attending conferences cannot be supported.
- If several Austrian member universities are involved in **one** project, they decide who will take over the project lead for the entire project. This project lead is responsible for the application as well as for the processing of the funding and the reporting (for funding recipients from both universities).
- Project applications must be submitted to the OeAD online (portal: STIP-Online). In addition to completing the online application form, a number of documents must be uploaded, such as an abstract, detailed project description, CV and publication list of the project lead, a list of all project participants (Austria and ASEAN partner countries) including tasks in the project, and a financing plan.

A letter of endorsement from the submitting institution must also be enclosed with the application. NOTE: There are mandatory templates for some uploads. These are available for download in the online portal or can be requested from the Network Office.

- The selection of projects is a multi-stage process:
 - Formal and plausibility check by the OeAD
 - Approval of formally valid project applications by the ASEA-UNINET university coordinator
 - Selection by the ASEA-UNINET board and, if necessary, by additional, external experts, excluding conflicts of interest
 - Final decision by the Federal Ministry of Education, Science and Research (BMBWF)
- Funding contract: After the funding has been approved by the BMBWF, a funding contract is signed between the institution and the OeAD-GmbH and therefore must be signed by an authorised person on behalf of the submitting institution. The contract sets out all the rights and obligations of the actors involved arising from the funding. The projects are financed from funds from the BMBWF.
- Payment of funding: The funding is processed with the project participants via the applicant's home institution. The OeAD transfers the awarded funding exclusively to an account of the submitting institution. This must be announced in the funding contract. The funding is made available by the OeAD in the following instalments:
 - a. First instalment, amounting to 75% of the awarded funding amount, to the internal project contract at the university specified in the contract after acceptance of the countersigned funding contract.
 - b. Second and final instalment (max. 25%) after acceptance of the final report and the total statement (see template).
- The distribution of the awarded proportional funding amounts (grants for travel/accommodation/material costs) can be varied (subject to revision) as long as the total funding amount awarded per project remains unchanged and the requirements according to the application instructions provided here are met.
- Reporting obligations: After the end of the project, the Austrian project lead must submit a final report and a total statement to the OeAD via the online portal STIP-Online without being asked to do so. Acceptance of the final report is a prerequisite for the payment of any second instalment. For 2-year projects or 1-year projects whose duration has been extended, the Austrian project lead must additionally submit an interim report with an interim statement to the OeAD via the online portal STIP-Online without being asked to do so after a maximum of 12 months of the project duration.
- The interim report consists only of a brief list of the mobilities that have taken place up to that point, including the summative costs (see template). The final report (see template) must be supplemented by a list of the additional mobilities and summative costs. In addition, a content report is part of the final report.
- Random audits of the accounts by the OeAD are possible at any time, even on site. Any unused remaining funds must be returned to the OeAD.
- The final report will be published, including photos, in the ASEA-UNINET annual report and, if applicable (in part), on the websites and online media of the OeAD and ASEA-UNINET.
- Contact person at OeAD:
Barbara Karahan, BA BA MA

Tel. +43 1 53408 476

E-Mail: barbara.karahan@oead.at

II. OUTGOING FUNDING (from Austria to ASEAN partner country or Pakistan)

It is recommended that stays abroad are generally billed as business trips. Travel and accommodation costs are billed according to the internal regulations of the respective institution (but with a cap according to the Important Information provided here).

Travel allowance:

(billing based on receipts)

If a project participant flies in a booking class above economy class, the amount can be subsidised up to the level of economy class (or the cheapest alternative). The prerequisite is the submission of a corresponding offer for the same flight.

If a project involves several stays abroad, the travel allowance can be exceeded with appropriate justification (two individual trips are more expensive than one combined trip).

Examples of travel costs:

- Flight costs
- Airport transfer (taxi only with justification)
- Intra-Asian journeys (if necessary to reach the respective destination, cheapest alternative)

Total travel allowance per stay abroad up to 1,500 Euro

Grant for accommodation costs:

(billing based on receipts or flat rate)

Applicable for working days at the destination of the mobility, unless the Austrian and/or foreign partner institution provides the funding/covers the costs.

The definition of “working day” does not necessarily have to correspond to that of Austria if geographical, calendar or research-related criteria require this. In any case, the support will only be paid out if the project participant has carried out the activity in the specified period.

A hotel bill or a confirmation from the host institution is valid as proof of the stay within the project.

Examples of accommodation costs:

- Hotel costs
- Meals
- Local transport (if necessary to reach the respective destination, cheapest alternative)

Doctoral students and scientists: up to 1,300 Euro / month

**For shorter stays, the amount is reduced as follows:
up to 12 working days up to 110 Euro / working day, after that the full amount**

Grant for material costs:

(billing based on receipts)

Any project-relevant material costs, if necessary to achieve the project's objectives (e.g. consumables for laboratory experiments, invoices (not honorarium) for translation systems or data acquisition, vehicles on site to reach remote locations for "field research")

up to 3,000 Euro per project

Grant for clinical traineeships:

(flat rate)

Funding only in the field of veterinary/human medicine. For students at the ASEA-UNINET Medical Universities in Austria, at the Medical Faculty of the JKU and at the University of Veterinary Medicine who are completing a clinical traineeship at an ASEAN ASEA-UNINET member university.

Duration: (One-off) grant for clinical trainees:

4 weeks (minimum)	1,000 Euro
6 weeks	1,500 Euro
8 weeks (maximum)	2,000 Euro

III. INCOMING FUNDING (from ASEAN partner country or Pakistan to Austria)

Subsidy for travel expenses:

(billing based on receipts)

Travel costs are expenses for a single journey to and from the place of residence and destination.

If a project participant flies in a booking class above economy class, the amount can be subsidised up to the amount of economy class (cheapest alternative). The prerequisite is the submission of a corresponding offer for the same flight.

If a project includes several stays in Austria, the travel cost subsidy can be exceeded with appropriate justification (two individual trips are more expensive than one combined trip).

Examples of travel costs:

- Flight costs
- Airport transfer (taxi only with justification)
- Journeys within Austria (if necessary to reach the respective destination, cheapest alternative)

Total travel allowance per stay abroad up to 1,500 Euro

Subsidy for accommodation costs:

(billing based on receipts or flat rate)

A hotel bill or a confirmation from the host institution is valid as proof of the stay within the project.

Doctoral students and scientists: 1,300 Euro / month

For shorter stays, the amount is reduced as follows:

up to 12 working days 110 Euro / working day, after that the full amount