

# Postdoc Award of the Faculty of Psychology

## Implementation and reporting guidelines

### 1. Invoices:

- a. Invoices are processed through DLE Finance and Controlling. The relevant information can be found on [u:wiki – Q-Flow](#). See here in each case:

Forms / contracts for work

- i. [Incoming invoice](#)
  - ii. [Reimbursement](#)
  - iii. [Travel Expenses](#)
  - iv. [Contracts for work](#) – Invoicing through the HR department
  - v. [Freelancer](#) – Invoicing through the HR department
- b. Please always indicate the cost center MA470009
- c. Please indicate your project number, see letter of award
- d. For any question please contact [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at)

### 2. Eligible expenses:

Only the expenses mentioned in the project application are eligible. Deviations and changes require approval. Therefore, contact [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at)

### 3. Publications:

Funding must be mentioned explicitly in acknowledgments in publications and the like („The research was funded by a Postdoc Award of the Faculty of Psychology, University of Vienna”).

### 4. Reporting:

A report must be submitted no later than 1 month after the requested project ends, to be sent to: [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at).

In this report, in a total of max. 2 pages (max. 1300 words) is to be described

- a. how the award was used (brief description of the activities taken),
- b. what concrete results were made possible thereby (e.g. project submissions, publications, presentations), and
- c. to what extent, according to their own assessment, the specific project goals and the goal of career advancement were achieved.

The expenses incurred are to be documented in a **separate financial report**.

In the event of early termination of the employment relationship, the final report must be prepared in advance.

### 5. Procedure for changes:

- a. Major changes to the project, subject to approval: [claus.lamm@univie.ac.at](mailto:claus.lamm@univie.ac.at)
- b. Early termination of the employment relationship: [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at)
- c. Budget items, subject to approval: [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at)
- d. Duration, subject to approval: [dekanat.psychologie@univie.ac.at](mailto:dekanat.psychologie@univie.ac.at)