Postdoc Award of the Faculty of Psychology
Processing and reporting guidelines
(July 2020)

1. **Invoices:**
   a. Invoices are processed through DLE Finance and Controlling. The relevant information can be found on the [DLE Finance and Controlling homepage](#). See here in each case:
      i. Forms / contracts for work
      ii. Refunding
      iii. Contracts for work – 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 questions please contact 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

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.

   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
   b. Early termination of the employment relationship: dekanat.psychologie@univie.ac.at
   c. Budget items, subject to approval: dekanat.psychologie@univie.ac.at
   d. Duration, subject to approval: dekanat.psychologie@univie.ac.at