

FUNDING GUIDELINES

FOR LIT CALL “ARS ELECTRONICA FESTIVAL 2025”

(short “Funding Guidelines”)

GENERAL INFORMATION

- Funding is provided by the State of Upper Austria.
- The call aims to provide funding for projects/objects/artifacts that illustrate what the JKU is about as well as highlight current research as part of the ARS Electronica Festival 2025. The presentation should be in a uniquely interesting, interactive, and playful way that will spark discussion and lend itself to public display. All presentation content and/or form should demonstrate a discernible and apparent context to the ARS Electronica Festival's core themes of “Technology and Society”.
- The submitted projects/objects/artifacts must be presented during the ARS Electronica Festival between September 3 and September 7, 2025. Accordingly, the end-date of all ARS Electronica Projects is September 30, 2025. The projects/objects/artifacts shall be suitable to reuse once the festival has ended. In any case they and any related acquisitions have to remain the property of the JKU.

APPLICANTS

- **Applicants:** We encourage and welcome submissions by all **JKU researchers** (approval by the respective institute or department head is required) and **JKU students**, all institutes and their departments and subject areas represented at the JKU.
- **Hosting institute:** each LIT Ars Electronica Project needs a hosting institute at which the project is carried out. Therefor JKU researchers need the approval by the respective institute or department head (see Endorsement form for researchers). JKU students must also have identified a host institute and obtained the approval of the institute or department head before submitting their project (see Endorsement form for students).
- **Inter-university cooperation** is of course possible and desired. If you are cooperating with other university institutes, please inform us of the partner institute's participation, be this in the form of co-funding or in-kind services.
- Each project is managed by a principal investigator (short “PI”). If the PI is a JKU researcher the employment contract with JKU must cover the entire duration of the project.
- A potential PI who can take over the project lead in case the applicant PI is unable - for any reason - to complete the project, must be nominated.

FUNDING RULES, USE OF FUNDING

GENERAL INFORMATION

- The Funding Guidelines and the general internal guidelines of the JKU (e.g. SOP 4205) must be observed in the administration and realization of the project.
- Approved projects are not entitled to receive additional funds (“Verbot der Doppelförderung”). Funds can only be used during the project period to cover the project's costs and expenses (actual costs and expenses that have been directly incurred as well as covering regular project operating expenses)

- In accordance with the guidelines, the project management team bears the responsibility to ensure that the use of funds adhere to the guidelines (in form and content as well as ensuring correct accounting practices). The funds are to be used reasonably and economically.
- For the procurement of external services and equipment exceeding the amount of € 1.000,- exclusive VAT two comparative offers are to be obtained, over € 10.000,- exclusive VAT three comparative offers are needed. For external services and equipment exceeding the value of € 90.000,- a permission of the Department for Legal Affairs is needed before the procurement. Depending to the Federal Procurement Act a tender procedure may be required. For further details please see JKU SOP 4205 Procurement Guideline (“Beschaffungsrichtlinie”) or contact vergabeverfahren@jku.at.
- Down payments or advance payments are to be avoided and require prior internal approval. For further details please see JKU SOP 4205 Procurement Guideline (“Beschaffungsrichtlinie”, Section 7.1.7.2).
- Failure to comply with the guidelines may result in problems with the recognition of costs, reduction or reclaiming of funding from the Province of Upper Austria.

ALLOWABLE COSTS

A) PERSONNEL COSTS

Personnel costs for scientific/academic/non-scientific staff.

- Project staff members may only be hired at the JKU for a limited time period (to the end of the project period maximum). Please take the limited period into account (§ 109 of the Universities Act 2002; maximum duration of temporary employment contracts) and take previous employment relationships of former project employees into consideration. Personal costs have to be verified by time sheets of all project staff members.
- Personnel costs (permanent staff) which are already covered by JKU through will not be funded. Estimated personnel costs for employees involved in the project are to be calculated in accordance with the collective agreement for university employees. Excess payment that exceeds the stated salary in the collective agreement is not permitted. It is not allowed to cover extra rewards (employee bonus etc.).
- The PI is required to notify the Department of Human Resources at the JKU in regards to all necessary and important information regarding any planned new project staff or departure/change/absence of project staff members in good time before.
- The project management team is responsible for ensuring that all members of the project team including the management team itself consume entitled holiday time (as outlined in the respective employment contract) before the period of the employment contract ends.

Important note: A person already employed full-time at the JKU, cannot receive additional financial compensation (e.g. for project management). If a project employee is not hired specifically for project management (such having to be employed at JKU for the duration of the project), the project management must be done by the PI him/herself or someone from his/her team.

B) OTHER GOODS AND SERVICES

- Consumables (e.g. additional insurances for risks in the project not already covered by existing insurances, printings, etc.)
- Work contracts (“Werkverträge”) for services suitable for work contracts (see <https://help.jku.at/recht/de/werkvertraege> for an overview of the characteristics of the contract for work as well as constellations that cannot be handled on a work contract basis)

Work contracts require the prior approval of JKU legal department. Contract templates can be found under <https://help.jku.at/recht/formulare>. The completed but not yet signed contract has to be sent as a word document to rechtsabteilung@jku.at before the intended assignment – as far as possible two weeks beforehand. Please note that in the case of contractors with foreign residence the service or works are taxable of VAT in Austria under the place of performance rules (reverse charge system) and JKU may furthermore be obliged to retain withholding tax. These individual tax circumstances must be taken into account in the calculation and paid from the internal account number (“Innenauftrag”) of the respective project. For questions regarding taxation of work contracts with foreign reference please refer to the Legal Department respectively the Department of Financial Accounting.

C) EQUIPMENT

Scientific Equipment

- The funds can only in exceptional cases be used to purchase scientific equipment required in order to successfully complete the project and this has to be requested in the application form.
- In regards to the acquisition and inventory of equipment, the regulations and provisions as outlined by the JKU apply as well as the corresponding regulations and policies by university management and by responsible departments.
- Equipment and devices purchased using grant funds are the property of the JKU, and - taking the project's requirements into account - can also be used for research work at the JKU and for other projects at JKU. According details will be provided by the department Controlling and Drittmittelservice.
- Please note that equipment costs, which were not applied for, have to be shifted from the assigned project budget. Subsequent equipment applications have to be admitted by the LIT Office (lit@jku.at).
In case of using JKU equipment in context with the ARS Electronica Festival the conclusion of an “Elektroniksachversicherung” is - depending on the cost-risk assessment – recommended. For information on the possible costs and the conclusion of such an insurance contact rechtsabteilung@jku.at.

Materials and Small-Size Equipment

The JKU's regulations and policies - as well as the regulations of university management and corresponding departments - apply to the purchase and inventory of materials and small-size equipment. Materials and Small-Size Equipment purchased using grant funds are the property of the JKU and have to be requested in the application form. Self-constructed materials and small-size equipment for scientific equipment fall under the category of “Scientific Equipment” as soon as their value exceeds € 1000 incl. VAT.

NON-FUNDABLE COSTS

- Caterings („Verpflegung“)
- Accommodation
- Travel costs
- (Performance) bonuses
- Rewards („Belohnungen“)
- Fees/remuneration for preparing scientific/academic papers
- Construction expenses, building costs, furnishing expenses, leasing costs, etc
- Non-specified project expenses
- Lump sum costs

REVIEW PROCESS

All submissions will be evaluated by a panel of experts consisting of representatives from the JKU as well as the Ars Electronica Linz GmbH & Co KG. The most promising submissions will be invited to an interview in January 2025. The JKU Rectorate will render a final decision by end of January 2025 at the latest.

PROJECT IMPLEMENTATION

General information

The project management team is required to carry out the research project in accordance with the project application to LIT Office. A monthly progress report has to be provided to Gregor Pechmann, JKU coordinator for the Ars Electronica Festival.

Publications

The project management team is encouraged to publish research findings that result as part of the project, also in support of the Berlin Declaration on Open Access to Knowledge (which was signed by the JKU).

In addition, the project management team agrees that the Linz Institute of Technology at the JKU (LIT) will be referred to as “Johannes Kepler University Linz, Linz Institute of Technology (LIT)” and the individual LIT Project Number at any and all presentations and/or when publishing the project’s research findings. Publications also have to acknowledge that LIT is funded by the State of Upper Austria and the Federal Ministry of Education, Science and Research.

Publications, talks etc. of your LIT project have to be fed into the Research Documentation (“PURE”) with a share of approximately 25%.

Use of Research Findings

The research findings are the result of university research conducted at the JKU and all results/objects/artifacts must remain the complete property of the JKU. This has also to be taken into account when ordering services from third parties e.g. a work contractor. The use of research findings for teaching and research purposes at the JKU is permitted without constraints. In addition, after consultation with the project management team, the JKU is entitled to use project research findings for the purposes of public research to serve academic and scientific research and support and/or demonstrate the appropriate use of funds.

When working with companies (or other third parties) please ensure the rights to use all findings adhere to the European Union rules and regulations (particularly EU subsidy and financial aid laws).

Duty of reporting changes

Any circumstances that may result in a change (content, scheduling, costs, change of PI) of the project must be reported to the Rectorate immediately by the PI.

Completing a Project Ahead of Schedule

The Rectorate is to be notified immediately in the event that:

- Insoluble technical issues arise during the project period,
- The PI’s employment contract at the JKU ends or cannot start as planned, and/or
- If the project cannot be continued (or must end) due to unforeseen circumstances, or it has been determined that the project objectives are unattainable as the planned resources are insufficient and/or results cannot be attained within the project’s designated time period.

In these cases, the Rectorate may decide to end the project early (project termination). Once the project ends, the JKU will make no further payment nor can the JKU deduct funds from the project’s budget. The PI must submit a report on any resulting research findings and proof of any and all corresponding costs incurred. The conditions of

these guidelines regarding the project's conclusion duly apply. Furthermore, other regulations and provisions as outlined in these Funding Guidelines (especially the funding guidelines of the State of Upper Austria) also apply even after the project's conclusion.

Transferring the project to another research facility is not permitted.

ADMINISTRATING THE FUNDS

- The PI is required to carry out the project in accordance with the project application to LIT Office.
- Funds will be paid out by using a separate, special form of internal account numbers ("Innenauftragsnummer") created for LIT projects.
- If it becomes apparent that costs are shifting between the cost groups, the LIT Office must be informed.
- All original invoices within and for the project must be addressed to JKU.

Authorization

In general, only the project leader (or management team) is authorized to dispense and use the funds in accordance with the project proposal and the approved budget as well as the Funding Guidelines and university policies. Any authorization and approval requirements arising from the Universities Act or internal policies must be complied with. In exceptional cases, such as if funds are used inappropriately, or the project cannot be continued for whatever reason, the JKU reserves the right to access the funding as stated in the project funding form.

PROJECT COMPLETION

FINAL REPORT

The final report is to be submitted to the LIT Office (lit@jku.at) as soon as the project has ended and 15th December 2025 latest.

The following documents must be submitted as part of the final report:

- **Final Progress report**
When the project is completed, the project management team must submit a final progress report ("final report"). A template is available here <https://help.jku.at/jkuallgemein/de/fakultaeten-schools/linz-institute-of-technology-lit/lit-formulare-und-vorlagen>.
- **Final Expense Report**
The final expense report must be submitted together with the final written progress report. Unused funds will be deducted from the project's budget sheet. The expense report must include a detailed account that shows how the funds were used. All bills, receipts, invoices, and other relevant documents pertaining to the proper implementation of the project will be kept by the PI (in the original, if available, otherwise in copy) and the hosting institute respectively in consideration of the duration of the retention period specified in the grant agreement, which is usually set up with 10 years after the end of the project and have to be provided to the LIT Office for audit purposes.
- **Time Sheets Employees**
The time sheets of all project staff members must be submitted together with the final report and the final expense report.

Release

The JKU will review the research report, all documentation (ensuring the appropriate use of funds), and the numerical and factual correctness of the accounting procedure used. The file will then be closed and archived. The project management team can request that the JKU issues confirmation pertaining to the review results and verifies project completion (a release).

UAR-Monitoring

The Upper Austrian government reviews the funded projects at the end of each year. Therefore, the Principal Investigator will be contacted by Upper Austria Research GmbH (UAR). An online-form has to be filled-in with the relevant project data.

REPAYING GRANT FUNDING

The project management team will be required to pay the full amount of funding back

- a) if the JKU has been deceived, misled, or not kept completely informed about the project, or
- b) if the research project was not completed or incomplete by the stated date, or
- c) if the funds were used inappropriately or not outlined in the project proposal or not permitted, or the required progress report was not submitted, or documentation was not submitted, or essential information was not provided, or
- d) if the project management team prevents or hinders required control measures, or the authorization to use appropriated funds is not available for review within the period designated to retain all documents, or
- e) if, based on the grant agreement concluded between JKU and the State of Upper Austria, the latter demands repayment for other reasons.

LIABILITY

When implementing the research project, the project management team is responsible for ensuring compliance with legal provisions and other conditions. Please pay special attention to regulations regarding human studies, animal experimentation, genetic engineering experimentation, data and provisions regarding EU subsidies. It has to be taken into account that in case of processing personal data in context with the ARS Electronica Project additional data protection documents may be required (for questions contact datenschutz@jku.at).

The JKU assumes that in regards to the project, the project management team is complying with all corresponding safety regulations and that all required permits have been obtained (such as, for example, the Ethics Committee, Animal Testing Commission, etc.).

REVIEW

As the ARS Electronica Projects are funded by the State of Upper Austria the use of funding and the implementation and accounting of the projects may be reviewed by the State of Upper Austria or another external institution (e.g. Court of Auditors). JKU and the project management team respectively are obliged to grant the inspectors access to all of the project's materials and documents. Furthermore, all relevant documents concerning the project must be retained for the duration of the retention period specified in the grant agreement, which is usually set up with 10 years after the end of the project.

USE OF DATA BY THE JKU

The project management team notes that all personal information collected within the scope of the project application procedure may also be used for control and review purposes. Therefore, the information may be transmitted or disclosed to organs and agents of the Court of Auditors or other verifying bodies of the federal government or the Upper Austrian government. Moreover, the personal information may also be transmitted or

disclosed to Ars Electronica GmbH & Co KG (e.g. in context with the evaluation process of the submissions). For further information concerning the use of data, please observe the “Privacy Statement for Applicants – LIT Call “ARS Electronica 2025”.