



FFG

Promoting Innovation.

CALL 2024
SUBMISSION DEADLINE: 22 OCTOBER 2024

**COMET MODULE 2024
CALL GUIDELINE**

CONTENT

Content	2
Tables.....	2
1 Key facts at a glance.....	3
2 Call Objectives	4
3 Focus of the Call	5
4 Call Documents.....	5
5 Funding decision and legal basis	6
5.1 Funding decision and legal requirements	6
5.2. Procurements within the project	7
6 What is the process of applying for provincial funding?	7
7 Additional information.....	8
7.1 FFG service - Project Database	8
7.2 BMK service - Open4Innovation	8
7.3 Open Access publications	8
7.4 Handling of project data – data management plan.....	9
7.5 Additional FFG funding opportunities	9
8 Annex: Checklist for submission	10

TABLES

Table 1: Overview of instruments available	3
Table 2: Budget – Deadlines – Contact.....	3
Table 3: Call documents - funding.....	5
Table 4: Checklist for the formal check of funding applications	10

This document is a translated version of the original German version. In cases of unclear formulation, the German version is the decisive document.

1 KEY FACTS AT A GLANCE

As part of the COMET Modules, 12 million Euro federal funding are available for the current call.

Table 1: Overview of instruments available

Funding instrument	Short description	Maximum funding (€)	Funding rate	Duration (months)	Co-operation required
C8-M	COMET Modules	2 m federal 1 m provincial	80%	48	Yes

The current Call is competitive, thematically open and applies exclusively to the COMET Modules. Only existing COMET Centres (K1) and COMET Centre (K2) of the 3rd Call (excluding Phasing out Centres) are eligible to apply.

COMET Modules must be able to start during the regular term (excluding phasing out) of an existing COMET Centre. The total duration is four years. Centres may submit applications for a maximum of two modules per call, and no more than two modules per Centre can be funded simultaneously.

Table 2: Budget – Deadlines – Contact

Further information	Details
Total budget	€ 12 million plus provincial funding
Deadline for submission	22. October 2024, 12:00:00 (CET)
Meeting of the evaluation panel	24./25. June 2025, funding recommendation
Language	English
Contact	Barbara Kunz, T +43 (0) 57755-2404; E barbara.kunz@ffg.at Nicole Firnberg, T +43 (0) 57755-2409; E nicole.firnberg@ffg.at Information concerning costs and financing: Alexander Glechner, T +43 (0) 57755-6082; E alexander.glechner@ffg.at
Information online	www.ffg.at/ausschreibung/comet-modul-2024

Further information	Details
Submission portal	https://ecall.ffg.at
Projektstart	with the next reporting period of the COMET centre (as of 1 January 2026)

2 CALL OBJECTIVES

Strategic objectives of the COMET

- Developing and focussing competences through long-term research cooperation between science and industry at the highest level.
- Strengthening Austria as a business location: accelerating technology transfer to industry should serve to create new products, processes and services, open up new markets and increase the innovative capacity of companies.
- Strengthening Austria as a research location: excellent cooperative research should trigger new research impulses and establish promising/emerging fields of research.
- Strengthening the competitiveness of science and industry by driving internationalisation as a sign of high quality cooperative research: involving internationally-renowned scientists, organisations and companies, positioning competence centres as internationally attractive cooperation partners, and ongoing benchmarking with top research institutions are designed to generate an edge in international competition.
- Establishing and developing human resources: increasingly attracting scientists of international renown, creating structured career models for scientists, and actively supporting intersectoral mobility for research personnel in order to intensify the transfer of know-how.

Sustainability:

The Call makes reference to the global Sustainable Development Goals of the United Nations (SDGs) and the European elements of the EU Green Deal. More detailed information can be found on the [FFG website](#).

The COMET Modules Call requires applicants to address the key sustainability goals to which the proposed project makes a concrete positive contribution. The planned sustainability effects must be described in the application and taken into account in the research design.

3 FOCUS OF THE CALL

Funding instrument:





- C8-M: COMET Module

4 CALL DOCUMENTS

Projects may only be submitted electronically via [eCall](#).

Please use the templates and call documents provided on the [FFG website](#):

Table 3: Call documents - funding

Funding instrument / other information	Call documents
COMET Module	<ul style="list-style-type: none"> –  General Guidelines COMET Modules –  Call Guidelines COMET Modules –  Template for Project Description COMET Modules
General cost regulation	<ul style="list-style-type: none"> –  Cost Guideline (cost recognition in FFG projects)
Financial tables	<ul style="list-style-type: none"> – The costs and financing presented must be in agreement with the written explanations in the descriptive part of the funding application (upload as Excel file). – The total costs and financing must also be entered in the eCall system. – Obligatory master data: annual accounts of the past two years (applies to COMET Centre only).
Monitoring tables	<ul style="list-style-type: none"> – Monitoring tables (upload as Excel file)

Funding instrument / other information	Call documents
Annexes	<ul style="list-style-type: none"> – ANNEX 1: References: Literature used in drawing up the application (upload as PDF file, no template) – ANNEX 2: Project Sheets: Description of the projects (upload as PDF file) – ANNEX 3: Partner Descriptions: Short description of the partner organisation, role within the COMET Module, expected benefit, key persons, etc. (upload as PDF file) – ANNEX 4: CVs and List of Publications: Please upload all CVs and publications in a single, searchable file via eCall (upload as PDF file, no scans) – ANNEX 5: Letters of Commitment (LOC) Scientific Participant: Duly executed letters of commitment of all scientific partners including their respective contributions (cash and in-kind, upload as PDF file) – ANNEX 6: Letters of Commitment (LOC) Participating Companies: Duly executed letters of commitment of all company partners including their respective contributions (cash and in-kind, upload as PDF file) – ANNEX 7: Declaration(s) of Federal Province(s): Written declaration(s) of the participating province(s) (at time of application at least province of residence, upload as PDF file, no template).
Additional information	<ul style="list-style-type: none"> – Annex 1-7: Uploads max. 20 MB per file. – The LOCs must be scanned for the electronic application; the originals remain with the consortium leader (COMET Centre). – It is not permitted to enclose additional Annexes.

5 FUNDING DECISION AND LEGAL BASIS

5.1 Funding decision and legal requirements

The FFG Management will make the **funding decision** based on the funding recommendation of the evaluation panel.

The Call is based on the Guideline of the Austrian Research Promotion Agency for the funding of research, technology, development and innovation with the aim to strengthen structures for a powerful RTI ecosystem ([FFG-Struktur-Richtlinien 2024-2026](#)).

The company size is to be established in accordance to the definition of SME as specified in EU competition law. Detailed information and help with classification can be found on [FFG's SME page](#).

All EU provisions shall be applicable as amended.

5.2. Procurements within the project

If you plan or carry out procurement as part of your FFG project, there are regulations that must be strictly adhered to. Further information can be found on the FFG website – [Procurement in funded projects](#).

6 WHAT IS THE PROCESS OF APPLYING FOR PROVINCIAL FUNDING?

Each funding application **must include a written statement**, usually issued by the **federal province in which the Centre is based**, as well as **all other co-financing provinces**. In exceptional, justified cases, the statement by the co-financing provinces may be submitted up to a maximum of four weeks after submission.

The consortium leader initially contacts the federal province in which the COMET Centre is based in order to discuss the next steps.

The written statement is a reference letter accompanying the funding application in which the respective provincial government communicates its commitment to provide funding and co-financing should the COMET Module be approved. The written statement(s) must cover the entire amount of funding contributed by the federal province(s).

Where involvement is inconsistent with the interests of a federal province, a provincial government may also state in its written statement that it will not participate in a specific COMET Module. In this case the federal government reserves the right to fund an approved COMET Module without co-financing from the provincial government.

Conditions and deadlines for co-financing specific to the provinces must be requested from the relevant [contact points](#) in due time before submitting the funding application.

Prior to submission deadline for COMET Modules, the so-called [Core Form](#), containing key parameters about the project, must be submitted to this contact point. The submission deadlines may differ and must be confirmed by the contact point of the relevant federal province.

The full application must be submitted to the contact point of the relevant federal province by **22. October 2024** (COMET Modules submission deadline).

7 ADDITIONAL INFORMATION

This section contains information about additional funding opportunities and services which you may find useful in connection with funding applications or funded projects.

7.1 FFG service - Project Database

The public access [FFG Project Database](#) provides the opportunity to publish brief information about funded projects and an overview of the project partners involved. This enables you to present your project and your project partners to the interested public. The database can also be used to search for cooperation partners.

Once funding is granted, the applicants will be informed via the eCall system that they can publish specific brief information about their project in the FFG Project Database. The information will only be published if active consent is given in the eCall system.

More information on the Project Database can be found on the [FFG website](#).

7.2 BMK service - Open4Innovation

Additionally, the [open4innovation](#) platform of the Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK) offers a knowledge base for companies, researchers etc. (community support, detailed information, success stories etc.).

7.3 Open Access publications

Research results obtained with the aid of public funding are to be put to the best use to provide maximum benefit to science, business and society. The Open Access principle should therefore be followed where possible for peer-reviewed publications produced with the support of FFG funding. The principle is "as open as possible, as closed as necessary", which also applies in European funding schemes.

Publication costs are eligible for funding.

7.4 Handling of project data – data management plan

A data management plan (DMP) is a tool that supports the efficient and systematic management of all data generated throughout the duration of a project.

DMPs can be created, e.g., using the free tool [DMP Online](#). The [Guidelines on FAIR Data Management](#) of the European Commission also provide assistance in this respect.

A data management plan describes

- which data are collected, processed or generated within a project,
- how these data are handled within the project,
- what methods and standards are applied,
- how the data are stored and updated over the long term, and
- whether it is planned to make datasets available to third parties for reuse (i.e., open access to research data).

It is sensible to ensure public access to research data which provide the basis for peer-reviewed publications and whose publication is necessary to reproduce and verify the published results.

In the event of publication, the FAIR principle should be observed, i.e. data should be "findable, accessible, interoperable and reusable".

7.5 Additional FFG funding opportunities

You are interested in other funding opportunities provided by the FFG?

The FFG **Funding Service** is the central contact point for your enquiries about FFG funding and advisory services. Please feel free to contact us, we are happy to help.

Contact: [FFG Funding Service](#), T: +43 (0) 57755-0, E: foerderservice@ffg.at

Additional funding options can be found on the [FFG website](#).

8 ANNEX: CHECKLIST FOR SUBMISSION

The formal check serves to examine the application for accuracy and completeness.

Please note: If the formal requirements are not met and the deficiencies cannot be corrected, the funding application will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.

A detailed checklist for the formal check can be found in the [Project Description](#).

Table 4: Checklist for the formal check of funding applications

Criteria	Items checked	Can deficiency be corrected?	Consequence
Project Description is complete and correct language is used.	Project Description must be completed in full. Language: English	<i>no</i>	Rejection for formal reasons
Other mandatory uploads to the Project Description.	Financial Tables (xls) Monitoring Tables (xls)	<i>no</i>	Rejection for formal reasons
Mandatory annexes specified in the call are available.	Annex 1 to Annex 7 (see section 4)	<i>yes</i>	Rectification via eCall after submission
Uploads to the master data in eCall (upload as pdf file)	Annual accounts (balance sheet, P&L account) of the past 2 financial years are available.	<i>yes</i>	Rectification via eCall after submission
Funding applicant is eligible to submit an application.	<i>See COMET Module Guidelines (who is eligible for funding)</i>	<i>no</i>	Rejection for formal reasons
For consortia: project partners are eligible to participate in the Call	<i>See COMET Module Guidelines (requirements for the consortium)</i>	<i>no</i>	Rejection for formal reasons
Minimum requirements for the consortium	<i>Min. 1 research and knowledge dissemination organisation and min. 3 independent companies</i>	<i>no</i>	Rejection for formal reasons