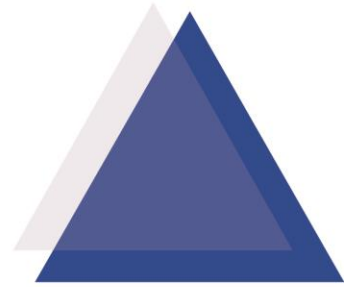




LUDWIG
BOLTZMANN
GESELLSCHAFT
Open Innovation in Science Center

OIS ENRICHMENT FUND



www.ois.lbg.ac.at

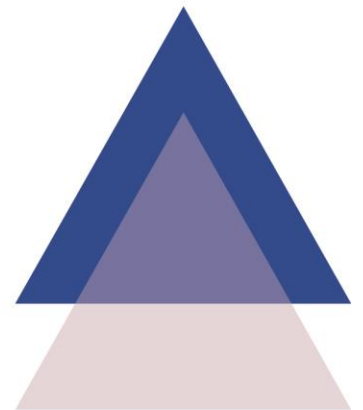
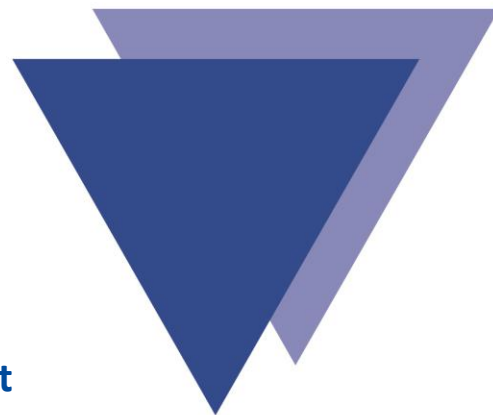


TABLE OF CONTENTS

- 1. THE OIS ENRICHMENT FUND..... 2
- 2. FUNDING TRACK “OIS EXPERIMENT” 2
 - 2.1. SUBMISSION 3
 - 2.1.1. Phase 1 - OIS Experiment: Participation in the Ideas Workshop 3
 - 2.1.2. Phase 2 - OIS Experiment: Proposal Submission 3
 - 2.2. FINAL REPORT AND REFLECTION MEETING..... 3
 - 2.3. TIMETABLE AND DEADLINES..... 4
- 3. FUNDING TRACK “OIS INTEGRATION“ 4
 - 3.1. SUBMISSION 4
 - 3.1.1. Phase 1 - OIS Integration: Participation in the Ideas Workshop 4
 - 3.1.2. Phase 2 - OIS Integration: Idea Submission..... 5
 - 3.1.3. Phase 3 - OIS Integration: Proposal Submission..... 5
 - 3.2. FINAL REPORT AND REFLECTION MEETING 6
 - 3.3. TIMETABLE AND DEADLINES..... 6
- 4. APPLICABLE FUNDS 6
 - 4.1. PAYMENT RATES..... 7
- 5. SELECTION CRITERIA..... 7
- 6. SUPPORT PROGRAM 8
 - 6.1. FEEDBACK AND ASSISTANCE 8
 - 6.2. OIS EVENTS 8
 - 6.3. OIS IMPLEMENTATION-MANAGER..... 8
 - 6.4. IMPACT SUPERVISION 9
- 7. EVALUATION..... 9
- 8. CONTACT 9

1. THE OIS ENRICHMENT FUND

The Open Innovation in Science (OIS) Enrichment Fund supports in the sense of "*fund - facilitate - follow-up*" all activities of the Ludwig Boltzmann Institutes (LBI) and Research Groups (LBF) in which stakeholders (e.g., citizens, patients, practitioners such as representatives of NPOs/NGOs, associations, public administration, health care or educational institutions) are actively involved in research.

In recent years, the European Commission has increasingly advocated the involvement of citizens in research, as the social, environmental, and economic challenges of our time can only be solved jointly by science and society.

“Interaction between citizens, scientists and policy makers is essential to enrich research and innovation, and reinforce trust of society in science.”

Mariya Gabriel, Commissioner for Innovation, Research, Culture, Education and Youth¹

However, researchers often do not have enough opportunities to gain experience with stakeholder involvement in research and to learn from this encounter. The OIS Enrichment Fund therefore aims to introduce researchers to stakeholder involvement in research. In doing so, the OIS Enrichment Fund teaches why research can benefit from stakeholder involvement, what methods are available for doing so, and how to set up and implement "good" stakeholder involvement.

Two funding tracks (*fund*) are available to all interested parties for this purpose:

- **OIS Experiment:** Funding of up to 10,000 € is available for activities to experiment with Open Innovation in Science approaches and practices and to gain initial experience with stakeholder involvement in research.
- **OIS Integration:** Funding of up to 80,000 € is available for activities to sustainably integrate the idea of Open Innovation in Science into research at LBI and LBF.

In both OIS Enrichment Fund funding tracks, the OIS Center supports the activities with a broad program (*facilitate*) ranging from feedback on the idea or proposal, to assistance with the actual implementation of the involvement activities, to customized needs-based training.

The OIS Enrichment Fund opens up space for partnerships between research and society in order to jointly create "socially robust" knowledge and to enable joint learning. All funded OIS experiments and OIS integration projects are evaluated after their duration in order to derive further conditions for success for the involvement of stakeholders and to be able to offer appropriate measures in the future (*follow-up*).

2. FUNDING TRACK “OIS EXPERIMENT”

The funding track "OIS Experiment" supports activities with up to 10,000 € to experiment with Open Innovation in Science approaches and practices and to gain initial experience with stakeholder involvement in research.

¹ [Citizen Science and Citizen Engagement - Achievements in Horizon 2020 and Recommendations on the Way Forward](#)

2.1. SUBMISSION

To make the submission process as low-threshold as possible, the process is divided into two phases:

- Phase 1 - OIS Experiment: Participation in the Ideas Workshop
- Phase 2 - OIS Experiment: Proposal Submission

The initial proposal submission in phase 2 requires the consultation in phase 1.

2.1.1. PHASE 1 - OIS EXPERIMENT: PARTICIPATION IN THE IDEAS WORKSHOP

Interested parties participate in an ideas workshop with colleagues from the OIS Center. In the ideas workshop, interested parties present their idea for an OIS experiment and receive immediate feedback from the OIS Center colleagues. Together, the idea for the OIS experiment is then concretized and it is determined how the OIS Center can best support the implementation.

Interested parties can arrange individual consulting appointments for the "OIS Experiment: Ideas Workshop" via e-mail to ois.enrichmentfund@lbg.ac.at. Appointments for the ideas workshop can be made on an ongoing basis until 1 December 2022.

2.1.2. PHASE 2 - OIS EXPERIMENT: PROPOSAL SUBMISSION

Interested parties can submit their application for an OIS experiment (see template "OIS Experiment_Proposal") in German or English as a PDF via e-mail to ois.enrichmentfund@lbg.ac.at until 31 December 2022. All employees of LBI and LBF are eligible to apply. There is no limit to the number of applications that can be submitted per LBI or LBF. The application for an OIS experiment (see template "OIS Experiment_Proposal") includes the following contents:

- Questions(s) and objective(s) *(100-150 words)*
- Clear description of the OIS experiment with a focus on how and for what purpose which stakeholder(s) will be involved *(300-500 words)*
- Budget plan
- Time schedule

The OIS experiment should be completed no later than 30 October 2023.

Applicants will receive an acceptance or rejection letter from the OIS Center colleagues via a rapid response procedure no later than two weeks after submitting the application.

2.2. FINAL REPORT AND REFLECTION MEETING

The funded OIS experiments have to submit a final report (see template "OIS Experiment_Final Report") in German or English via e-mail to ois.enrichmentfund@lbg.ac.at after completion of the experiment. The final report includes the following contents:

- Description of the conducted OIS experiment *(300-400 words)*
- Societal impact *(100-150 words)*

- Lessons learned and limitations (200-300 words)
- Resources needed (100-150 words)
- Budget statement

In a final reflection meeting with the OIS Center, especially the learnings from the OIS experiment will be reflected together.

2.3. TIMETABLE AND DEADLINES

Appointments for the "OIS Experiment: Ideas Workshop" can be made on an ongoing basis until 1 December 2022. Applications for OIS experiments can be submitted continuously until 31 December 2022. The OIS experiment should be completed no later than 30 October 2023. The final report must be submitted one month after the experiment is completed. The OIS experiment (final report including budget statement and reflection meeting) must be completed by the end of 2023 at the latest.

3. FUNDING TRACK "OIS INTEGRATION"

The funding track "OIS Integration" supports activities with up to 80,000 € to sustainably integrate Open Innovation in Science into LBI and LBF research.

3.1. SUBMISSION

In order to best support all submitted OIS integration projects, the submission process is divided into three phases:

- Phase 1 - OIS Integration: Participation in the ideas workshop
- Phase 2 - OIS Integration: Idea submission
- Phase 3 - OIS Integration: Proposal submission

The proposal submission in phase 3 requires participation in phase 1 and phase 2.

3.1.1. PHASE 1 - OIS INTEGRATION: PARTICIPATION IN THE IDEAS WORKSHOP

Interested parties take part in an ideas workshop. In the ideas workshop, the colleagues of the OIS Center teach basic knowledge about OIS and present different methods and approaches on how the active involvement of stakeholders in research can succeed, as well as best practices. Together with the colleagues of the OIS Center, the participants will then discuss how OIS can be integrated into research in a sustainable way. Furthermore, it will be outlined how the OIS Center can support the integration of OIS into research during the implementation as well as with customized trainings.

Interested parties can arrange individual consulting appointments for the "OIS Integration: Ideas Workshop" via e-mail to ois.enrichmentfund@lbg.ac.at. Appointments for the ideas workshop can be made on an ongoing basis until 15 November 2022.

3.1.2. PHASE 2 - OIS INTEGRATION: IDEA SUBMISSION

Interested parties can submit their idea for an OIS integration project (see template "OIS Integration_Idea") in German or English as a PDF via e-mail to ois.enrichmentfund@lbg.ac.at until 1 December 2022. All employees of the LBI and LBF are eligible to apply. One application for an OIS integration project can be submitted per LBI or LBF. The application for an OIS integration project (see template "OIS Integration_Idea") includes the following contents:

- Problem description *(50-100 words)*
- Questions(s) and objective(s) *(100-150 words)*
- Outline of the OIS integration project with focus on how and for what purpose which stakeholders will be involved *(150-200 words)*
- Outline of desired support services provided by the OIS Center *(50-100 words)*
- Outline of the expected societal impact *(50-100 words)*
- Draft initial budget plan
- Draft of initial schedule

All submitters of ideas will receive feedback on the idea from the colleagues of the OIS Center via rapid response procedure no later than two weeks after the submission of the idea. The feedback serves to deepen and further develop the ideas for the OIS integration project in order to promote the successful submission and implementation of the OIS integration project. Of course, several feedback loops may be completed with OIS Center colleagues prior to the final submission of the proposal.

3.1.3. PHASE 3 - OIS INTEGRATION: PROPOSAL SUBMISSION

Interested parties can submit their application for an OIS integration project (see template "OIS Integration_Proposal") in German or English as a PDF via e-mail to ois.enrichmentfund@lbg.ac.at until 31 December 2022. All employees of the LBI and LBF are eligible to apply. One application for an OIS integration project can be submitted per LBI or LBF. The application for an OIS Integration project (see template "OIS Integration_Proposal") includes the following contents:

- Problem description *(200-300 words)*
- Questions(s) and objective(s) *(200-300 words)*
- Clear description of the OIS integration project with focus on how and for what purpose which stakeholders will be actively involved *(600-800 words)*
- Clear description of the support services desired from the OIS Center *(200-300 words)*
- Clear description of the expected societal impact *(200-300 words)*
- Budget plan
- Time schedule

The OIS Integration project should be completed no later than 30 October 2023.

All submitted applications are first checked for formal criteria. All formally valid applications are then reviewed by external reviewers. Applicants will be informed of the acceptance or rejection of their application no later than four to six weeks after submission.

3.2. FINAL REPORT AND REFLECTION MEETING

The funded OIS integration projects have to submit a final report (see template "OIS Integration_ Final Report") in German or English via e-mail to ois.enrichmentfund@lbg.ac.at after completion of the project. The final report includes the following contents:

- Description of the conducted OIS integration project (500-600 words)
- Societal impact (200-300 words)
- Lessons learned and limitations (300-400 words)
- Resources needed (100-150 words)
- Budget statement

In a final reflection meeting with the OIS Center, especially the learnings from the OIS integration project will be reflected together.

3.3. TIMETABLE AND DEADLINES

Appointments for the "OIS Integration: Ideas Workshop" can be made on an ongoing basis until 15 November 2022. Ideas for OIS integration projects can be submitted continuously until 1 December 2022. Applications for OIS integration projects can be submitted continuously until 31 December 2022. The OIS integration project should be completed no later than 30 October 2023. The final report must be submitted no later than two months after the project is completed. The OIS integration project (final report including budget statement and reflection meeting) must be completed by the end of 2023 at the latest.

4. APPLICABLE FUNDS

The funding track "OIS Experiment" supports OIS activities with up to 10,000 €. The funding track "OIS Integration" supports OIS activities with up to 80,000 €.

All activities must be directly related to and carried out with stakeholder involvement. For more information and ideas on how to involve stakeholders in research, see: [Kaisler & Missbach \(2019\)](#) and [Wellcome](#).

Funded activities are those in which researchers and stakeholders work together as equals and jointly design, implement, and/or disseminate the activity. Funded activities may include, for example, hackathons, (gamified) crowdsourcing, co-creation workshops, patient advisory boards, citizens' juries, group discussions, focus groups, or world cafés.

Activities in which stakeholders are pure study objects (e.g. participants in clinical trials) are not funded.

Applicable costs are:

- Personnel costs for implementation staff, i.e., persons who support and accompany the OIS integration projects throughout their duration (only applicable to OIS integration projects; e.g., stakeholders as co-researchers, personnel for the implementation of the OIS activities)
- Honorarium payments (e.g., in the sense of compensation to stakeholders for time spent or services rendered to implement the activity, e.g., facilitation of workshops, survey design, data analysis)
- Travel and accommodation costs (e.g., second-class public transportation, overnight accommodations)
- Non-personnel costs (e.g., catering, printing costs, advertisements, room rentals, communications software such as Slack, Asana, etc., minor equipment such as digital recorders, video cameras, etc.)

Non-applicable costs are:

- Personnel costs of researchers
- Sub-contracts for scientific tasks
- Costs for patents and licenses
- Software for conducting research
- Research and office infrastructure (e.g., microscopes, laptops, printers, etc.)

4.1. PAYMENT RATES

80% of the approved budget will be transferred at the beginning of the OIS experiment or OIS integration project in the form of a lump sum payment. The payment of the final installment amounting to a maximum of 20% of the approved budget will be based on the actual costs after submission of the final report. The budget statement is to be attached to the final report.

5. SELECTION CRITERIA

Both the submitted OIS experiments and OIS integration projects will be judged based on the following criteria:

- Feasibility: Is the OIS experiment or OIS integration project feasible? Can the objectives be realistically achieved within the constraints (especially in terms of budget, time, and personnel)?
- Quality of stakeholder involvement: To what extent are stakeholders involved in the OIS experiment or OIS integration project? To what extent are the "right" stakeholders involved or are strategically important stakeholders missing? To what extent do the planned measures for involving stakeholders fit with the objectives of the OIS experiment or OIS integration project?

- Societal impact (only relevant for OIS integration projects): To what extent does the OIS integration project achieve an impact or sustainable benefit for society and in particular for the stakeholders involved? To what extent can the involvement of stakeholders in the OIS integration project lead to socially relevant research and/or innovative solutions?

6. SUPPORT PROGRAM

The OIS Center supports the OIS experiments and OIS integration projects with a broad program (*facilitate*) ranging from feedback on the idea or proposal to monitoring and supporting the implementation of the OIS experiment or OIS integration project. Specifically, the support program includes the following services:

6.1. FEEDBACK AND ASSISTANCE

The OIS Center provides feedback and assistance on ideas and proposals (for example, in fleshing out ideas, refining questions, or creating budgets and timelines) as well as on the methodological design and execution of OIS experiments or OIS integration projects.

6.2. OIS EVENTS

The funded OIS experiments and OIS integration projects are accompanied by a dense network of events. In OIS network meetings, researchers, citizens, and stakeholders can exchange information on OIS activities, methods, and challenges. At the "OIS zam" forum, OIS practices can be made visible in the Austrian research landscape and good practices can be presented. Researchers, citizens, patients, health professionals and other stakeholders can network. In customized, needs-based expert workshops, researchers receive further information on OIS approaches and practices in order to apply them in the OIS experiments or OIS integration projects.

6.3. OIS IMPLEMENTATION-MANAGER

Each funded OIS experiment an integration project is accompanied and supported by a colleague from the OIS Center.

In the funded OIS experiments, the OIS implementation manager advises and supports the recruitment of project partners and stakeholders as well as the methodological implementation of the OIS experiment. The OIS implementation manager ensures that the OIS experiment is carried out for the mutual benefit of researchers (contributing to research, enabling rich learning experiences) and stakeholders (taking into account their interests, enabling rich learning experiences).

In the funded OIS integration projects, the OIS implementation manager is an integral part of the project team. The OIS implementation manager plays various roles: mediator, translator, and process innovator. In particular, as a neutral mediator, he/she ensures that stakeholders are actively involved and that the entire process is fair and transparent for stakeholders. The OIS implementation manager ensures that the OIS Integration project is carried out for the mutual benefit of researchers (contributing to research, enabling rich learning experiences) and stakeholders (taking into account

their interests, enabling rich learning experiences). Together with the OIS implementation manager, each OIS integration project starts with a kick-off event followed by regular joint meetings and a final meeting. The OIS implementation manager advises and supports the recruitment of project partners and stakeholders as well as the methodological implementation of the OIS Integration project. The OIS implementation manager also identifies and organizes support for the team in the form of customized, needs-based training. The OIS implementation manager also supports the public presentation of the OIS Integration project and the dissemination of results with tailored communication measures.

6.4. IMPACT SUPERVISION

All funded OIS integration projects receive additional support from the OIS Center to reflect on their societal impact. This "impact supervision" consists of three elements:

- "Theory of Change Workshop" at the beginning of the project: The OIS integration project team creates a theory of change to strategically plan the societal impact and vision of the project.
- Impact monitoring during the project: The OIS integration project team reflects on the (first) societal impact signals as well as their theory of change during the project.
- Impact analysis at the end of the project: The OIS integration project team reflects and visualizes their societal impact as well as their sustainable benefits for society and prepares their findings for the final report.

7. EVALUATION

The OIS Enrichment Fund aims to co-produce "socially robust" knowledge in a responsible way with stakeholders to promote the social impact of science. The OIS Enrichment Fund thus facilitates partnerships between science and society for shared learning and creates new knowledge to jointly drive innovation.

All funded OIS experiments and OIS integration projects will therefore be evaluated after their duration (*follow-up*). The evaluation will include the following aspects: stakeholder involvement (e.g., active, fair, and transparent involvement), learning (e.g., acquired skills and knowledge), sustainability (e.g., anchoring of participation in existing processes), scientific and societal impact (e.g., added value for research and society created by participation) and personal satisfaction (e.g., fulfilled personal expectations).

8. CONTACT

Contact for further inquiries as well as for making appointments for the "OIS Experiment: Ideas Workshop" or the "OIS Integration: Ideas Workshop":

Dr. Christiane Grill

+43 1 513 2750 - 41

christiane.grill@lbg.ac.at or ois.enrichmentfund@lbg.ac.at