



HOUSKA PRIZE | 2024

Guidelines for creating and editing online submissions

These guidelines contain various tips for submitting your entry online for the B&C Private Foundation's 2024 Houska Prize. **Kindly note that the submission form is in German only.** You can find a detailed guide on using the FES2 online tool after login at einreichung.houskapreis.at. Entries can be submitted between **1 September and 31 November 2023**.

General information on the Houska Prize (brochure, submission criteria and assessment criteria) can be found online at www.houskapreis.at.

Setting up a user account

- Your user name must be the e-mail account that we can use to contact you.
- Your password can be chosen freely.
- Complete the process of setting up a user account by clicking “submit registration”. A confirmation e-mail will be sent to the address you specified. Once you have confirmed your account, you can log in with your user name and password and start entering the data for your research project.
- If you wish to make any subsequent amendments to your user data, including changing your user name or password, you can do so under your account settings
- If you would like to submit multiple research projects, you can do so under the same user account.

Submitting a research project

- You can complete your submission in stages over a period of time. You are free to add or amend details at any point until you enter your final submission.
- Please ensure that you save all of your entries.
- Fields that must be completed are marked with an asterisk (*).
- Each text box is marked with a character limit.
- Please ensure that you follow the formal procedures for the dossier and abstract – see Submission criteria for the Higher Education Research category form.
- Once all mandatory fields have been completed, you can finalise your submission. Your submission is only complete and valid once you click the final confirmation button “Projekt abschließen”. Once your submission has been received, we will send you a confirmation e-mail which proves that you entered it on time, in case of doubt.
- **IMPORTANT: you CANNOT make any changes to the documents or descriptions once you have clicked the button “Projekt abschließen” (Complete).**



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Notes on compiling your dossier

- When preparing the dossier, you should align the content to the criteria used for assessing project submissions. Check whether all of the topics and assessment areas are covered (see Submission criteria for the Higher Education Research category form).
- Writing style: although the members of the expert jury and the advisory committee are leading international experts, please bear in mind that they are not necessary experts in your particular field. When compiling your dossier, use the Assessment criteria for the Higher Education Research category for guidance and make sure that the structure reflects them.
- Ensure that you describe complex content in a way that is easy to understand.
- Content and structure: NOSE approach
NEEDS – what was the fundamental issue, the status quo or the brief?
OUTCOME – what was the goal and result of the project?
SOLUTION – how/by what means is the project addressing the issue? Why is the project so important for Austria?
EVIDENCE – why should this project win? Why is your submission the best?

PR tips for your research institution

- The Houska Prize is accompanied with press work and on social media. The five projects nominated by the jury, which will be honoured at the award ceremony on 25 April 2024 in Vienna, will be presented on the Houska Prize YouTube channel, Facebook and other social media channels. Visit us there and post your content on: LinkedIn: <https://www.linkedin.com/company/bcprivatstiftung/>
Facebook: <https://www.facebook.com/Houskapreis/>
Twitter: <https://twitter.com/houskapreis>
YouTube: <https://www.youtube.com/user/Houskapreis>

Contact

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