



GUIDELINES FOR CREATING AND EDITING ONLINE SUBMISSIONS

These guidelines contain various tips for submitting your entry online for the B&C Private Foundation's 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.

General information on the Houska Prize (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 have already created a user account, you can add additional research projects under the same user account in the following years.

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 and substantive procedures for the dossier and abstract.



- Once all mandatory fields have been completed, you can finalize 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).

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 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 guidance and make sure that the structure reflects them.
- Ensure that you describe complex content in a way that is easy to understand.

Tips for the public relations of your research institution

- The Houska Prize is accompanied with press work and on social media. Visit us there and post your content on:

LinkedIn: <https://www.linkedin.com/company/bcprivatstiftung/>

YouTube: <https://www.youtube.com/user/Houskapreis>