



GUIDELINES FOR CREATING AND EDITING ONLINE SUBMISSIONS

These guidelines provide practical information on submitting your entry online for the B&C Private Foundation's Houska Prize.

Log in at houskapreis.bcprivatstiftung.at

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

If you have any questions about your submission, please contact us at houskapreis@bcprivatstiftung.at.

Setting up a user account

- Your username must be the e-mail address that we can use to contact you.
- You can choose your password freely.
- Complete the process of setting up a user account by clicking "Register". A confirmation e-mail will be sent to the address you specified. Please remember to confirm your e-mail address to complete the process. Once you have confirmed your account, you can log in with your username and password and start entering the details of your research project.
- If you wish to make any subsequent changes to your account details, including changing your username or password, you can do so under your account settings.
- If you have already created a user account, you can add further projects under the same account in subsequent years.

Submitting a research project

- You can complete your submission in stages. You are free to add or amend details at any point until the end of the submission period.
- Please ensure that you save all your inputs and uploads.
- Fields that must be completed are marked with an asterisk (*).
- A character limit is indicated for each text box.
- Please also note the formal and substantive requirements for the dossier and the abstract.
- Once all mandatory fields have been completed, you can submit your entry. Your project is only complete and valid once you click the final "Submit" button. If any steps are still incomplete, you will see a notice at the end of the submission process. Once all mandatory fields have been completed, we will send you an e-mail confirming that your submission was made on time.
- IMPORTANT: You can edit and modify your project until the end of the submission period. After that, no further changes to the submitted documents or descriptions are possible.



Notes on composing your texts

- When drafting your responses to the questions, align them with the criteria used to assess the submitted projects. Check whether all of the topics and assessment areas are covered.
- Writing style: although the members of the expert jury and the advisory committees are leading international experts, please bear in mind that they are not necessarily experts in your particular field. When drafting your texts, 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.

PR tips for your research institution

- The Houska Prize is supported by press activities and social media coverage. Follow us and share our posts on:

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

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