



**MARGARETHA
LUPAC
STIFTUNG**
für Parlamentarismus
und Demokratie

Science Award 2023 - Submission Guidelines

The Foundation's Science Award is to honour a scientist's life achievements, a scientific publication or a doctoral thesis. Principles of procedure

1. The Jury

The Jury installed pursuant to section 3 (1) of the Statutes of the Foundation submits to the Board of Trustees proposals for a Science Award. The Jury elects a chairperson who coordinates the work.

2. Convocation of Jury Meetings

The chairperson shall convene the Jury to its meetings. After having agreed on a date for a meeting, all members of the Jury shall be informed by e-mail at least four weeks prior to such a meeting.

3. Quorums

The Jury shall be deemed to have a quorum if the chairperson and half of its members are present. It shall take its decisions unanimously.

4. Confidentiality

The deliberations of the Jury and the submissions received are confidential.

5. Prize money

The Science Award amounts to a total of € 21,000.-, which may be split between two winners.

6. Secretariat

The Secretariat of the Jury is formed by the Management of the Foundation designated by the Board of Trustees. It shall be responsible for all preparations necessary for the meetings and shall prepare the minutes of the Jury meetings.

7. Call for submissions and announcement

The call for submissions for the Science Award shall be issued following the decision of the Board of Trustees, which is based on the proposals of the Jury. This call for submissions shall be published by the Austrian Parliament's Press Office and on the website of the Foundation and/or of the Austrian Parliament.

8. Submissions

Applications must be addressed to the Jury of the Margaretha Lupac Foundation for Parliamentarism and Democracy, email: lupacstiftung@parlament.gv.at. Both self-nominations and third-party nominations are possible. Submissions should be made in electronic form.

In addition to the publication/doctoral thesis submitted, applications have to include a curriculum vitae as well as an abstract of the scientific work and, if available, a list of publications. The publication/doctoral thesis submitted must not be older than three years.

Applications for honouring a scientist's life achievements have to be accompanied by a justification.

9. Deadline for submissions

Applications must be submitted between 15 January and 15 June 2023 either electronically or by postal mail. In the latter case, the submission must be postmarked by the deadline.

10. Procedure

After the expiry of the submission deadline, the Secretariat shall hand over all submissions addressed to the Margaretha Lupac Foundation for Parliamentarism and Democracy to the chairperson of the Jury, who shall develop a proposal for

their assignment for evaluation. The Secretariat of the Jury shall subsequently forward this proposal for assignment, together with a list of all submissions received, to the members of the Jury. A Jury member may for due cause, e.g. in case of personal bias, refuse to review an assigned submission. The submissions assigned for evaluation, including all related documents, will then be forwarded (by email or postal mail) to the respective Jury members. Each member is entitled to inspect the submissions not reviewed by him/her as well as the related documents.

Two weeks before the Jury meeting at the latest, the agenda of the forthcoming Jury meeting shall be forwarded to the members of the Jury.

The Jury members shall submit their reviews in writing. The reviews shall be annexed to the minutes of the Jury meeting. Evaluation criteria shall be the sustainability and quality of the submission in accordance with the requirements specified in the Call for Submissions. For more details please refer to the Call for Submissions.

11. Ranking of the candidates

The Jury members may propose to the Board of Trustees a maximum of two candidates for the Science Award and make a ranking.

The proposals adopted by the Jury in its meeting shall be recorded in written minutes, which shall be checked and signed by the Jury members and passed on immediately to the chairperson of the Board of Trustees of the Foundation.

The right of the honorary Jury of experts to make proposals is not subject to any restrictions.

12. Decision by the Board of Trustees

The Board of Trustees shall make its decision on the award winner(s) on the basis of the proposals made by the Jury. The relating documents passed on to the Board of Trustees are confidential. The members of the Board of Trustees may inspect the applications. Access is personalised and is limited to the period

between the forwarding of the agenda and the date of the meeting. The documents are confidential.

13. Quorum of the Board of Trustees

The Board of Trustees shall be deemed to have a quorum if the chairperson or his/her deputy and half of its members are present. Members of the Board of Trustees may be represented by another member. The Board of Trustees shall make its decisions on a majority basis.

14. Exclusion of legal recourse

By submitting their work, applicants acknowledge that legal recourse is excluded.

Applicants will be informed in written form.

15. Award ceremony

The Award will be presented to the winner(s) in the course of a festive ceremony in Parliament.

16. Privacy Statement

The personal data contained in the submission documents are required for the processing of the respective submission (and thus for the Margaretha Lupac Foundation to perform its task) and are used exclusively for this purpose. The data are not transmitted to third parties and are preserved exclusively for documentation purposes.

In respect of their personal data, applicants have the right of access, the right to rectification, erasure, restriction of processing, data portability, and the right to object (Art. 15 to 21 General Data Protection Regulation).

If the lawfulness of data processing is based on the applicants' consent, they have the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of processing on the basis of their consent before its withdrawal (Art. 7 para. 3 General Data Protection Regulation).