



**MARGARETHA
LUPAC
STIFTUNG**
für Parlamentarismus
und Demokratie

Submission Guidelines for the Science Award 2017

The Foundation's Science Award is to honour a scientist's life achievements, a published scientific work, or a doctoral thesis whose academic procedure has been completed.

Principles of procedure

1. The Jury

The Jury installed pursuant to section 3 (1) of the Statutes of the Foundation can submit proposals for a Science Award to the Board of Trustees. The Jury elects a chairperson who has to coordinate 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 € 15,000.-, which may be split between up to three winners.

6. Secretariat

The Secretariat of the Jury is formed by the officials of the Parliamentary Administration designated by the Board of Trustees. The Secretariat 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 chairperson of the Board of Trustees of the Foundation shall issue the call for submissions for the Science Award 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, on the website of the Austrian Parliament, by the Austrian public broadcaster ORF and other suitable media.

8. Deadline for submissions

Applications must be submitted by 15 June 2017 either electronically or by postal mail. In the latter case, the submission must be postmarked by the deadline.

9. Submissions

Applications must include the personally signed application form available on the Parliament's website and must be addressed to the Jury of the Margaretha Lupac Foundation for Parliamentarism and Democracy, c/o Austrian Parliament, Dr. Karl Renner-Ring 3, A-1017 Vienna.

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

Applications by organisations/institutions in Austria and/or abroad additionally have to include a detailed description of the organisational structure, the organisation's objective and purpose as well as a list of projects conducted in the last three years.

Applications for honouring a scientist's life achievements have to be accompanied by a justification (in 2 copies).

10. Procedure

The Secretariat shall hand over all applications for the Science Award addressed to the Margaretha Lupac Foundation for Parliamentarism and Democracy, together with all the documents submitted, to the chairperson of the Jury. The chairperson shall assign the submissions to the Jury members for evaluation. In case of personal bias, a Jury member may refuse to review an assigned submission.

Two weeks before each Jury meeting at the latest, a list of all submissions to be considered shall be sent to all Jury members. Each member is entitled to inspect the applications not reviewed by him/her as well as the related documents.

The Jury members shall submit their reviews in writing.

11. Ranking of the candidates

The Jury members may propose to the Board of Trustees a maximum of three 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 on the basis of the proposals made by the Jury. After the Jury has submitted its proposals, the members of the Board of Trustees may inspect the applications held at their disposal by the Secretary of the Foundation. The documents passed on to the Board of Trustees are confidential.

13. Quorum of the Board of Trustees

The Board of Trustees shall be deemed to have a quorum if the chairperson 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) by the members of the Jury in the course of a festive ceremony in the Parliament building.