Short-term grants abroad (KWA)
USER GUIDE FOR THE COMPLETION OF YOUR APPLICATION IN
MOBILITY ONLINE

After creating an application in Mobility Online, you receive an e-mail containing a **registration confirmation**. Click the link in the e-mail to log in to Mobility Online again to finalise your application.

→ **Please note that the link in the registration e-mail is valid only once. Afterwards, please use the following link to access Mobility Online: https://auth.univie.ac.at/login**

Your workflow in Mobility Online

When logging in via the registration link, you can see your application workflow giving an overview of all necessary steps that you have to take before, during and after your stay abroad. The workflow consists of the following sections:

- **Registering in Mobility Online** → already done
- **Complete application**
- **Application Status**
- **Withdraw application**
- **After the Mobility**

Section: Complete application

To finalise your application, you have to add **further application details** and upload the application documents:

	Necessary steps	Done	Done on	Done by	Direct access via following link	
	Registration in Mobility-Online					
	Complete application					
	Registration in Mobility-Online	☑				
	Complete application					
	Complete personal data	☑			Complete personal data	
	Download declaration of consent under data protection law	☑			Download declaration of consent under data protection law	
	Complete application information	☑			Complete application information	
▶	Upload application documents	☐			Upload application documents	
	Submit application	☐				

Step 1: **Complete personal data**
→ Check the data transferred from u:space or add data. To save changes, click **"Edit (Forward to Update)"**.

Step 2: **Complete application information**
→ Click **"Edit (Forward to Update)"** and complete the data regarding your stay abroad.

Step 3: **Upload application documents**
→ Upload your application documents in the permitted formats (pdf or doc) only. **The file names must not be longer than 50 characters, including the file extension.**

Step 4: **Submit application**
→ After you have finalised and submitted your application, you receive a **confirmation of receipt**.

Section: Application Status

Following submission, your application is examined. You receive an **e-mail** informing you about the result of the examination. You can also view your application status in the workflow at any time.

→ If your application data are **complete**, you receive an e-mail containing information about the next steps.

→ If your application documents are **incomplete or incorrect**, you receive an e-mail requesting you to correct your application within a certain period of time. Please take the following steps:

Step 1: Open the section **"Compete application"** and complete the workflow step **"Upload application documents"** again.

Step 2: Upload the necessary document to the suitable upload field again. **The file names must not be longer than 50 characters, including the file extension.**

Step 3: Open the section **"Application Status"** and complete the workflow step **"Application documents have been revised"**. You receive a confirmation of receipt of your revised application.

Following receipt, your application is examined again and you receive an e-mail containing further information.

Section: Results of the selection committee

Please note: You can only access this section after the selection committee has made a decision. As soon as the selection committee came to a decision, you are informed **by e-mail**. Then you can view the decision in this section.

→ If you have been nominated for a grant, you have to complete the **declaration of acceptance** and your **bank details.** Please take the following steps:

Step 1: Complete the step **"Accept or decline the grant"**.

Step 2: Enter your bank details in the step **"Enter bank data"**.

Step 3: Create and print the declaration of acceptance in the workflow step **"Create declaration of acceptance"**.

Step 4: Upload the signed declaration of acceptance in the workflow step **"Upload declaration of acceptance"** through **Mobility Online**. **The file names must not be longer than 50 characters, including the file extension.** You receive a confirmation of receipt by e-mail.

→ If you have been nominated for a grant but **do not want to accept** it, you have to create and upload a **declaration of withdrawal**. Please take the following steps:

Step 1: Complete the step **"Accept or decline the grant"**.

Step 2: Enter the reason for withdrawal in the step **"Indicate reason for withdrawal"**.

Step 3: Create and print the declaration of withdrawal in the workflow step **"Create declaration of withdrawal"**.

Step 4: Upload the signed declaration of withdrawal in the step **"Upload declaration of withdrawal"** to **Mobility Online**. **The file names must not be longer than 50 characters, including the file extension.** You receive a confirmation of receipt by e-mail.

Section: After the Mobility

After your stay abroad, you have to submit a report as proof to confirm your stay at the academic institution specified by you and to document that the grant was used according to its designated purpose. You can generate all documents required after your stay abroad directly in **Mobility Online**.

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration in Mobility-Online				
Complete application				
Withdraw application				
Application Status				
Change of dates of the the research stay				
After the Mobility				
Read information on the end of the stay abroad and reporting of your research stay	☐			Read information on the end of the stay abroad and reporting of your research stay
Enter report data and upload final documents (Be sure to read the end of stay information sheet beforehand!)	☐			
Create and print report form	☐			
Application closed	☐			

Step 1:   Read the information sheet about the end of stay and submission of a report. You can download it any time from **Mobility Online** under the step **"Read information on the end of the stay abroad and reporting of your research stay"**.

Step 2:   In the workflow step **"Enter report data and upload final documents"**, enter the report data and upload your final documents. You receive a confirmation of receipt by e-mail.

→ If your final documents are **complete**, you receive an e-mail informing you about the submission of your application.

→ If your application documents are **incomplete or incorrect**, you receive an e-mail requesting you to correct your application within a certain period of time. Please take the following steps:

Step 1:   Open the section **"After the Mobility"** and complete the workflow step "**Enter report data and upload final documents**" again.

Step 2:   Upload the required document again to the suitable upload field or add data about the use of the grant.

Step 3:   Complete the workflow step **"Application documents have been revised"**. You receive a confirmation of receipt of your revised documents.

→ If your final documents are **complete**, you receive an e-mail informing you about the submission of your application.

What should I do if…

… I would like to withdraw my application?

→ If you would like to withdraw your application **before being awarded a grant**, you must create and print a declaration of withdrawal in Mobility Online. Please take the following steps:

Step 1:   Open the section **"Withdraw application"**.
Step 2:   Enter the reason for withdrawal in the step **"Indicate reason for withdrawal"**.

Step 3: Create and print the declaration of withdrawal in the workflow step **"Create declaration of withdrawal"**.

Step 4: Upload the signed declaration of withdrawal in the step **"Upload declaration of withdrawal"** to **Mobility Online**. **The file names must not be longer than 50 characters, including the file extension.** You receive a confirmation of receipt by e-mail.

→ If you would like to withdraw your application **after being awarded a grant**, you must create and print a declaration of withdrawal in Mobility Online. Please take the following steps:

Step 1: Complete the step **"Accept or decline the grant"**.

Step 2: Enter the reason for withdrawal in the step **"Indicate reason for withdrawal"**.

Step 3: Create and print the declaration of withdrawal in the workflow step **"Create declaration of withdrawal"**.

Step 4: Upload the signed declaration of withdrawal in the step **"Upload declaration of withdrawl"** to **Mobility Online**. **The file names must not be longer than 50 characters, including the file extension.** You receive a confirmation of receipt by e-mail.

... I would like to change the data of my stay

→ If there are changes to the dates of your stay abroad, you have to enter these changes in **Mobility Online**. Please take the following steps:

Step 1: Open the section **"Change of dates of the research stay"**.

Step 2: In the step **"Enter new dates of stay"**, enter the dates of your stay abroad. You receive a confirmation of the new data of your stay abroad by e-mail.

... I cannot log in?

→ After registration, please **do no longer use the registration link** but only **this link**. The registration link that you received after your first login to Mobility Online by e-mail is valid only once.

... end up on the online form although I have already entered all the data and registered on Mobility Online?

→ If you cannot log in or are redirected to the online form again where you have to enter all data anew, **please close all browser windows and try to log in again**. You may also use another browser instead.

... I cannot continue after logging in to the auth.univie.ac.at page?

→ If the following page is displayed after logging in, **please close all browser windows and try to log in again.** You may also use another browser instead.
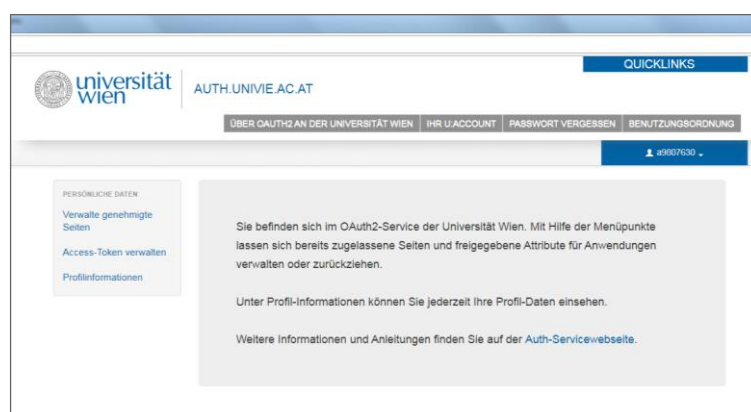
... I have both an employee account and a student account and have problems logging in?

→ You cannot be logged in as employee and student in the same browser at the same time due to the →**single sign-on authentication** at the University of Vienna. If you are logged in with your employee account, you have to close all browser windows and sign in with your student account instead. You may also use another browser or your browser's incognito mode.

... I cannot upload the documents?

→ Make sure that the file you want to upload has the **correct file format** (pdf or doc).
→ Make sure that the **file name is not longer than 50 characters, including the file extension.**

Contact and support

International Office of the University of Vienna
E-mail: kwa@univie.ac.at
Tel: 0043 1 4722 18201
Web: https://kwa.univie.ac.at