

Checklist for the complete application (Stand-alone project)

The entire application must be submitted in English (unless previously agreed with the FWF) in one hard copy and it must be arranged as described below (**A4, 11 pt type, line spacing 1.5**, printed on one side only, unbound and with no bulldog clips or paper clips on the original):

- ☐ One-page academic abstract in English comprising no more than 450 words, or 3,000 characters in case of online applications (DIN A4 format; no formulas or special characters)
- ☐ Two one-page abstracts for the FWF's public relations (PR) work: one in German, one in English. No more than 450 words each (DIN A4 format, no formulas or special characters).

I. Forms

- ☐ Application forms incl. form with cost breakdown - completed in full
- ☐ Original signature of the applicant
- ☐ Original signature of Head of research institution/University of the applicant (or of the person authorized by the research institution/University to sign the form)
- ☐ Stamp of the research institution of the applicant
- ☐ Form detailing co-authors

where applicable

- ☐ Form for a national research partner with original signature of the national research partner
- ☐ Original signature of head of the research institution/University of the national research partner (or of the person authorized by the research institution/University to sign the form)
- ☐ Stamp of the research institution of the national research partner

II. Free-form application

A.) Project description: max. 20 pages including all tables and figures with a max. of 9000 words (including headings, footnotes, captions, etc.), but not including the table of contents:

- ☐ Aims
- ☐ Methods
- ☐ Work plan, time plan as well as planned strategies for dissemination of results
- ☐ Cooperation arrangements (national and international)
- ☐ Human resources
- ☐ Additional aspects
- ☐ Ethical issues

Financial Aspects

- | | | |
|---|--|---|
| <input type="checkbox"/> Information on the research institution ⁱ | <input type="checkbox"/> personnel | |
| | <input type="checkbox"/> infrastructure | |
| <input type="checkbox"/> Information on the requested support ⁱⁱ | <input type="checkbox"/> personnel | <input type="checkbox"/> scientific workers |
| | | <input type="checkbox"/> non-scientific workers |
| | <input type="checkbox"/> equipment | |
| | <input type="checkbox"/> costs for materials | |
| | <input type="checkbox"/> travel costs | |
| | <input type="checkbox"/> other costs | |
| | <input type="checkbox"/> other costs / contracts for work and services | |

B.) Literature, CV's and publication lists for all researchers involved in the project (i.e. the principal investigator, known researchers on the project staff to be financed by the FWF, and any national research partners)

- | | |
|--|---|
| <input type="checkbox"/> List of literature relevant to the project incl. list of abbreviations (max. 5 pages) | |
| <input type="checkbox"/> scientific cv (max. 3 pages) | <input type="checkbox"/> applicant |
| | <input type="checkbox"/> national research partner(s), <i>if applicable</i> |
| | <input type="checkbox"/> scientific workers (FWF ⁱⁱⁱ) |
| <input type="checkbox"/> Publication lists ⁱⁱⁱ | <input type="checkbox"/> applicant |
| | <input type="checkbox"/> national research partner(s), <i>if applicable</i> |
| | <input type="checkbox"/> scientific workers (FWF ⁱⁱⁱ) |

ⁱ funded from the basic infrastructure;

ⁱⁱ requested in the present application;

ⁱⁱⁱ Scientific/scholarly publications from the last five years and a separate list of the 10 most important publications of the career to date.

III. Enclosures (where applicable)

- ☐ Form for international cooperation arrangements
- ☐ Form for new project-specific equipment and/or form equipment transfer (equipment from previous FWF projects that will be transferred to the current project)
- ☐ *Resubmission of a rejected proposal*: a) response to excerpts from reviews (separated by review; in English unless previously agreed with the FWF) and b) overview of all changes made in the resubmitted application.
- ☐ *Extension to FWF-project*: summary report of previous project (in English unless previously agreed with the FWF)
- ☐ Tender(s) for requested equipment (bid from one firm; it is not necessary to supply this electronically)
- ☐ Tender(s) or where applicable calculation basis for costs from the research institution for any relevant items requested under 'Other costs'
- ☐ Lists of referees, negative (optional)

IV. Electronic medium (no signatures required, the size of all submitted files may not exceed 5 MB)

- ☐ One-page academic abstract in English comprising no more than 450 words, or 3,000 characters in case of online applications (DIN A4 format; no formulas or special characters)
- ☐ Two one-page abstracts for the FWF's public relations (PR) work: one in German, one in English. No more than 450 words each (DIN A4 format).
- ☐ application form, cost breakdown, if applicable form for a national research partner, form naming all co-authors, free-form application including a project-related bibliography, CVs and publication lists of all persons involved in the project merged to a single file (Format: PDF; 11pt type for the free-form application; do not use scanned data!);
- ☐ Enclosures each in separate files (in PDF)