

1. Instructions for using Adobe Reader

All FWF forms are compatible with Adobe Reader (Version 6.0 and higher), which can be downloaded free of charge at <http://get.adobe.com/reader/>.

The fields to be completed can be highlighted in order to enable the user to identify them more easily.

Instructions:

- Open the file *Application form.pdf* (or *National research partner.pdf*, etc.)
- In the menu bar, open the **Edit** menu and then choose the **Preferences** item (in Mac OS, this item can be found in the **Reader** menu). A dialog box will then appear.
- Choose **Forms** in the list box under **Categories** (on the left-hand side of the dialog box).
- In the area to the right, activate the check box "**Show border hover color for fields**" under **Highlight color**. This action will highlight all fields in light blue. You can also deactivate the check box if you do not wish to highlight the fields in the form. Below the check box, you can also choose the highlight color for fields as desired. Click **OK** to confirm your selection.

Navigating forms:

Keyboard: Use the **Tab** key to move forward from one field to the next, and **SHIFT + Tab** to move backward to the previous field in the form.

Mouse: Simply click on the desired field.

Field types

The form contains various field types:

Text fields: These are fields in which you can enter any of the characters on your keyboard (e.g., German title, Applicant, etc.)

Number fields: These are defined fields in which only numbers can be entered (e.g., percentages, codes for scientific disciplines, etc.)

Date fields: These fields only allow entries in the following date format: **dd.mm.yyyy** (e.g., date of birth, etc.)

Drop-down list boxes: These fields provide a limited number of options for you to choose from. Click on the drop-down arrow at the right of the field in order to open the list and choose the desired item (e.g., Funding application type, Sex, etc.).

Check box:

Mouse: Simply click on the check box.

Keyboard: The check box can be selected using the **Tab** key and activated using the **Space** bar.

Saving/printing and merging multiple PDF forms

Under the **File** menu, choose the item **Save as...** in order to save the (partly) completed form. Choose **Print** to print out the form. Please note that completed PDF forms are only converted into (unchangeable) PDF files once they are output to a PDF printer. The information entered in the fields will then be "static" and can no longer be edited. In general, the size of the file is also reduced. In order to merge multiple PDF forms without losing data, it is first necessary to convert each completed form into a separate PDF file.

2. How to fill out the application form for Stand-Alone Projects

The application package consists of the files Application form.pdf, National research partner.pdf (where applicable) and the Breakdown of Costs. Another form is available for the entry of co-authors and should be submitted with the application package in any case. If there is no co-author, please simply submit an empty form.

A separate Excel file is provided for the breakdown of costs for Stand-Alone Projects. For information on how to fill out the Excel spreadsheet, please refer to page 4. For international cooperation partners, please use the corresponding form.

In order to enter equipment requests, please use the "Equipment entry" sheet; in cases where equipment previously funded by the FWF is transferred to a new project, please fill out the "Equipment transfer" sheet.

Please read the instructions provided on the form carefully and note the explanations and definitions provided below.

Application form: Page 1

Field name	Explanation
Funding application type:	Choose " Stand-Alone Projects " in the drop-down menu.
Call	This field does not need to be filled out for this programme.
Co-applicant	This program does not provide for co-applicants, meaning that this field does not need to be filled in.

Application form: Page 2

Field name	Explanation
Completion date of doctoral studies	For medical studies: Date of completion of doctoral studies.
Birth dates of children	If you have children, please enter their dates of birth here. Children include biological children, stepchildren, adopted children, etc. who are under the age of 14. If you have more than four children, please indicate all of their names and birth dates in your curriculum vitae.
Highest academic position/degree	Please choose the category which best describes the highest position or degree you have attained. In this context, it is necessary to distinguish between your academic position/degree and your actual current activities, which are covered in the next question. Should none of the categories match your position/degree, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
Highest current professional position	Please choose the category which best describes your position. This question refers to the highest professional position you

	currently hold. In this context, it is necessary to distinguish between your actual activities and your highest academic position or degree, which was covered in the previous question. Should none of the categories match your current professional position, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
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Application form: Page 3

Field name	Explanation
Research institution	Please indicate the research institution at which the project is to be carried out.
Mailing address	These address fields only need to be filled out in cases where the applicant does not have a postal address at a research institution. The applicant's name will be entered automatically and cannot be deleted.

Application form: Page 4

Field name	Explanation
Share of work time (%)	Percentage of overall work time (teaching, research, administrative tasks, etc.) which will be spent on the project.
Project keywords	Please enter a maximum of six keywords in English which describe your project as completely and as accurately as possible.
Scientific disciplines to which project is related	Using the four-digit codes (six-digit codes to be applied from January 1, 2015) defined by Statistics Austria (http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/wiss-disz-201002.pdf), please indicate the main scientific discipline as well as a maximum of three additional scientific disciplines to which your project is related. In addition, please enter percentages to indicate the extent to which each scientific discipline is involved in your project. The percentages entered <u>must total 100%</u> .

Forms for enclosures – Data entry sheet for international cooperation partners

Tips for filling out the International Cooperation Arrangements form

In the International Cooperation Arrangements form, applicants may list up to seven cooperation partners. Explanations regarding each field type are provided directly in the form itself.

For additional cooperation partners, please use the “International Cooperation Partners (Continued)” form, where you can indicate up to seven additional cooperation partners. This form can be used and saved multiple times if necessary. Please note that before merging multiple PDF forms, it is necessary to save each completed form as a separate PDF file in order to avoid losing the data entered in the form (see p. 1)

Field name	Explanation
Data entry sheet for international cooperation partners	Please complete a separate sheet for <u>each international cooperation partner relevant to the project</u> , regardless of whether or not the partner is to receive funding from the project.
Specification of cooperation	Individual cooperation arrangements refer to those which are directly relevant to the project but do not belong to European or international cooperation programs such as COST, EUREKA, the EU Framework Programme, etc.
Cooperation partners from developing countries	The field only needs to be filled in if the international cooperation partner is to receive financial support from the FWF project (and belongs to the category “Least Developed Countries”, “Other Low Income Countries” and “Lower Middle Income Countries and Territories”) according to the OECD’s current DAC List (see www.oecd.org/dac/stats/daclist), with exception of countries which have a cooperation agreement with FWF (currently India)

Instructions for filling out the "Breakdown of Costs" Excel spreadsheet:

Please enter the costs to be funded in the "Breakdown of Costs" spreadsheet.

The fields highlighted in light gray can be filled in. The subtotals and overall totals are calculated automatically and cannot be changed. As parts of the spreadsheet are locked, only certain functions can be used (e.g., insert/delete rows). It may be necessary to add rows if you request funding for additional project personnel. If that is the case, please do the following:

- Select all of Row 7 or Row 8 by clicking on the row header.
- Press the right mouse button and choose **"Insert"**. This will insert an additional row above Position No. 02 or 03. Repeat this procedure until the spreadsheet contains the desired number of rows. You can also delete those rows by choosing **"Delete"**.
- It will then be necessary to ensure that the position numbers are numbered consecutively (01, 02, etc.).

To save the breakdown of costs as a PDF file, please do the following:

- Click on the **"Office"** button and choose the **"Save as..."** menu item.
- Then choose **PDF or XPS**.
- This will open a dialog box in which you can define the name of the file, then click **Publish**.

In order to import the spreadsheet into a Word file, please do the following:

- Launch Word and change the page layout to landscape format (**"Page layout"** tab / **"Orientation"** button / "Landscape" option).
- To insert the spreadsheet into the Word file, choose the **"Insert"** tab and the **"Object"** button, then choose the **"Insert object"** function.
- This will open a dialog box where you can choose the **"Create from file"** tab.
- Then choose the desired file under **"File name:"** and click **OK**.

The breakdown of costs will then be imported into Word and can be integrated into applications which are not subject to formal requirements.

Please also submit the file "Cost_Breakdown.xls" in electronic form along with the other files.