Checklist for a complete application (#ConnectingMinds Workshop)

The complete application must be submitted in English, using the FWF's online application portal elane no later than **February 13, 2024 (2:00 pm local time Vienna)**. Proposals are not considered to have been officially submitted until the lead research institution has approved it in elane. To make sure you have completed your application correctly, please consult the Application Guidelines.

I. elane: Forms

Required forms:

- *Research institution assignment* form
- *Contact form*
- *Application form*
- *Cost breakdown* form
- *Program-specific data* form
- *Program-specific thematic relevance form*
- *Academic abstract* form (max. 3,000 characters) - pursuant to FWF guidelines (see section 2.1.1 of the Application Guidelines.
- *Co-authors* form

Where applicable

- *Other cooperation* form Must be completed for all national and international collaboration partners listed in the project description; one form for each cooperation partner

II. elane: File uploads

Required upload (in *one* file)

- **Proposal.pdf** – This PDF file must include the project description and Annexes 1–4. Formatting requirements apply to the project description and Annexes 1–3 (font size 11 pt. with 15–20 pt. line spacing and margins of at least 2 cm).

The **project description** (max. 11 pages) must include the following components:

1) Proposed research

- Description of the problem identification and the project's transformation potential
- Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Relevance to current international state of research
- Description of the methodology
- Description of potential ethical, safety-related, or regulatory aspects of the submitted project. Please note: Grounds must be provided for why the researchers believe the project does not raise any such issues, if this is the case.
- Description of potential sex-specific and gender-related aspects of the proposal. Please note: These questions must be addressed briefly, even if the researchers do not feel that the project involves any such aspects.

2) Description of the project-specific workshop

- Specific objectives and the anticipated results of the event
- Methodology and implementation of the event

3) Project participants

- Description of the academic qualifications of the participating researchers
- Description of their experience and how they might complement each other
- Intended cooperation arrangements

4) Research management

- Work plan and timeline for the #ConnectingMinds Project
- Summary table showing the total costs requested for the #ConnectingMinds Workshop
- Summary table showing the planned total costs for the #ConnectingMinds Project
- Organization and cooperation

Annex 1: List of **literature cited in the application** (*References*) on no more than 5 pages

Annex 2: **Financial aspects:** Please use the template provided in the Application Guidelines (Appendix A). The information provided must be presented plausibly and understandably for the FWF and the reviewers. Implausible information may lead to reductions in the funding amount. The list and justification for the requested funding must correspond with the costs indicated in the *Cost breakdown* form.

- Details on the lead research institution and any partner research institutions
  - Existing personnel (not financed by the FWF, usually the consortium members and research personnel at the research institution(s))
  - Existing infrastructure
- Information on the funding requested:

- Explain briefly why the costs requested are needed for the **#ConnectingMinds-Workshop**
Please list and provide justifications for:
    - Hotel expenses (for participants from Austria and abroad) / catering expenses for seminar participants
    - Travel expenses
    - Rental costs for seminar rooms (only if the research institution does not provide suitable rooms; justification required)
    - Other costs (e.g. moderation costs, etc.; justification required)
- Overview of costs for the **#ConnectingMinds Project**

Annex 3: **Academic CVs** and description of the previous research achievements of the coordinator and of the max. 4 other participating researchers (max. 3 pages per person)

Annex 4: **Collaboration letters** (max. 1 page each) from those non-academic participants named in the project description as being essential for the implementation of the project and from national and international cooperation partners, where applicable

III. Additional documents:

Required uploads:

- ***PI_publication.pdf:*** Two publications written by the applicant and by the max. 4 other participating researchers must be named, documenting fulfillment of the general application requirements (see template *PI_publication*). The FWF will determine eligibility to apply based on these publications.

- ***Publication_list.pdf:*** List of all academic publications published in the last five years (categorized into "quality-assured publications" and "other publications") for all consortium members and postdocs to be funded by the project, in **one** PDF document entitled *Publication_list.pdf*; this publication list helps the FWF to determine if there are any potential conflicts of interest with reviewers. It will not be forwarded to the reviewers.

Other file uploads, if applicable:

- ***Cover_letter.pdf*** – Accompanying cover letter
- ***Negative_list.pdf*** – List with names of reviewers who are to be excluded from the review of the application (max. 3 names, incl brief justification)
- If the application is a continuation of an FWF-funded project:
    - ***Follow.pdf*** – Results or final project report on the previous project, max. 6 pages
- If the application is a revision of a previously rejected application (resubmission):

- ***Overview_revision.pdf*** – Overview of all changes made in the resubmitted application (for FWF internal use only)
- ***Revision.pdf*** - response to all reviews of the previously rejected application, even if one of the reviewers of the rejected application is to be excluded from reviewing the resubmission