

## Checklist for a complete application (PEEK)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal [elane](#). For a correct application, please observe the information in the [application guidelines](#).

### I. *Elane*: Forms

#### Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- Form *Cost breakdown*
- Form *Arts-based research abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1
- Form *Co-authors*

#### To be filled if necessary

- Form for *Associated Research-Partner*. One form per associated research-partner
- Form *Other cooperation*: To be filled for national and international cooperation partners that are stated to be essential in the project description; one form per cooperation partner.

### II. *Elane*: Files to upload

#### Mandatory upload in a single file

- ***Proposal.pdf*** - this PDF file must contain the project description as well as Annex 1-3 and, if applicable, Annex 4. For the project description and Annex 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm).

The project description (no more than 20 pages) must contain the following sections:

- Table of contents
- State of the art of relevant international arts-based research (including own preliminary work, if applicable) and relation of the project to this context
- Clearly defined aims and hypothesis/hypotheses or arts-based research question(s) of the project

- Description of the project's anticipated level of originality or arts-based innovation
  - Methods
  - Work plan and timeline
  - Associated research partners (if applicable): Description of the contributions of the associated research partners to the proposed research; associated research partners must be named in the *Associated research partner form*.  
National and/or international collaboration partners (if applicable): Please specify the intended collaboration partners and the subject of the intended collaboration(s) or the planned contribution to the project. **All** national and/or international cooperation arrangements that were stated to be essential in the project description must be listed on the **Other collaborations form** (one form must be completed for each collaboration partner) and may be confirmed by a collaboration letter.
  - Arts-based research-related qualifications of the researchers involved
  - All potential ethical, safety-related, or regulatory aspects of the proposal and how applicants plan to deal with them must be described in this section. These questions should be addressed briefly in the text even if the applicant believes the project does not raise any such issues.
  - Any potential sex-specific and gender-related aspects of the proposal must be detailed. To what extent are sex-specific and gender-related aspects considered in the proposal? How will they be integrated into the research approach? These questions must be briefly addressed, even if the applicant does not feel that the project involves any such aspects.
- Annex 1: List of **literature cited in the application** (*References*) on no more than 5 pages
  - Annex 2: **Financial aspects**: The template from the application guidelines (Appendix A) must be used for this purpose. The information provided must be presented in a comprehensible manner to the FWF and the reviewers. Incomprehensible information may result in a reduction of the funding amount. The lists and justifications for the requested costs must correspond to the costs listed in the *cost breakdown form*.
    - Details on the research institution of the applicant and of national research partners:
      - Description of
        - Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site(s))
        - Existing infrastructure
    - Information on the funding requested:  
Listing and justification for
      - Personnel costs
      - Equipment costs (from a purchase value of €1,500 incl. VAT)
      - Material costs
      - Travel costs
      - Other cost (including independent contracts for work and services)

- Annex 3: **Arts-based CVs** and description of previous artistic, scientific, scholarly, or arts-based research achievements for the principal investigator as well as a maximum of 3 other project participants (no more than three pages per person).
- Annex 4 (optional): **Collaboration letters** (no more than 1 page per letter) from national and international collaboration partners, which are comprehensibly listed in the project description as being essential for the implementation of the project.

### III Additional documents:

#### Mandatory to be uploaded:

- **Publication\_lists.pdf**: A list of all artistic, scientific, scholarly, and/or arts-based publications and works over the last five years (categorized as “quality-assured publications” and “other publications”) of all participants for whom a CV has been submitted, as well as for all project staff members for whom personnel costs are requested, is to be uploaded in **one** PDF document as *publication\_list.pdf*.

#### Files to be uploaded if necessary:

- **Cover\_Letter.pdf** – Letter accompanying the application
- **Negative\_list.pdf** – List of names of reviewers to be excluded from reviewing the application (no more than three names, incl. short justification)
- If the *Principal Investigator Project* submitted is the continuation of an FWF-funded project:
  - **Follow.pdf** – report on previous results or a final report, no more than 6 pages
- If the application is the revision of a rejected application (resubmission):
  - **Overview\_revision.pdf** – overview of all changes made (for FWF internal use only)
  - **Revision.pdf** – Response to all reviews of the rejected application, even if one of the reviewers of the rejected application is to be excluded from a new review.