

Checklist for a complete application (Research Groups Pre-proposal)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal [elane](#) no later than **September 30, 2024 (2:00 p.m. local time, Vienna/Austria)**. 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 *Program-specific data for each subproject head*
- Form *Cost breakdown*
- Form *Academic abstract* (max. 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1
- Form *Co-authors*

To be filled if necessary

- Form *Other Cooperation*: To be filled in 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 include the project description, Annexes 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 (on max. 25/24/23 pages for 5/4/3 subproject heads, respectively) must contain the following sections (incl. sub-items described in the application guidelines):

- Description of the innovative multidisciplinary or interdisciplinary research proposal
 - 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 subproject heads do not feel that the project involves any such aspects.
 - 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 subproject heads believe the project does not raise any such issues.
- Quality and composition of the consortium; research-related qualifications of the researchers involved
- Wider impact
- Organization and financial structure of the Research Group
- 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 lead research institution and partner research institutions:
Description of
 - Existing personnel (not financed by the FWF, usually the subproject head and research personnel at the research institution(s))
 - Existing infrastructure
 - Information on the funding requested:
List and justification for
 - Personnel costs
 - Equipment costs
 - Material costs
 - Travel costs
 - Other costs (including independent contractor agreements):
- Annex 3: **Academic curricula vitae and description of the previous research achievements of the subproject heads and postdocs funded by the project** (no more than three pages per person).
- Annex 4 (optional): **Collaboration letters** (no more than one page each) of 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:

- **PI_publication.pdf**: Two publications written by each subproject head must be named, documenting that they fulfill the general requirements to apply (see [Template PI-publication](#)). The FWF will base the subproject head's eligibility to apply on these publications.
- **Publication_lists.pdf**: A list of all research publications over the last five years (categorized into "quality-assured publications" and "other publications") for all subproject heads and postdocs (if applicable) to be funded by the project, to be uploaded in **one** PDF document.

Where applicable:

- **Cover_letter.pdf** – Letter accompanying the application
- **Negative_list.pdf** – List of names of reviewers who are to be excluded from reviewing the application (no more than three names; incl. short justification)
- If the application is a resubmission of a previously rejected application:
 - **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.