

# Checklist for a complete application (Special Research Area 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* (no more than 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1
- Form *Coauthors*

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

The project description (on no more than 15 pages) must contain the following sections (incl. sub-items described in the application guidelines):

- The 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; project relevant scientific qualification of the participating scientists
  - Wider impact
  - Organization and financing structure of the SFB
  - Abstracts: In addition, 1 abstract per subproject must be created on no more than 1 page (see formal and content requirements in the guidelines).
- 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 and collaborating research institutions:  
Description of
    - Existing personnel (not financed by the FWF, usually the subproject heads and research personnel at the research site(s))
    - Existing infrastructure – Note: please describe the current as well as the future status quo confirmed by *Verpflichtung nationale Forschungsstätte*.
  - Information on the funding requested:  
Listing and justification for
    - Personnel costs
    - Equipment costs
    - Material costs
    - Travel costs
    - Other costs (including independent contractor agreements)
- Annex 3: **Academic curriculum vitae and description of previous research achievements of subproject heads as well as postdocs, for whom personnel costs are requested** (no more than three pages per person).

- Annex 4 (optional): **Collaboration letters** (no more than one page) of national and international cooperation partners, which are comprehensibly listed in the project description as being essential for the implementation of the project.

### III. Additional documents:

#### Mandatory file 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.
- **Commitment of all participating research institutions** – to be prepared for each research organization.

#### Optional files to be uploaded (attachment):

- **Cover\_Letter.pdf** – Letter accompanying the application
- **Negative\_list.pdf** – List with names of reviewers who are to be excluded from reviewing the application (no more than three names, incl. short justification)
- If the application is the resubmission of a 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.