

Checklist for a complete application (Science Communication program)

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*

Verpflichtend auszufüllen

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- Form *Cost breakdown*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#).
- 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.
Elane: hochzuladende Dateien

II. *Elane: Files to upload*

- **Summary_main.pdf** (Informationen zum Basisprojekt)
- **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 10 pages) must contain the following sections:

- 1) Table of contents
Quality aspects: Communication
 - a) Clearly defined communication concept including a communication strategy to make research findings accessible to the target groups

- b) Relevance to current international state in the field of science communication
- c) Originality or innovation potential of the project
- d) Work plan and timeline
- 3) Quality aspects: Target groups
 - a) Selection and integration of the target group with regard to the communication concept
 - b) Expected impact on the target groups
- 4) Quality aspects: Team
 - a) Composition and qualifications of the research team, particularly with regard to experience and plans in connection with Science Communication
 - b) Quality of the existing and planned collaborations
- 5) Ethical, safety-related, or regulatory aspects, sex-specific and gender-related aspects:
Ethical, safety-related, or regulatory aspects: Consideration of these components

Sex-specific and gender-related aspects: Applicants must address all relevant gender and/or gender-specific components of the communication concept, including the communication strategy. Please assess whether the treatment of these components is adequate.

- Annex 1: List of **literature cited in the application** (References) on no more than 5 pages
- Annex 2: **Financial aspects**: The template for the description of projected costs can be found in Appendix A.
- Annex 3: CVs and description of previous research achievements.
- Annex 4 (optional): **Collaboration letters** (no more than 1 page per letter) from national and international collaboration partners.

III. Additional documents:

Mandatory to be uploaded:

Publication_lists.pdf: A list of all research publications 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:

- **Letter_of_support.pdf** – PI’s declaration of support
- **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 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.