![FWF Österreichischer Wissenschaftsfonds]

Checklist for a Complete Application (Emerging Fields)

The complete application must be submitted in English by **March 31, 2025 (2:00 pm local time, Vienna/Austria)**, using the FWF's online application portal elane. The application is not considered officially submitted until it has been approved for submission by the lead research institution in elane. To make sure you have completed your application correctly, please consult the Application Guidelines.

I. elane: Forms

Required forms:

- *Research institution assignment*
- *Application*
- *Contact*
- *Program-specific data – coordinator*
- *Program-specific data – consortium member*
- *Cost breakdown*
- *Academic abstract* (up to 3,000 characters) – Pursuant to section 2.1.1 of the Application Guidelines
- *Co-authors*

Where applicable:

- *Other cooperation* – An *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 uploads:

Formatting requirements apply to the synopsis, project description, and Annexes 1–3 (font size 11 pt. with 15–20 pt. line spacing and margins of at least 2 cm).

- *Synopsis.pdf* (= short project description based on the program's objective)
- *Proposal.pdf* – This PDF file must include following components, with PDF bookmarks at least for the major sections
  - **Project description** (no more than 30 pages)
  - **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.

(a) Details on the lead research institution and the partner research institution(s) where applicable
- Existing personnel (not financed by the FWF, usually the consortium members and research personnel at the research institution(s))
- Existing infrastructure

(b) Information on the funding requested:

Please list and provide justifications for the following:
- Personnel costs
- Equipment costs
- Material costs
- Travel costs
- Other costs (including independent contractor agreements):

- **Annex 3: Academic or arts-based research CVs** and description of previous research achievements for all consortium members involved in the application (no more than 3 pages per person)

- **Annex 4 (optional): Collaboration letters** (no more than 1 page per letter) from national and international cooperation partners who are named in the project description as being essential for the implementation of the project and whose role is plausibly described

III Additional documents:

Required forms:

- *PI_publication.pdf:* Two publications written by each consortium member 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_lists.pdf:* List of all academic publications published in the last 5 years (categorized into "quality-assured publications" and "other publications") for all consortium members and postdocs who are to be funded by the project, in *one* PDF document; 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.

- *Total costs.xlsx* (if more than one research institution is involved in the proposal)

Where applicable:

- ***Cover_Letter.pdf:*** Cover letter accompanying the application

- ***Negative_list.pdf:*** List with names of reviewers who are to be excluded from the review of the application (up to 3 names, including a brief justification)

- If the application is a continuation of an FWF-funded project:
  - ***Follow.pdf:*** Result report or final report of the previous project, no more than 6 pages

- If the application is a revision of a previously rejected application (resubmission):
  - ***Overview_revision.pdf:*** Overview of all changes made in the revised and 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