

Information sheet

DACH stand-alone projects

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1. General information

The DACH lead agency procedure simplifies the application process for transnational research projects by enabling researchers to submit a single application for cooperation projects involving partners from Germany and/or Switzerland. The application must be submitted to the funding agency from which the **larger/largest share of funding** is requested. The application is subject to the formal requirements stipulated by that organisation, which then acts as the "lead agency". For the purpose of calculating costs, however, applicants must observe the **guidelines of each funding agency involved**.

The lead agency organises the review process in line with its usual practices. Its funding decision is then generally adopted by the other agency or agencies involved, which are responsible for funding the parts of the project based in their countries. Once an application is approved, the partner funding agencies are autonomous in their decisions on the exact amount of each grant. The lead agency procedure is used in the FWF's funding of stand-alone projects in cooperation with the DFG in Germany ("Normal procedure") and the SNSF in Switzerland ("Project funding"), and in coordinated programmes. Information on submitting DACH proposals within the framework of coordinated programmes can be found in a separate information sheet (available on the FWF website).

Cross-border projects submitted under the lead agency procedure must be designed in such a way that the parts of the project in each country are closely integrated and thus cannot be carried out or funded separately. **All research partners involved are expected to make a substantial scholarly contribution to the project.** For less intensive forms of international

cooperation, applicants can add an international cooperation partner to an FWF stand-alone project.

2. Project duration

The maximum possible duration of a project varies depending on whether it is a bilateral project with the DFG, a bilateral project with the SNSF, or a trilateral project.

Cooperation	Maximum possible project duration <i>(regardless of lead agency)</i>
Austria – Germany	3 years
Austria – Switzerland	4 years
Austria – Germany – Switzerland	3 years <i>(trilateral applications can be submitted only to the FWF or DFG as the lead agency)</i>

3. Submission of applications

3.1. FWF as lead agency

Where the FWF is the lead agency, applicants can submit proposals for both bilateral and trilateral projects. Applications must be submitted in accordance with the [FWF Application Guidelines for Stand-Alone Projects](#)¹. For proposals in the field of clinical research, the guidelines for the [FWF programme for clinical research](#) (KLIF) apply (cf. 3.1.1.).

Proposals can be submitted online via <https://elane.fwf.ac.at> (programme category “**I – International Programmes**”): Please note that the cover sheet generated at the end of the online submission process must be printed out and signed. It can then either be sent to the FWF by conventional mail or scanned in, given a digital signature and sent to the FWF as an e-mail attachment (office@fwf.ac.at).

The project description must also address the following aspects of the project:

- **Added value** created by cross-border cooperation in the project
- **Distribution of tasks** among the partners
- Organisation of cross-border **project management**

Annex 1 (“Financial aspects”) must also include information on the **German and/or Swiss project part**.

¹ **Please note** that all limits (e.g., on the number of pages, publications and enclosures) specified in the guidelines must be observed.

In addition, the following **documents must be submitted to the FWF:**

- **DACH cost breakdown** (download [here](#)) with an overview of the funding amounts requested in each participating country (this cost breakdown **does not replace** the cost sheets usually required by the FWF, DFG and SNSF)
- **Academic CV(s) for the project leader(s) in the German and/or Swiss part(s) of the project.** This CV/these CVs are in addition to the up to three CVs that can be attached for other project participants.

In parallel with the submission to the FWF, the **applicant(s) in Germany and/or Switzerland** must submit the necessary administrative/financial information for their part(s) of the project to the **DFG and/or SNSF**. For more information, please visit the partner agencies' web sites.

DFG: www.dfg.de/lead_agency_dach/en

SNSF: <http://www.snf.ch/en/funding/projects/lead-agency/austria/Pages/default.aspx>

3.1.1. Clinical Research (KLIF)

For applications in the field of clinical research, the application guidelines for the **FWF programme for clinical research** (KLIF) apply. Each project application must be accompanied by a positive opinion from the relevant ethics commission or evidence of a fundamental approval/endorsement by that commission. Also, the filled out form “Declaration on the opinion of the ethics commission” must be attached. These documents must be submitted to FWF together with the other submission documents. For project partners in Germany or Switzerland, the respective guidelines of the DFG or the SNSF with regard to the opinion of the ethics commission apply.

3.2. DFG or SNSF as lead agency

In cases where the DFG or SNSF is the lead agency, the application must be submitted to that agency in accordance with its formal requirements. **Trilateral** applications can be submitted to the DFG (or FWF; see above), but **not** to the SNSF as the lead agency. The rules on **eligibility** and **cost calculations** for the Austrian part of the project are those specified in the [FWF's Application Guidelines for Stand-Alone Projects](#). For proposals in the field of clinical research, the guidelines for the [FWF programme for clinical research](#) (KLIF) apply (cf. 3.2.1). The application submitted to the DFG or SNSF must include a **brief justification of costs** for the Austrian part of the project. Applicants at FWF must submit the **administrative and financial data** for the Austrian project part together with a scientific **abstract** (cf. p. 5 in the application guidelines) **online** using the **Elane** system (<https://elane.fwf.ac.at>; programme category “**I – International Programmes**”). For further

information on how to submit an application, please refer to pages 7 to 8 of the application guidelines.

A copy of the Elane cover sheet must also be sent to the lead agency. The **DACH cost overview** sheet (available [here](#)) is to be enclosed with the application to the DFG or SNSF.

3.2.1. Clinical Research (KLIF)

For proposals in the field of clinical research, the guidelines for the FWF programme for clinical research (KLIF) apply with regard to the eligibility criteria and the guidelines for cost calculation. The applicant in Austria must submit a positive opinion from the relevant ethics commission or evidence of a fundamental approval/endorsement by that commission until four months after the submission of the proposal at the latest. Also, the form “Declaration on the opinion of the ethics commission” must be submitted by that time.

4. Language of applications

All applications submitted to the DFG or SNSF under the DACH lead agency procedure must be written in **English**. Applicants may submit proposals in German or a language other than English only in exceptional cases. Such exceptions can be made only for proposals from the fields of linguistics and/or literature which concern only texts in German or in languages other than English, and which do not need to be placed in an international context. In such cases, it is absolutely necessary to consult the relevant FWF project officers **before submitting the application**. Applicants may then be asked to submit an abstract (no longer than 1 A4 page) for the application as well as a written justification for submission in a language other than English (in electronic form). The FWF’s Executive Board will decide whether submission in a language other than English is to be permitted.

5. Review process

As a first step, the funding agencies involved check whether the applications meet the applicable formal requirements. In cases where the FWF acts as the lead agency, the review process is carried out in accordance with the FWF Application Guidelines for Stand-Alone Projects. The funding decision is taken by the FWF Board.

The lead agency passes the complete reviews on to the partner agencies. The competent decision-making body at the partner agency generally adopts the same decision as the lead agency and then decides on the amount of funding the partner agency will award. Once the procedure has been completed at the partner agency, the lead agency and partner agency (or agencies) send out the grant agreements or rejection letters to the applicants.

6. Processing time

Due to the need to coordinate with the partner agency/agencies, the average processing time for DACH applications is somewhat longer than for FWF stand-alone projects. The average processing time for DACH applications is eight months.

7. Project administration

Research progress reports and financial reports are to be submitted in accordance with the rules of each funding agency involved, and the funding agencies will review the reports according to their own standards.

Further information:

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