

Checklist for the complete application (Stand-Alone Publications)

New digital publication formats

All documents are to be submitted on paper (with original signatures) and in electronic form. No signatures are required in the electronic versions of application documents.

The size of all files submitted on the USB flash drive must not exceed 5 MB.

The formatting requirements apply for all attachments and the content section written by the applicants themselves: the continuous text must be written exclusively in 11 pt. font with 15–20 pt. spacing and at least 2 cm margins. Applicants must comply strictly with all upper limits (e.g., number of pages).

1. Forms

- Forms.pdf**: *Application* form (completely filled in)
- Co-authors.pdf**: *Co-authors* (completely filled in); it must also be indicated in the form if there are no co-authors for this application
- Certification.pdf**: Form *Declaration of commitment for publishers* (completely filled in), in the case of cooperation with a publisher

2. Attachments

- Academic_abstract.doc** [or docx]: *Academic Abstract* in the language of the publication²; the academic abstract will be used to inform potential reviewers about the application

¹ File name requirements

² **Required contents for academic abstract**

comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The abstract must be subdivided into the following sections using the given terms:

- Größerer Forschungskontext / Theoretischer Rahmen (*Wider research context / theoretical framework*)
- Hypothesen/ Forschungsfragen / Ziele (*Hypotheses / research questions / objectives*)
- Ansatz / Methoden (*Approach / methods*)
- Neuheitsgrad / Innovationsgrad (*Level of originality / innovation*)
- Wesentlich beteiligte WissenschaftlerInnen (*Primary researchers involved*)

Where options are given (indicated by slashes), please choose an option that is appropriate for your application.

- Reviews.pdf:** For *publications which serve as a basis for academic qualifications* (e.g. revised doctoral dissertations, postdoctoral dissertations): copies of all assessments
- If *the application is the revision of a rejected application*: In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers.
 - a) **Overview_Revision.pdf:** overview of all changes made in the resubmitted application (for FWF internal use only)
- If all the reviewers are to receive this response:
 - b) **Revision.pdf:** overall response to all reviewers
- If these responses are to be passed on only to the reviewers who were previously involved:
 - c) **Revision_A.pdf:** response to review A
Revision_B.pdf: response to review B
- Negative_list.pdf:** List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names; optional)
- Cover_Letter.pdf:** letter accompanying the application (optional)
- Confirmation.pdf:** *Institution's confirmation* of financing and a long-term archiving strategy
- CV.pdf:** *Academic curriculum vitae* and research achievements (no more than 3 pages) for the applicant³

³ **Required contents for academic CVs (no more than 3 pages):**

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link (hyperlink) to a list of all publications; the use of [ORCID](#) (Open Researcher and Contributor ID) is expressly recommended for this purpose;
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable);
- Main areas of research and short statement of the most important research results achieved to date.

Required description of previous research achievements

- Academic publications: list of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, preprints, proceedings, etc.); for each publication, if available, either a [DOI address](#) (DOI = Digital Object Identifier) or another [persistent identifier](#) must be indicated. In accordance with the [San Francisco Declaration on Research Assessment \(DORA\)](#), journal-based metrics like the journal impact factor should not be included;
- Additional research achievements: list of no more than ten of the most important research achievements apart from academic publications (such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, exhibitions, knowledge transfers, science communication, licenses, or patents).

3. Content section

- **Application.pdf:** Application of the technical implementation of the digital publication on no more than 12 consecutively numbered pages, incl. table of contents, list of abbreviations, headings, figures, captions, tables, footnotes, list of works cited in the application (*References*) etc.
 - Presentation of the content and technical features (language of publications, links to sources and research data, translation function for foreign-language terms, linked terms, additional tools, etc.)
 - Provide stable URLs to linked sources. Also, linked sources with long term archiving are preferred
 - Links to existing digital publications with related content
 - Provide stable URLs
 - Software/databases used and technical implementation
 - Strategy sustained long-term archiving
 - How the citability of content will be guaranteed
 - Open usage rights must be ensured by means of Creative Commons licences (CC-BY or CC-0)
 - Plan for sustained funding for at least 6 years
(NB: THE FWF DOES NOT PROVIDE FUNDING FOR LATER IMPROVEMENTS OR UPDATES TO PREVIOUSLY FUNDED PUBLICATIONS)
 - Timetable (maximum three years) for the implementation of the digital publication
- **Costs.pdf:** Cost calculations
- **Content.pdf:** Representative example or demo version of planned publication